Zone Contacts

- North Idaho Zone: Charles “Chuck” Tapia, 208-451-4207, charles.r.tapia@usda.gov
- Northwest Zone: Elizabeth “Biddy” Simet, 406-250-4188, elizabeth.simet@usda.gov
- Southwest Zone: Deanna Crawford, 406-274-2995, deanna.crawford@usda.gov
- Central Zone: Erin Lally, 406-531-8357, erin.lally@usda.gov
- East Zone: Fauzia Massey, 406-690-4541, fauzia.massey@usda.gov

Map: Depicts USFS Region 1 – North Idaho Zone (Nez Perce-Clearwater NFs and Idaho Panhandle NFs) in yellow; Northwest Zone (Kootenai NF and Flathead NF) in blue; Southwest Zone (Bitterroot NF and Lolo NF) in orange; Central Zone (Helena-Lewis and Clark NFs and Beaverhead-Deerlodge NFs) in green; East Zone (Custer-Gallatin NFs and Dakota Prairie Grasslands) in purple.

R1 USFS Incident Business Operating Guidelines – Updated 2022 – Valid until superseded.
Purpose:

This plan provides the operating guidelines and procedures for incident business management on the National Forests in USFS Region 1 and to ensure consistency with regional, agency and interagency policies.

It is organized similarly to the *NWCG Standards for Interagency Incident Business Management* (SIIBM), providing further direction but not duplicating. The guide will provide the necessary direction and procedures to meet agency administrator expectations for incident business and records management.

For more forest-specific detailed information, contact the zone IBS for that zone supplement and the Region 1 Service and Supply Plan.

The Agency Administrator (AA) or their designee, will review the Incident Management Team’s (IMT) pre-order for cost management compliance and applicability with incident circumstances and business practices in Region 1. Any items or practices in question will be discussed with the Incident Commander (IC) and the Zone Incident Business Specialist (IBS) or assigned Incident Business Advisor (INBA).

Any deviations from these guidelines will be negotiated with the respective Agency Administrator, the Forest’s Agency Representative (AAR), and the IBS or INBA.
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List of Appendixes:

The Appendices are available upon request. Each is a separate folder containing multiple documents.

Appendix A: Contact Lists
Appendix B: All Medical Injury and Illness
Appendix C: DOA templates
Appendix D: Service and Supply Plan
Appendix E: Sustainability and Recycling Greening Fire
Appendix F: Union Flyer

Links

2022 Incident Payment Procedures for the Forest Service
Lend Lease Guidance
State of Montana – MT-DNRC Agreements (including Law Enforcement)
NRCG Incident Specific Policy Guidance
NRCG Standards for Interagency Incident Business Management Supplements
Objectives:

This IBOG incorporates the Region 1 Service and Supply Plan, attached as Appendix D, and referenced throughout.

1. Provide for effective communication and coordination between various business administration positions on an incident, including our interagency partners.
2. Ensure consistent understanding and application of rules and regulations governing incident business management in various arenas from a variety of reference sources. Guiding references for this document include:
   - NWCG Standards for Interagency Incident Business Management (SIIBM)
   - National Interagency Buying Team Guide
   - Military Use Handbook
   - National and Northern Rockies Interagency Mobilization Guides
   - AD Pay Plan for Emergency Workers and USFS Casual Travel guidelines
   - USFS Appropriation Use Handbook
   - R1 Service and Supply Plan
3. Assure appropriate acquisition practices and general guidelines for prohibited purchases, the use of mandatory procurement sources, appropriate equipment hiring practices and formation of land use agreements follow acceptable, standard practices for Region 1.
4. Assure accountability for government property including sensitive items and the process for identifying and recording lost, damaged, or destroyed property.
5. Provide for consistent documentation of business matters, including claims or potential claims.
6. Assure agency records management guidelines are followed by using the national filing standard for incident records and following the zone IBS’s direction for electronic and/or paper document filing. The first IMT and any subsequent IMTs will maintain the records as requested by the host unit.
7. Assure Zone IBS is made an “owner” on the FireNet Teams file structure and added as a user on the eISuite Enterprise Incident.

0-Zero Code Authority

Agency Administrator (AA)
This position is the managing officer of the agency having statutory responsibility for incident mitigation and management.

Agency Administrative Representative (AAR)
The AA will appoint an Agency Administrative Representative. The AAR may be Zone IBS or other Staff with detailed knowledge of incident business practices. This position will be activated for each incident.

Incident Business Specialist (IBS)
The Region 1 National Forests staff a full time Zone Incident Business Specialist who works for the Forest Fire Management Officer or Fire Staff Officer. The Zone IBS has oversight responsibilities for
incident business related activities within the zone and is delegated Incident Business Advisor (INBA) duties for their zone forests. Another USFS R1 IBS may support the zone as coordinated through the Regional Incident Business Coordinator and is delegated the same authorities. In addition, the AA(s) may, at their discretion, order qualified Incident Business Advisor(s) for Type 1 and 2 incidents or multiple incidents occurring on their forests. If this occurs, the IBS may continue to serve as AAR and liaison between the AA and the IMT in coordination with the INBA.

**Incident Business Advisor (INBA)**
The INBA works directly for, and reports to, the AA or their designee. The INBA serves as an advisor to the AA / AAR and liaison between the AA, IMT and other incident support functions, providing incident business coordination with the IMT during the incident. Assigned INBA(s) may report to the AA or the zone IBS but will always maintain coordination with the IBS.

The primary duty of the INBA is to provide the AA and AAR with an overview of the business practices on the incident and make suggestions for improvements. This position will provide recommendations on issues that require resolution and will serve as a consultant to the incident’s Command and General Staff.

In matters concerning the expenditure and use of funds, the INBA will provide recommendations to the IMT and to the Buying Team (BUYT). The INBA will review questionable supply orders, as requested by the BUYT or Expanded Dispatchers, and hold them 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.

**Union Representation:**
Union officials or their designees have the right to represent Forest Service Bargaining Unit employees at all incidents. The Union may designate enough representatives to assure up to 24-hour coverage, based on representational need, at any incident where Forest Service employees are present.

When a staffing level of 300 individuals on a Forest Service incident has been reached and an ICP has been established, the Council Vice President (CVP) or designee will be notified within 24 hours after staffing reaches 300. The notification will include the location of the incident and the name of the Incident Commander. The IC will be notified of the name and contact information of the CVP or designee. The need for onsite Union representation will be based upon anticipated or actual representational workload as determined by the appropriate (CVP). The CVP will contact the IC to arrange for the ordering of specified Union representative(s) designated by the CVP or designee to the incident. When a representative is to be assigned, dispatch will occur through the normal incident dispatch procedures. Initially, one Union representative may be dispatched. Based on anticipated or actual representational workload, as agreed upon by the CVP or designee and IC, additional Union representatives may be dispatched. Specific Union Representation at Incident direction can be found in Article 28 of the Forest Service Master Agreement.

When assigned in official capacity as a Union representative, overtime and compensatory time is not authorized. Union representative(s) will check in with the IC or designee on arrival and departure.

See Appendix F for a fire camp poster.
Human Resources Representation:
A Human Resource Specialist (HRSP) must be assigned when 300 or more people are assigned to an incident. The role of the HRSP is to provide a point of contact for incident personnel to discuss civil rights and human resource concerns and to advise and assist incident management on proper actions to take to handle inappropriate acts or conditions. Reference the Northern Rockies Mobilization Guide, Chapter 60 for details.

The unit or zone will try to provide a person to fulfill that role until an order can be filled by the IMT. The IC will notify the Northern Rockies Human Resources Coordinator (NR-HRC) when the HRSP is onsite or assigned virtually. The HRSP will establish a link with the INBA. Harassment in any form will not be tolerated. All sexual harassment or other EEO incidents are to be reported to the NR-HRC as soon as practicable. Any investigation of an EEO incident is to be coordinated through the Agency Administrator. Treating employees, customers and contractors with respect is a founding principle in our workplace and expected practice during incidents.

10 – PERSONNEL

AD Pay Provisions and Subsistence:
It is our expectation that IMTs will process casual time and travel and submit both to ASC-IF. The IMT does not retain the discretion to refuse to process USFS casual travel when the situation meets the requirements for posting expenses to the OF-288. Payment packages (original OF-288s) for casuals hired by other agencies will be returned to the casuals upon demob. Do not submit DOI casual pay to ASC-IF.

AD Rates
AD rates are contained in the FS AD Pay Plan and are non-negotiable. AD Exception Positions should be rare, however if a position is needed and no AD position and associated rate is applicable, discuss this with the forest’s IBS.

AD Travel / Subsistence:
Locally hired casuals assigned to a fire camp will be given the same consideration as the local USFS employees regarding returning home at night. This decision will be made by the IC, AA, and/or INBA depending on the specific incident. Casuals may be required to stay at the incident and not return home each night.

The casual’s travel and subsistence will be indicated on the Single Resource Casual Hire Information Form (PMS 934). Transportation of casuals to and from incidents will be coordinated through Dispatch. Incident air transportation will be arranged by Dispatch and paid for by the Government. The dispatch center will determine the method of travel per the guidelines set forth in the SIIBM and NRCG Chapter 10 supplement.

Details for casual pay and travel processing can be found on the USFS Incident Business Practices / Personnel website and in the Albuquerque Service Center-Incident Finance (ASC-IF) annual Incident Payment Procedures Guide on the Incident Payments website:

- Incident Business Practices – Personnel
Work/Rest Guidelines
All incident responders will work in compliance with the work/rest and length-of-assignment guidelines as described in the SIIBM and the Interagency Standards for Fire and Fire Aviation Operations (“Red Book”).

Per the SIIBM, documentation of extended work shifts (excess hours) and mitigation must be in the daily incident records. The Extended Work Shift Documentation Log is acceptable but the e-ISuite excess hours log is not sufficient for this purpose. The IMT will provide the AA and INBA this log daily, or as negotiated. It will include the resources involved, justification, rationale and mitigation measures that were applied for safety, and approved by the IC, the applicable Section Chief, and the Safety Officer. Work / Rest compliance will be overseen by the IMT’s Safety Officer.

The IMT will follow the NRCG IMT Expectation - Leader’s Intent Memo

Commissary
Personnel are expected to come to an incident prepared for 14-day assignments. Should individual responders require commissary items, follow guidelines in the SIIBM regarding agency-provided commissary and appropriately document all actions. Needed items or services may be considered on a case-by-case basis, such as prescriptions or required personal items, and only if procurement support is available.

Compensation for Injury and Illness
The FSC will provide the INBA/AAR with updates on all injuries. An Incident/Illness Log will be completed and filed in the Finance Package as required by the SIIBM. A sample can be found in the SIIBM on page 10-58. Refrain from including an employee name or other Personally Identifiable Information (PII) on the log. Refer to individuals only by their resource order numbers.

The FSC or Compensation / Claims Unit Leader (COMP) will be current on policy and guidance found in the SIIBM, and will follow the appropriate federal, state, or tribal workers’ compensation guidance depending on the employment status of the injured individual. The NRCG SIIBM supplements provide links to state guidelines. The NRCG Business Matrix outlines the disposition of OWCP paperwork by agency and the NRCG OWCP guide provides further details.

For injured USFS employees and USFS casuals, ASC-HRM-WC (Human Resources Management – Workers’ Compensation) is the primary contact for all OWCP cases and issuance of the CA-16. FSC1, FSC2, FSC3 and COMP may issue CA-16s but follow-up with ASC-HRM-WC within 48 hours of issuance is required. Call 877-372-7248 Option 2, follow the prompts. See the Appendixes to this plan for details.

Agency-Provided Medical Care (APMC)
Region 1 forests do not have APMC established pre-season and will only approve on a case-by-case basis dependent on the incident, injury/illness, medical facilities, and acquisition support. Since APMC is designed for first-aid care only, if an incident provides a Medical Unit, any injury care required...
beyond that which can be provided by the medical unit would exceed APMC and would require workers’ compensation. Injured employees have the right to choose their medical care; what care is received, where they are taken, etc. It is the FSC or COMP’s responsibility to counsel the injured/ill employee of their rights, roles, and responsibilities, and to ensure all paperwork is completed and closed out with the local medical provider(s) prior to the employee demobilizing. Refer to the Northern Rockies Chapter 10 supplement for local guidelines regarding APMC and Workers’ Compensation, and to the SIIBM Chapter 10, 10-49 for national direction regarding the appropriate utilization of APMC. Strict adherence to these guidelines is required. Under no circumstances will prescription medication be purchased. APMC is not appropriate for prescription purchases. Utilize either workers’ compensation for a work-related injury, or a direct purchase by the injured/ill responder or a commissary transaction for prescription needs. Procurement officials will not process APMC payment requests if the situation does not fit within the guidelines. If APMC is utilized, the employee must sign a release of information so the medical facility can provide an itemized bill and receipt for payment.

The NRCG adopted a form to be used as a justification for the necessity of air or ground ambulance evacuation of an employee. This form should be utilized any time an employee medical transport is deemed necessary; the form is used for documentation purposes but doesn’t imply a commitment of payment for such services by OWCP or the Forest Service. FSH 1309-19-Chapter 30 31.1 states, The Forest Service Chief Financial Officer (CFO) may authorize payment of specific medical supplies, services, and other immediate relief for employees, on a case-by-case basis, and in accordance with 16 USC 554b, only when the employee was engaged in hazardous work when the incident occurred.

Medical facilities
The IMT should obtain a list of available medical facilities closest to the resources from the host agency as part of the in-briefing. Emergency rooms are required to take all injuries and accept workers’ compensation cases. If non-emergency facilities, like medical clinics, urgent care, etc. are within the area, determine if they accept federal, state, and private workers’ compensation cases prior to transporting patients to protect the employees and assure that the patient will be seen by a physician (not solely by a nurse practitioner or physician’s assistant).

EMS Support for Region 1:
Consider the Leader’s Intent provided by the forest’s Agency Administrator and the Northern Rockies Coordinating Group for Risk Management relative to operations prior to planning a tactic that can only be considered successful with significant medical support or a technical rescue team on site.

Local cooperator resources are the first source for all EMS required assistance and ambulance services. Reference the SIIBM NRCG Supplement for Chapters 10 and 50 for EMS/IMS program specifications, available contracts, and contacts.

Management of Medicines
A detailed inventory of medicines will be kept on incident by the Medical Unit. The Medical Unit will not order prescription medication to be held in the unit “just in case” it is needed. Only the resupply of items that are currently carried in the NFES Medical Kits may be procured, but quantities should be limited to immediate need only. Reference the National Interagency Buying Team Guide for details regarding the procurement of medicines.
Required Treatment for Burn Injuries
Reference the Red Book, Chapter 7, Safety and Risk Management for instructions for required treatment for burn injuries.

Travel
Meals and Lodging
All business relative to meals and lodging must follow the Federal Travel Regulations, SIIBM and agency policy. If meals and lodging are not provided by the government through an established ICP, responders may be eligible for per diem and lodging as authorized by employing agency policy. The incident should provide documentation to the responders validating that an ICP was not established. Contractors will follow the terms and conditions of their contracts and will be responsible for obtaining their own lodging and will submit receipts for reimbursement per their agreements. Responders and contractors may not claim per-diem reimbursement for meals when they are provided by the government.

If an ICP and or base/spike camp is established with sleeping facilities and meals provided, all employees assigned to the incident will be required to utilize these facilities. Employees who choose to make other arrangements will do so at their personal expense. This does not apply to expanded dispatchers, BUYT members, INBA(s) or others who do not work from the ICP. Any questionable situations should be presented to the INBA or zone IBS.

Transportation
If the capacity exists, the forests may establish a local transportation unit to support expanded dispatch, an assigned BUYT and incident needs. Dispatch or Expanded Dispatch will coordinate with the transportation unit to provide shuttle service to transport resources between local commercial airports, ICP and/or other work locations. This is preferable to obtaining rental vehicles when not needed for operational use on the incident. Transportation needs requiring use of a privately owned vehicle must be authorized in advance by the AA or INBA and documented on the resource order. A cost comparison may be required. Incident-only Emergency Equipment Rental Agreements (EERA) may be established with local vendors to address general transportation needs.

When authorizing the use of rental vehicles, consideration must be given to the intended use. Rental vehicles should be approved for responders who need them to perform their duties on the incident. It is not appropriate to authorize rental vehicles for responders who only need transportation to/from the ICP where the vehicle isn’t necessary for the performance of their incident position or duties. Other transportation arrangements should be made to get those responders to ICP.

Rental vehicles must be assigned judiciously and shall not be reassigned to other incidents or off-forest without coordination through Dispatch. The USFS utilizes the National Emergency Rental Vehicle (NERV) agreement or the agency’s travel program, depending on the type of vehicle required. Follow the current guidance on the NERV website for details on the use of the program. Responders who travel to incidents should follow their agency’s guidance and utilize their agency-issued travel credit cards as appropriate.
Every responder who utilizes a rental vehicle will be held accountable for its responsible use. Responders are expected to ensure completion of all necessary paperwork, shift tickets, inspection forms and accident documentation where necessary. Responders may be required to send the payment paperwork to the appropriate payment official for NERV rentals. Responders should work with Ground Support to document any damage that occurs. They must leave their contact information for follow-up when needed. If Ground Support pool vehicles are hired using an EERA, the OF-286 invoices will be finalized by the IMT upon demobilization. Ground Support and IMT vehicles will not remain at the incident or be transferred to the host unit unless specifically requested by the AA or INBA/AAR and coordinated with Dispatch. Finance and Logistics will coordinate to return all rental vehicles and to finalize vehicle invoices upon demob.

Privately-Owned Vehicles (POV)
POV use should be limited to mobilization and demobilization. POVs shall not be used for on-incident operational use. POV use will be reimbursed according to the responder’s agency travel policy. Mileage reimbursement includes wear and tear, maintenance, and insurance. Damage to POV is not covered under the Military and Civilian Employees Claims Act. Damage claims will be submitted through the employee’s private insurer.

Specialized Equipment and UTV/ATVs
All users of specialized equipment such as forklifts or UTV/ATVs are required to have completed an approved training course or be licensed to operate the equipment. Proper use of personal protective equipment (PPE) such as helmets, gloves, or safety glasses, is mandatory. The IC/IMT is responsible for ensuring all users have proper training, proof of licensing and required PPE. NRCG direction for ordering and use of UTV/ATVs can be found on the NRCG website. Strict adherence to this policy is required. Every UTV/ATV managed by Ground Support and checked-out to responders must be documented by date and time. All damage must be reported immediately, documented in writing, photographed, and investigated. NRCG ATV-UTV Guidance with Forms

Driving Requirements
In the absence of a more restrictive agency policy, incident personnel will adhere to the driving requirements as outlined in the SIIBM and Red Book. For mobilization and demobilization, to manage fatigue, traveling between 2200 hours and 0500 hours should be avoided.

20 – ACQUISITION

Incident Acquisition Procedures
Ordering
All orders for supplies and/or services for an incident shall be processed through the Dispatch Center or Expanded Dispatch. Orders shall follow the processes established by the local dispatch center.

Incident acquisitions are expected to follow agency procurement policy and the guidelines outlined in the R1 Service and Supply Plan – Appendix D

For Type 1 and 2 incidents, prior to the assignment of a BUYT, procurement needs should be processed through the identified local micro-purchaser(s) or AIMS for requests exceeding the micro purchase threshold. NFES cache items will be obtained through the cache system unless not available and only
then will be referred to the AIMS or the BUYT if applicable. Dispatch will provide copies of the supply orders to the INBA if requested. The USFS uses contract awards that are competitively solicited by the USFS. The competed Incident Blanket Purchase Agreement (I-BPA) awards are available on a Dispatch Priority List (DPL). These competed agreements are the first source of supply if agency-owned equipment is not available. If local and neighbor DPLs have been exhausted, or specialized equipment currently not under a competitive award is needed, an incident-only EERA may be implemented. Under no circumstances will vendor equipment that is currently on a preseason I-BPA be placed onto an EERA.

**Ordering Restrictions:**
The following items are either restricted from purchasing, or limited in some manner, during incident operations. See Appendix D: R1 Service and Supply Plan for further restrictions:

- **Rapid Extraction Modules (REM):** Order only with specific AA written concurrence and within NRCG direction.
- **Procuring motel rooms or other commercial lodging for overhead or other personnel located in an area where an incident camp exists is prohibited with the following exceptions:**
  - Personnel who are ordered by the host unit and work outside the scope of the IMT.
  - Lodging is required to provide daytime sleeping area for night shift personnel.
  - Lodging is required to provide a safe and healthful environment for injured personnel who are recuperating on doctor’s orders.
  - Lodging is required to provide a healthful environment for incident personnel based on inclement weather or other adverse conditions approved by the AA/AAR.
  - Lodging is required to meet a previously approved Reasonable Accommodation, upon AA approval.
- **“Handi-talkies”, or Family Radio Service (FRS) radios will not be used during any ongoing critical incident.**
- **Personal care or comfort items including toiletries. These items should be handled as commissary items - not stocked in the Medical Unit.**
- **Flat-screen televisions or other digital or electronic equipment purchase or rental that go beyond the AA Leader’s Intent for video production, virtual public meetings, or other presentations.**
- **Any items not considered a direct need for suppression of the fire or essential to the logistical support of the incident.**
- **Supplemental foods outside the scope of NWCG Memo No. 16-010: Supplemental Food and Drink Guidance**

**Acquisition Methods**
The function of the local acquisition support and BUYT is to fulfill the procurement needs of the incident; every effort should be made to meet the basic needs of the incident effort and assigned personnel. All personnel should endeavor to mitigate costs, particularly those related to supplies, equipment, and land/facility rentals.

**Government Purchase Cards (GPC) and Procurement Support**
Purchasers must closely communicate with the AAR/INBA to ensure appropriateness of orders and to resolve any issues and address questionable requests. Purchasers must follow agency GPC policies for reporting and reconciliation. All purchases should be documented and tracked using the National Buying
Team Spreadsheet. The spreadsheet is recommended for all purchasers (preferably consolidated on one spreadsheet) to accomplish the cost tracking requirements.

**Procurement Support: Type 1-2 Incidents**

When a Type 1 or Type 2 IMT is ordered, the AAR/INBA will coordinate with the AA to determine when it is necessary to order a BUYT. The BUYT may be provided in a virtual capacity, or by an on-site National/Regional Buying team from the Northern Rockies or another Geographic Area. Local micro purchase support may still be needed. The BUYT may work for the AA but will coordinate with the INBA or their designee.

The BUYT will follow operating procedures described in the National Mobilization Guide, SIIBM, NRCG supplements and the National Buying Team Guide. The BUYT **will not** use their credit cards or convenience checks to make payment on I-BPAs unless allowed under the terms and conditions of the I-BPA or by policy. The BUYT will procure commercial items with credit cards or convenience checks as allowed by agency policy.

**Un-operated Equipment**

Un-operated rental equipment, such as light towers, dumpsters, vehicles, and portable toilets must be tracked by the IMT. These items may be procured on an EERA or on a Commercial Agreement. Either way, the IMT (logistics) must complete shift tickets reflecting the start and end dates or sign a vendor-generated daily invoice. When the BUYT pays for items on Commercial Agreements, the BUYT will require field documentation of the equipment arrival and departure dates. Items procured through EERAs will require a finance-generated OF-286 which will be submitted to ASC-IF for payment. Some items may be paid by ASC directly from the vendor-generated invoices. Follow the guidance in the ASC-IF annual payment procedures guide carefully to assure that all documentation is submitted if using only the vendor-generated invoices.

If a question arises regarding whether an item is paid by a BUYT or via OF-286, Finance must resolve it prior to demob.

**Emergency Facilities and Land Use Agreements (LUA)**

*Accountability for use of Private Lands*

Using private land is a privilege granted to the government by landowners. The government’s management of private lands and/or facilities must be appropriate and respectful. IMTs will track and document the use of any lands or facilities under a LUA. IMTs will assure the government is using the space within the agreement specifications. The IMT will be held accountable for misuse, mismanagement, or disrespect of private lands.

Land Use Agreements shall be ordered and completed prior to government use of any privately-owned land or facility. No private lands will be utilized without a signed LUA in place or verbal approval by a warranted contracting officer. A [Land Use Agreement Intake Form](#) will be completed by the requestor and send to dispatch with the order. IMTs shall not make the determination on appropriate use, rehab, payment, etc. of lands outside of the terms and conditions of the signed LUA. All negotiations, updates, and changes will be handled by a warranted contracting officer. A list of all LUAs must be provided to the INBA. Specific direction for the establishment of LUAs in the Northern Rockies is posted in the [NRCG LUA Guide](#).
IMTs will close all LUAs, complete the final inspections, complete the payment processing paperwork, and obtain the landowner(s)’ signatures. **Property owners must be registered in the System for Award Management (SAM) to receive payment from the federal government.**

**Airports**
LUAs may be negotiated if airport use is above and beyond normal operations, or if government use prohibits the airport from continuing normal operations. Otherwise, a commercial payment may be made to compensate the use, the same as any civilian customer who uses the airport. Normal use can be considered as: landing, staging, minor use of facilities, and parking. All airport use must be addressed and documented.

**Water Use**
Water use is a highly contested issue. Involve the AAR, INBA, and a warranted contracting officer immediately when water access is needed. It is imperative that use, and access of water follow the guidelines in the aforementioned LUA guide in the toolbox.

The USFS follows all state and local laws for water use. The USFS DOES NOT pay for water. Temporary use of water for emergency fire suppression does not require a permit or prior approval from the state. Use must cease when the water is no longer required to meet the emergency. An LUA must be written for access to the dip/draft site, or diversion of water and specify that the rate includes use of the water. The LUA may not be written solely for use of the water. Except for municipal water from a metered hydrant, we cannot negotiate for the water itself at a per-gallon rate. Further direction is available in the [Land Use Agreement Guide](#):

**Unique Items**
**Supplemental Food and Drink**
Follow the supplemental food guidelines in the SIIBM Chapter 20. Any supplemental foods provided will require IC justification AND concurrence from the INBA. **The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of responders performing prolonged or arduous work on the fireline.** Supplemental foods are not authorized for ICP, mobilization centers, staging areas, or personnel not engaged in work on the fireline (fire camp meals provide adequate dietary needs for camp work situations). Jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks are not authorized as supplemental foods. [NWCG Supplement Food Guide](#)

**Hazardous Waste**
It is the responsibility of the IMT to coordinate disposal of hazardous waste and/or hazardous material with the forest HazMat representative or Safety Officer. A list of disposal options or locations will be provided. Payment for those services will be coordinated with the BUYT or micro-purchaser if appropriate.

**Donations**
Minor “thank you” donations for firefighting personnel from the community are welcome and acceptable to show appreciation. These items may include baked goods, posters, cards, personal care items, etc. It is desired that donations of this sort be made available to fireline personnel before camp personnel.

*R1 USFS Incident Business Operating Guidelines – Updated 2022 – Valid until superseded.*
Donations for items for which our firefighters are compensated, or are expressly prohibited under ethics guidelines, are unacceptable (ex: food, water, Gatorade, clothing, gifts, tickets, money, prohibited items such as energy drinks, etc.) and should be handled respectfully, graciously but firmly. Provide information to the donor about how our firefighters are adequately supported by the government so the public is aware the donation is appreciated but unnecessary. These donations can be redirected to support organizations such as the Red Cross, evacuation centers, local fire departments or, in the case of cash donations to organization such as the Wildland Firefighter Foundation, Eric Marsh Foundation or National Fallen Firefighters Foundation.

**Military**
Reference Chapter 50 of the NRCG Supplements to the SIIBM for Montana, Idaho or North Dakota National Guard and military use on incident.

**EERA and I-BPA Administration**
**Payments**
The finance section is expected to follow BUYT and/or ASC-IF payment procedures including interim and final payment disposition for the submission of all payment packages. The AAR/INBA may request to review packages as time allows, this will be coordinated in advance with the Finance Section Chief.

Unresolved issues or invoices not completed at incident closeout will be discussed with the INBA/AAR to plan for completion. An IMT Finance representative may be asked to remain on the forest to complete incident payment packages and facilitate necessary follow-up.

For vendor package/electronic files, please:
- Use the “Company Address” for each vendor’s OF-286 from block 17a of the SF-1449 award document. (That is the vendor’s SAM registration address. Do not use a “mailing address” unless it’s the same).
- Assure that all vendor folders include, at minimum:
  - OF-286 Emergency Equipment Use Invoice (interim and final)
  - Shift tickets (or signed vendor-generated invoices in lieu of)
  - Agreement
  - Inspection forms and checklists
  - General message forms or other correspondence
  - Resource Order

In the event the incident extends beyond 14 days, the Finance Section shall submit interim vendor payments to ASC-IF on a bi-weekly basis, if vendor declines an interim payment, documentation is required. Heavy Equipment Task Forces may require more frequent interim payments due to their high daily cost.

**Batching payments:**
The Finance Section is expected to create running record of all batch transmittals to ASC in a single, searchable document. The NRCG Batch Transmittal Log is available on the [NRCG IBC toolbox](https://www.nrcgtoolbox.gov). This document will be filed electronically in the Procurement Unit / Batch Transmittal folder, and updated daily, or as needed. Note: This is separate from the individual batch record that get submitted to ASC with the batch. This is for record-keeping and follow-up.
When submitting batches to ASC-IF via email, do not create one large PDF document with all vendor paperwork combined. Instead, attach each vendor package separately to the email, along with the batch transmittal coversheet and list of attachments. Separate files for each vendor are easier for ASC to download and process and may reduce errors or missing documents.

Submit all batch emails to ASC-IF EERA Inbox (sm.fs.asc_eera@usda.gov).

If vendor payment follow-up is necessary at the incident, follow these steps:
1. Attempt to resolve invoice issues with the vendor prior to signing the invoice.
2. If the vendor cannot find answers to invoice status questions by checking IPP, they may call or email the ASC Budget & Finance Contact Center at 1-877-372-7248 or ASC Contact Center Inbox (sm.fs.bf_cc@usda.gov)
3. The contact center requires the following information for status of invoice (whether calling or emailing):
   - Name of company as written on the invoice
   - Agreement Number
   - Incident Name and Number
   - Resource Order Number
   - Incident dates of service
   - Amount of Invoice
   - Date Invoice was signed

For filing the batches, the Procurement Unit shall use the ASC Batch Transmittals folder which appears within the FireNet Team Finance folder structure, and create a folder for each, uniquely-numbered batch. The batch folder will include the batch cover memo, all vendor packages as separate documents, a list of vendors in the batch, a copy of the email to ASC showing delivery from the email “sent” folder.” The batch transmittal running record will remain in the ASC Batch Transmittals folder as a separate file, while all the batches will be folders.

30 - PROPERTY MANAGEMENT

Forest Service Sensitive Items
The following items are considered sensitive and will be tracked with Property Transfer form (AD-107): computers, computer equipment, radios, cameras, binoculars, flight helmets, chainsaws, pumps, cell phones and any other items that are characterized as sensitive in FSM 6400, FSH 6409.31. Not all items may be procured with incident funding.

USFS fire suppression appropriations (WFSU) may be used to procure needed Information Technology (IT) equipment and supplies for incident support. However, computers shall not be purchased using suppression funds. The rules governing peripheral equipment (printers, scanners, plotters, router hubs, etc.) and supplies (cables, thumb drives, etc.) state that it is to be returned to the host unit fire cache to be used only to support fire suppression and not to be disseminated for general unit use. Nor can these supplies be removed from the incident by IMT members. All IT equipment procured will be returned directly to the forest’s IBS at the end of the incident. When IMT owned (government owned) equipment is lost, damaged, destroyed or otherwise rendered unusable on an incident, an IMT member must follow Incident Replacement direction for an authorized repair or replacement.
**Durable and Accountable Property**

The R1 forests adhere to the SIIBM and Northern Rockies Chapter 30 Supplement governing property management requirements for all Type 1-5 incidents, regardless of whether an IMT is assigned or not. The IC/IMT shall place a high priority on property management.

Prior to resource demobilization, the Logistics and Finance sections shall coordinate to ensure property is returned. Final time reports should not be processed until all property (durable, sensitive, and/or accountable) is returned. If necessary, the LSC and/or Supply Unit Leader (SPUL) who is assigned property management responsibility may be required to remain after the incident is closed or during times of transition to ensure proper transfer or recovery of incident property.

The IC/IMT will manage all property obtained through the cache system. Every effort will be made to return cache items promptly at the end of the incident. Documentation of items remaining on the incident, and their current location, will be supplied to an incoming IMT, or to the District Fire Management Officer, AAR, or INBA. Unused consumable and/or durable NFES supply items must be returned to the cache within 30 days of control of the incident.

At the end of each IMT’s tour, all property must be accounted for, and location documented. Any lost, damaged, or destroyed property items that will be replaced will become part of the IMT’s Loss Tolerance cost and will be documented on an AD-112. All remaining property will be transferred to the incoming IMT on an AD-107. At the close of the incident, the last IMT will document, using the AD-112, any lost, damaged, or missing property. All current property in inventory will be transferred using an AD-107 to the host agency or return to the cache as appropriate.

Upon determination that an item cannot be accounted for, the person responsible for accountability will immediately notify the LSC who will notify the AA/AAR or INBA. During the demobilization process, AD-112s will be processed when items are not returned to supply. The employee’s incident supervisor will sign these forms.

Government property and/or supply items issued to contractors/vendors shall be rare and must be returned to the incident prior to demobilization. The SPUL shall utilize an AD-107 (including value of each item) to ensure they are returned. When items are not returned, the transfer forms will be given to the FSC or PROC to become part of the I-BPA documentation and an appropriate amount shall be deducted from the contractor’s invoice.

**Incident Replacement**

Incident Replacement requests will be reviewed in accordance with host incident agency direction by personnel with delegated authority to approve replacement. Requests will be reviewed with Logistics, Dispatch, BUYT, and the IMT as needed. Approval to replace government property will only be considered through written documentation to the home unit and limited to replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident. *Replacement shall not be authorized using incident funds for loss or damage from normal wear-and-tear.* Written documentation shall include, General Message and/or the NR OF-289.

The IMT may approve incident replacement for consumable items that are used on the incident. These items may be replaced at the incident, if time allows, or may be replaced by the responders at their home unit with an approved Supply Resource Order (S#).
IMTs may not authorize replacement of durable or non-standard cache items without a specific delegation of authority issued to the FSC from the AA, INBA, or IBS with a designated approval threshold. This will be established on an incident case-by-case basis.

For all other requests, the IMT will provide documentation in accordance with host incident direction for review and determination.

Replacement value for non-standard cache items will be limited to the dollar value of similar or equivalent standard cache items. Costs beyond this amount shall be the responsibility of the home unit. The dollar value will be identified on the resource order. Prototype equipment will not be replaced with suppression funds.

Chainsaws and parts
Requests for chainsaw parts, saw repairs, etc. will be discussed as needed with Subject Matter Experts (SMEs) and/or Operations for determination. It is expected that chainsaws that are purchased for firefighting are going to experience a high level of use. Generally, chainsaw powerheads will not be replaced with suppression funding as a loss of powerhead function is normal wear and tear. Replacement should be funded through the saw owner’s base funding sources. Required forms for chain saw parts or repairs are located at: Northern Rockies Saw Parts order form and corresponding list of authorized parts. Approval discrepancies may be elevated to the INBA/AA for further documentation and determination.

Radios
Any requests for radio replacement must be referred to the IMT’s Communications Unit Leader (COML), or host unit radio technician for completion of the SME section of the OF-289, procurement and funding guidance. All radios purchased by the USFS from Bendix King have a 5-year warranty. Warranties will be voided if replacement parts are not Original Equipment Manufactured (OEM). When/if radio parts are approved for replacement at the home unit, the resource order should reflect “replace with OEM parts only” in the documentation section so that the purchasers obtain the correct parts. This will result in a cost savings to the fire and to the government by preserving the warranty. The actual purchase should be completed by an authorized radio technician. Details are available for USFS specific Emergency IT Equipment Purchases guiding document in Appendix D.

Bear Resistant Items
Most R1 forests have Bear Food Storage orders (refer to the zone-specific IBOGs) and bear resistant items are required as part of ICP setup, spike camps, etc. IMTs will first contact the local district for these needs. Districts may have these items in their local caches (not in NRK). If needed, requests for bear-proof dumpsters should be through a rental process and not purchase. Non-standard items can also meet the needs of the incident and should be considered, for example, horse trailer for garbage storage which can be hauled in/out rather than bear resistance dumpsters. For spike camps or other remote locations, bear-resistant coolers are available in the NRK. They are not to be purchased until or unless the NRK can no longer provide them.

For the safety of all responders, bear spray cannisters are NOT considered consumable items. Any bear spray that is purchased for the incident must be issued to responders and tracked by Supply. All cannisters must be returned to supply and the host unit.
When transporting in vehicles or aircraft, bear spray cannisters must be secured in a Safety Container, like a “Kozee-Tote” or other similar brand. Check with the host forest for guidance.

Waste Management at Incident Base

Waste Reduction
IMTs are expected to take actions to reduce waste as much as possible, particularly cardboard, paper, and plastic bottles. Consideration of alternative solutions to use of single serve bottled beverages is desired. Use of refillable canteens with a potable water tender as appropriate and available should be considered. Electrolyte alternatives are available in powder or tablet forms. Additional oversight to ensure cleanliness standards and distribution of electrolyte alternatives may be required.

Recycling:
Federal Executive Order No. 12873 requires federal agencies to promote cost-effective waste reduction and the recycling of usable materials from waste generated by federal government activities. The Montana DEQ provides an online directory of recyclers and the products they recycle.

Consult the Greening Fire Team website for details on sustainability and fire. Consider agreements for recycling vendors to assist logistics with waste management.

Consider using printed maps for multiple days until a significant change requires reprinting. Use electronic maps under QR codes as much as possible. See Appendix E for area and cache recycling information.

Public Law 103-329 (H.R. 4539) Section 608 authorizes federal agencies to receive funds resulting from the sale of the materials recovered by recycling to be deposited back to the agency hosting the incident.

40 – INCIDENT BUSINESS COORDINATION

Incident Management Team Coordination
The AAR/INBA will provide the Logistics and Finance Sections a copy of this IBOG and any supplemental information as well as an in-briefing with incident details and expectations. This information will be used as the basis to complete the Finance and Logistics evaluation (as well as input to the IMT evaluation completed by the line officer). Finance and Logistics Evaluation

As soon as possible, the IMT, host unit and support centers (Expanded Dispatch, BUYT, etc.) will provide contact information to facilitate communication between the entities. The host unit will also provide the IMT with a list of staff who need to access their Teams Meetings.

Email Accounts
Any email accounts needed to support an incident shall comply with the NMAC Memo “Use of FireNet.gov for Official Electronic Messaging” and FireNet.gov processes for creating incident email accounts and naming conventions provided at Firenet.gov. Refer to the zone-specific IBOGs for details on personnel who need access to the FireNet Team incident files.

Closeout Instructions
The FSC will contact the AAR/INBA after the IMT has been notified of release from the incident to
establish a date and time for transition to the incoming IMT and/or to closeout with the host agency. Follow-up after the incident between the host agency and the FSC may also occur to provide information and resolve issues. Transition may include a paper documentation box (Incident Finance Package) or a review of the electronic fire structure in FireNet with access provided to the appropriate incoming IMT members.

The AAR/INBA should participate in the exit interview of each assigned IMT providing a verbal and written assessment utilizing the NRCG IMT Finance Evaluation form.

The AAR/INBA may review final finance fire packages focusing on accuracy and completeness. Random sampling may be used to accomplish this, or a full review of the finance package may be completed.

Some specifics for Logistical close out include:
- Designate a single point of contact who will be responsible for demobing all unoperated logistical resources
- Identify this person in the Demob Plan
- Assure that the start and end dates for resources like light towers, generators and other unoperated equipment have been documented on shift tickets. Assure appropriate paperwork is prepared for payment.
- Land Use Agreements should have the final inspection completed and be closed when it is determined that the land is no longer needed.
- Notification to shut off utilities will be submitted on a general message through Expanded Dispatch to the BUYT.

**Incident Records Management**

IMTs will follow current NWCG and agency direction and policy for Incident Records Management. The USFS requires electronic filing and follows records management standards set by the National Archives and Records Administration (NARA). All files and folders will be electronic. No paper doc box is required however if an incident is a cost-share with a state, or if an FMAG has been assigned, a paper doc box may be necessary. If so, or if an IMT uses paper for their convenience, then following NWCG direction for filing is required and all paper documents must be scanned and uploaded into electronic files. Refer to the zone supplemental IBOG for more details.

The files are ongoing and will not be separated by Initial Attack or Extended Attack, or by successive IMTs assigned. This includes information files, photos and videos, Incident Action Plans, ICS-209 reports and more. Each assigned IMT shall continue with the existing file flow.

Resources assigned to the incident will not take records home for documentation or for follow up. All files will be maintained in FireNet Teams using the appropriate file structure.

- Assure that any paper records created during the IMT’s tenure on the incident are scanned and uploaded into the appropriate electronic folder. Scanned documents must be clearly marked “Scanned” upon completion of the scanning process. This includes all ISC-213 General Message Forms and ICS-214 Unit Logs.
- All files shall be named appropriately, not left in a folder with the file name assigned by the
scanning device.

- Incident Documentation boxes will follow Incident Records Management guidance
- Electronic files will be maintained in FireNet according to current standards.
- Assure that the IBS is listed as an “owner” on the FireNet Teams folder structure.
- IMT members must be aware that they will be disconnected from the FireNet Team folders at the
time of their IMT demobilization.
- GIS data files and Information photos and videos are too large to be downloaded from FireNet to
the host forest’s server. These files should be transferred to the host forest using an external hard
drive. All other files may remain in FireNet and will be downloaded at the end of the incident.
- All incident records users must be aware of, and protect personally identifiable information (PII),
including dates of birth collected by the Demob Unit to acquire airline tickets. Best practice is to
refrain from collecting PII and refrain from uploading any PII data to FireNet.

e-ISuite Database or Incident Management
The Plans section shall ensure they demob all resources in e-ISuite, including their IMT members.

If using e-ISuite Site version, the last IMT is required to upload the database to Enterprise. If the IMT
cannot upload the database to Enterprise, the database will be uploaded to the National Data Repository.
The IMT will provide an electronic copy of the database to the forest in the final incident package, along
with the database user names and passwords. The Information Technical Support Specialist (ITSS) and
the FSC will ensure the database is functioning on a host forest computer before they demob.

If using e-ISuite Enterprise version, the IMT is required to assure that local personnel, including the IBS
are listed as users. The ITSS and the FSC will ensure that local personnel can access the incident in
Enterprise before they demob. IMT members will be removed as users from the incident upon demob.

Buying Team Coordination
Typically, when a Type 1 or Type 2 IMT is ordered, a Buying Team will be ordered to support the
incident, but that does not guarantee a fill. The Buying Team Leader should establish open lines of
communication with the incident Ordering Manager and supply unit, incident Finance,
Dispatch/Expanded Dispatch, and AAR/INBA once in place. At times, BUYTs may be shared among
multiple incidents within the Geographic Area. If that happens, the BUYT will be supervised by the
Regional Incident Business Coordinator for the lead agency. BUYT coordination with AIMS is defined
in the R1 Service and Supply Plan.

Procurement personnel (or dispatchers) should consult with the INBA before ordering or purchasing
items of questionable need, nature, or quantity. All procurement will be supported by a resource order
and General Message. Purchasers assigned to the incident will retain the original purchase
documentation and provide a copy of the documentation to the incident file. BUYT files should be
electronic and shared with the IBS. The format will be discussed by the AAR/INBA to assure that their
records can be copied or transitioned to the host forest at the end of the incident.

Dispatch/Expanded Dispatch Organization
An Expanded Dispatch Center will be established at a location determined by the Dispatch Center
Manager. Staff names and phone numbers will be provided as soon as they are operational.
Resource orders and numbers are assigned by Expanded Dispatch. All resource requests will be sent by
IMT members to the IMT’s Ordering Manager (or designee) who will submit through Dispatch or Expanded Dispatch. IMTs may order NFES fire cache items directly from the Northern Rockies or Billings Cache if coordinated with and approved by Expanded Dispatch or the Dispatch Center Manager in advance. This will be negotiated on a case-by-case basis based on IMT capabilities, connectivity, and staffing.

50 – INTERAGENCY COOPERATIVE RELATIONS
USFS Cooperative Law Enforcement agreements cover counties within Montana and Idaho. If the incident requires Law Enforcement for USFS-ordered roadblocks, security, etc., the resources may be ordered under the USFS Coop Law agreement for the county where the incident is occurring. Requests must follow ordering protocols outlined in Addendum A of the agreement and documented on a Resource Order.

State of Montana:
If the County Sheriff has additional jurisdictional needs, MTDNRC has established a county sheriff to county sheriff mutual aid agreement, Montana Sheriff’s, and Peace Officer’s agreement (often referred to as the STAR agreement). The Montana Highway Patrol has a separate MOU. These agreements can be found on the DNRC website and can be used on USFS incidents. http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides

State of Idaho:
Cooperative agreements have been established with local entities and procedures are outlined in the specific agreements. Regional direction for Fire Suppression Billing Language for Cooperative Law Agreements has been included in each county’s annual operating plan. See zone specific IBOG for copies of these agreements.

State of North Dakota: See link below.
Agreements are also available on state websites:
Idaho: https://www.idl.idaho.gov/fire-management/incident-business/
North Dakota: https://www.ag.ndsu.edu/ndfs/programs-and-services/fire-management

Payment Processing for Local Government Fire Forces
Cooperative agreements with local fire departments will be provided to IMTs as needed.

Upon demobilization, all local government fire responders will be given their original finance paperwork, including Crew Time Reports, Shift Tickets, OF-288 Incident Time Reports and OF-286 Emergency Equipment Use Invoices. Only copies, or electronic versions, will remain in the Incident Finance Package.

60 - ACCIDENT INVESTIGATION AND REPORTING
IMTs will report any serious accidents or injuries and any motor vehicle accidents to the AA following notifications protocol outlined by the AA during the IMT in-briefing. Coordination between the IMT and host unit counterparts may be necessary such as communication between the IMT Safety Officer and the forest Safety Officer. Motor vehicle accidents, including UTV/ATVs will be documented using
the SF-91 Motor Vehicle Accident Report and the SF-94 Statement of Witness. USFS Law Enforcement Officers (LEO) will be contacted, however the local law enforcement entities are the lead investigative agencies for motor vehicle accidents within their respective jurisdictions. Copies of all reports will be provided to the forest Safety Officer.

Upon assignment, the IMT Security Manager will coordinate with dispatch to connect with the forests’ local LEO patrol captain to determine any available USFS resources.

**Criminal Investigations**

Security functions include prevention, detection and reporting violations of law to commissioned LEOs having jurisdiction over the reported violation and location. LEO duties include the enforcement of federal and/or state criminal laws and regulations including the exercise of their powers of arrest and the appropriate use of force.

Initial attack firefighters are trained to take precautionary measures to ensure that the suspected point of origin of a fire is undisturbed so that LEOs can investigate. Forest LEOs will be notified immediately by dispatch or other forest official of all fire starts that are likely to be human caused.

**Sheriff**

County law enforcement personnel may be available to provide necessary coordination and assistance. Significant law enforcement incidents or matters needing additional LEO support shall be reported to and coordinated with the area LEO contact as soon as practical.

**70 – CLAIMS**

Claims against the government need to be documented as soon as possible. The IMT will not send claims directly to ASC, rather send to the Unit Claims Liaison.

**Tort/non-Tort Claims**

Written claims received at the incident or sent to the forest unit directly should be date stamped immediately and routed to the Unit Claims Liaison (or if unavailable, IBS) for submission to ASC-Claims. If someone calls/visits a FS office, they may be referred to ASC Claims at 877-372-7248, option 1 or can be instructed to send the claim directly to ASC-Claims:

via email (SM.FS.ascclaims@usda.gov) or via fax to 866-341-1541 or hard copy at:

ASC B&F Claims Branch.
101B Sun Ave. NE
Albuquerque, NM 87109

A Claims Log, a copy of the claim(s) in the appropriate Claims envelope, along with all the documentation, will be included in the incident finance package. If no documentation has been filed, the IMT should still note the discussion or potential and provide documentation. Unit Logs are not sufficient for this purpose.

*(Requests for Incident Replacement of government property are not claims and should not be filed in claims envelopes, or electronically under claims. They should not be included on a Claims Log and should not be issued a “C” number for a claim).*
Employee Claims
When property is damaged or destroyed, IMTs must first determine if the property is personal or government. IMTs do not have the authority to approve personal property claims or to authorize expenditure of funds to replace personal items. Damaged personal property is not Incident Replacement, it’s an employee claim. The SIIBM Chapter 70 addresses personal property loss or damage claims.

For employee claims, only copies of the paperwork will be retained in the incident package. The affected employee will take home the original paperwork for adjudication at his/her home unit. USFS employees must file within 2 years from the date of damage or loss and should use form AD-382 – Employee Claim for Loss or Damage to Personal Property. Other federal or state employees must follow their home unit’s procedures.

USFS employee claims filed under the Military Personnel and Civilian Employees’ Claims Act of 1964 could be mailed by the employee to the ASC-Claims branch at the following address:

USDA Forest Service
Albuquerque Service Center
Attn: Claims Management
101B Sun Avenue NE
Albuquerque, NM 87109

Current USFS employees may file their claim electronically on an internal FS Sharepoint site

Contract Claims
Contract claims may only be adjudicated by a warranted contracting officer (CO). Every attempt should be made to settle contract claims at the incident. Contract claims are not Tort claims. They are settled by a CO.

- The Procurement Unit Leader is responsible for overseeing data collection for contract claims based on incident activities. Contract claims are typically not investigated by a COMP.
- For claims not associated with an incident (e.g., DPL violations, rejections, protests, or administrative errors), claimants may communicate directly with their signatory contracting officer for settlement.
- For claims not settled at the incident, or that arise after the incident has closed, claims will be routed to the signatory contracting officer for settlement. This includes pre-season awards and incident-only EERAs.
- For incident-only EERAs, the following standardized language will be included in the “Special Provisions” area to address the “successor CO” for claims settlement:
  - Any warranted procurement personnel may settle claims on matters pertaining to this agreement that are within their warrant authority.”

80 - COST ACCOUNTING AND REPORTING
IMTs are responsible for tracking all incident costs, from the start of incident, through their tenure. Costs will not be separated by teams or management level. It is imperative that Cost Unit Leaders (COST) create, document, and file their methodology for calculating any off-site or support costs so subsequent teams, or the host agency can follow. If an IMT is managing multiple incidents, the IMT and
COST must follow the incident host’s direction for cost separation and tracking.

**Automated Cost Accounting**
The forest will provide the FSC/COST with a list of daily e-ISuite Cost Reports to be emailed. In addition, the following reports should be saved electronically every day:

1. Summary for Current Day
2. Group Category Summary
3. Detail by Resource: Non-Overhead and Overhead
4. Aircraft Detail Report
5. Custom Reports, as needed for data-truthing and cost analysis

**Cost Share Agreements**

**AA Responsibilities**
FSH 6509.11g Chapter 50 requires cost share agreements must be negotiated and approved at the Forest Supervisor level or above. All cost share agreements require a second-level review and approval at the regional level prior to signature. This is to ensure the agreement complies with agreed upon methodologies outlined in the approved Cooperative Fire Protection Agreement.

The Northern Rockies has developed Cost Share Methodologies, Cost Share Templates and Decision Document templates for decision use. The AAs will select from the available methodologies when establishing a CSA. These documents are available on the Northern Rockies Incident Business Committee website [toolbox](#).

The capabilities of the USFS and state accounting systems must be considered, including timeframes, and splitting costs. Reconciliation of fire billing where CSAs are applied are limited to the capabilities of the accounting systems.

**IMT Responsibilities**
The IMT will not negotiate a Cost Share Agreement but may work with the AAR/INBA on e-ISuite capabilities relative to potential CSA specifics and with the AAs to define fire location relative to jurisdiction or protection area boundaries. If a Cost Share Agreement has been developed, or if an IMT is managing multiple incidents with separate cost shares, the IMT and COST must follow the incident host’s direction for cost tracking. (e-ISuite is the preferred method, not external spreadsheets).

It is imperative that all parties understand the selected cost share methodology and cost share tracking requirements. Present any questions or concerns to the INBA as soon as possible. If necessary, additional resources (another COST) may be needed to properly track expenditures.

Separate reports, systems, tracking outside of e-ISuite is discouraged as this may or may not be continual and sustained by future COST or Finance personnel. COST unit leaders are expected to be proficient in e-ISuite.