



USDI Bureau of Indian Affairs - Rocky Mountain Region

USDI Bureau of Land Management – Montana/Dakotas

INCIDENT BUSINESS MANAGEMENT OPERATING GUIDELINES

July 15, 2025

Agency Administrators & Fire Management Officers,

Attached are the Bureau of Indian Affairs (BIA) and Bureau of Land Management (BLM) Incident Business Operating Guidelines which have been recommended by the Agency Fire Business Leads and approved by the Agencies. Please share with your local units and implement as an interagency document. Common Incident Business Operating Guidelines will promote efficiency and consistency for our Incident Management Teams and support units.

Regardless of incident complexity level, these Operating Guidelines will be our managing standards for incident business practices within the Northern Rockies geographic area, Rocky Mountain geographic area (BIA Wind River Agency only) and:

- BIA: Rocky Mountain Region
- BLM: State boundaries of Montana, North Dakota & South Dakota

Please direct any questions to your respective Incident Business Representative or the Agency Fire Business Leads:

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- Amanda Boatright (BIA) at (406) 696-5069 or amanda.boatright@bia.gov
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Incident Business Operating Guidelines

Bureau of Indian Affairs, Rocky Mountain Region

Bureau of Land Management, Montana/Dakotas

July 2025

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FINANCE SECTION CHIEF EXPECTATIONS

The Bureau of Indian Affairs, Rocky Mountain Region (BIA) and the Bureau of Land Management, Montana/Dakotas State Office (BLM), also referenced as Agencies, would like to extend our welcome and thank you for accepting the responsibilities of a Finance Section Chief (FSC) for the upcoming fire season.

The Agencies are to oversee the geographic areas for incident business practices regardless of incident complexity level. These Operating Guidelines will be our managing standards for incident business practices within the Northern Rockies geographic area and Rocky Mountain geographic area (BIA Wind River Agency only) and:

- BIA: Indian Trust lands within Montana, except for a small area, and Wyoming
- BLM: State boundaries of Montana, North Dakota & South Dakota

As a leader and a member of your team's Command and General Staff, the Agencies are asking for your support in implementing the following guidelines within the responsible boundaries.

Finance Calls

When activated during fire season (ordinarily June through September) the Northern Rockies Incident Business Committee (NRIBC) hosts weekly conference calls **Monday and Thursday at 1500 MDT/1400 PDT** and all assigned FSCs are expected to participate or provide a substitute. Calls may be more frequent depending on fire activity and team mobilizations. The intent of the call is to give assigned and/or unassigned FSC, Incident Business Advisor (INBA), Buying Team Leader (BUYL), and local unit finance/incident business personnel an opportunity to share lessons learned and provide the NRIBC with pertinent information about each incident as well as needs. The calls also provide a platform for the NRIBC to share new and emerging fire management updates to the incident business community within the geographic areas.

For BIA Wind River Agency (WRA) only: The Rocky Mountain Incident Business Committee (RMIBC) hosts weekly incident finance calls based on incident activity within the area. FSC, BUYL, INBA, and local unit finance/incident business will be invited to attend. Information on RMIBC incident finance calls will be sent out when the calls are activated.

Incident Assignment

Incident Management Teams (IMT) will interact with an INBA and/or host unit fire business specialist and delegated Agency Representative. FSCs are expected to communicate and perform IMT finance duties with the utmost respect and professionalism toward agency representatives, as well as all other personnel supporting the mission. Any issues at the incident that cannot be resolved between the two parties should be elevated to the Incident Commander and/or Agency Administrator. All issues shall be resolved prior to the end of the assignment.

All incidents within the described boundaries will follow incident business direction as outlined in the

Northern Rockies Geographic Supplements or Rocky Mountain Geographic Supplements (BIA WRA only). The following items should be of particular importance:

Timekeeping

- Shift lengths must be examined and should reflect current incident activity. Any anomalies shall be documented in the incident records.
- Work/Rest monitoring, approvals and documentation requirements must follow direction contained in the NWCG Standards for Interagency Incident Business Management (SIIBM) PMS 902.
- Hazard pay shall be reviewed for accuracy and documented on the Crew Time Report in accordance with the hazard categories outlined in the SIIBM for GS and Wage System employees. “Uncontrolled fireline” shall not suffice as adequate documentation.
- Staging of Resources and Time Spent in Mob/Demob Centers – No resource shall receive more than their guaranteed hours based on their home unit tour of duty while assigned to staging or during time spent in a mobilization or demobilization center. Per the SIIBM, no pay authority exists to guarantee individuals more than their base hours.
- Federal resources working away from their duty station should have an OF-288 and/or OF-286 (BIA tribal cooperators) completed by the host agency.
- For IMTs managing multiple incidents, time documents must accurately reflect charges to the incident the resource is working on for each shift. DOI requires that each fire has an individual finance code (fire code) for cost tracking purposes. If a resource is working on an incident which is managed by the IMT but different than the original resource order, the INBA should be contacted promptly and will provide direction on whether a new resource order is necessary.
- For long duration incidents, interim contractor payments are expected to be processed every 14 days.
- Batch and submit incident contractor payments and send to the identified person(s) for processing within 72 hours of government signature or demobilization from the incident, whichever is earlier.
- Batch and submit USFS Administratively Determined (AD) OF-288s to Albuquerque Service Center (ASC) per the current [USFS Incident Payment Guide](#).
- DOI AD OF-288s will be sent with the individual or their Crew/Engine Boss for home unit processing through the Casual Payment Center (CPC). IMTs will not submit any OF-288s directly to CPC.
- Track batch incident contractor payments and USFS AD timesheets using the current Incident Batch Tracker available in FireNet. Batch numbers will be created by the IMT unless provided a specific format from the host unit.

Compensation for Injury

- All assigned resources will be treated fairly and with respect. All resources, whether covered by federal/state or private workers’ compensation, will be assisted during an injury/illness. The IMT will facilitate a liaison if the resource is hospitalized or is kept at a facility overnight to ensure that the resource has representation from the incident or incident agency. If applicable, local medical liaison program protocols will be followed.
- No injury/illness paperwork shall be retained in the incident records, except for the medical log (with pertinent information redacted).
- When a serious accident or illness occurs, the FSC will immediately notify the IC and the INBA, reporting the most current information available.
- Incidents shall follow [NMAC Correspondence #2017-08 dated May 18, 2017](#), in recording of reportable injuries on the ICS-209. It states:

“Report an injury or illness if it results in any of the following: death, days away from work, medical treatment beyond first aid, or loss of consciousness. You must also consider a case to meet the general reporting criteria

if it involves a significant injury or illness diagnosed by a physician or other medical care professional, even if it does not result in death, days away from work, medical treatment beyond first aid, or loss of consciousness.”

Cost

- FSCs will coordinate with Cost Unit Leaders (COST) to ensure that finance records reflect true activity on the fire. High cost or underutilized equipment will be addressed to appropriate Command and General Staff for discussion on incident retention or release.
- Incidents that have been identified as trespass or cost share require additional scrutiny of records and/or additional cost reporting measures. Changes to fire codes within an incident should be communicated to all affected parties as soon as possible to be properly reflected within the incident records.
- Coordinate with the incident agency at in-brief on what cost reports jurisdictional agencies want to see and how frequently.
- Costs will be reported daily to identified host unit personnel including but not limited to the assigned Incident Business Advisor (INBA), Agency Administrator (AA), Agency Administrator’s Representative (AREP).
- Coordinate with INBA or other identified host unit personnel for tracking requirements necessary for cost share agreements.

Claims

Assigned INBA or the host unit Incident Business Lead/Specialist will retain the authority for claims for non-standard (non-National Fire Equipment Standard) orders and/or replacements as documented on an OF-289 Property Loss/Damage form.

Unit Logs

Unit logs and other forms of communication/documentation shall be completed daily and a copy left in the incident finance records. Unit logs should note any non-routine issues or communications that arise during the fire assignment and any key decisions that are made. Information contained in electronic Team Finance drives should also be left with the incident agency if pertinent to incident history. The FSC should discuss with the INBA/AR prior to demobilization of the team which records should be included from these sources.

Inbrief/Closeout

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

INBA or host unit fire business specialist will establish and lead a daily, less as appropriate, meeting for collaboration and communication between the INBA, Expanded Dispatch, Buying Team, IMT Finance and Logistics and any other sections, as appropriate. Virtual Teams meetings are acceptable to allow for maximum participation.

Performance Evaluations

Performance evaluations are designed for both the incident agency and FSC/IC to evaluate performance of the IMT Finance Section regarding the incident and meeting incident agency needs.

The Northern Rockies Finance and Logistics evaluations will be completed by the incident agency no later than 60 days after release of the IMT. The evaluation will be completed by the incident agency representative and reviewed by the agency administrator. The evaluation will be forwarded to the IC and the appropriate Northern Rockies Agency Business Lead.

Incident Agency Needs

Each incident has its own unique needs in relation to the Finance Section. FSCs are expected to obtain a copy of the local unit's operating guidelines during the in-brief with the incident host agency and adhere to the unit's direction and expectations. Seek advice and/or counsel from the Agency Administrator or INBA when issues or questions arise. FSCs may need to interact with the Regional and/or State Lead for Fire/Incident Business, fielding questions or to provide input.



USDI Bureau of Indian Affairs – Rocky Mountain Region

USDI Bureau of Land Management – Montana/Dakotas

INCIDENT BUSINESS OPERATING GUIDELINES

The purpose of this Incident Business Operating Guidelines (IBOG) is to provide operating guidelines and procedures for incident business management for units within the boundaries of the Bureau of Indian Affairs, Rocky Mountain Region (BIA) and Bureau of Land Management, Montana/Dakotas (BLM).

This IBOG emphasizes the critical financial and administrative procedures to be followed on incidents and is intended to complement the [NWCG Standards for Interagency Incident Business Management \(SIIBM\)](#), [PMS 902](#), which provides national interagency direction and highlights the appropriate geographic area supplements to the SIIBM. [BLM Standards for Fire Business Management \(orange book\)](#) may also be referenced for more specific guidelines which in many cases represents both the BIA and BLM.

This IBOG is provided to support Incident Management Team operations and to ensure consistency with regional, agency and interagency policies. The IMT will maintain records to comply with the Agencies records management guidelines and must follow [national guidance for incident finance electronic file management](#). The respective Agency Fire Business Lead must be made an “owner” in the FireNet Teams file structure, the incident FireNet email and added as a user to the e-ISuite Enterprise Incident. Additional “owners” will be provided by the Agency Fire Business Lead, Agency Representative or Agency Administrator.

This IBOG is valid until superseded and changes to the IBOG will be negotiated by the AAs and the Agency Fire Business Leads. Units should supplement the IBOG as necessary to address issues specific to their locations while conforming to the SIIBM.

Administrative Office for Payment

e-ISuite Administrative Office for Payment will be as follows, unless noted otherwise in the contract or agreement. Incident contractor payment packages will be submitted as outlined in Chapter 20 of this guide.

BIA Incidents:

BIA Rocky Mountain Region
2021 4th Avenue North
Billings, MT 59101
(Note the address in Exhibit B of the VIPR I-BPAs is different)

BLM Incidents:

Local incident agency office address

Do NOT use the National Operations Center (NOC) address that is available for selection in e-ISuite.

National Contracts and State resources may have different administrative office please review the agreements accordingly. Reminder: USFS National Contracts – (Regardless of incident agency):

Albuquerque Service Center Incident Finance
5141 Masthead Ave NE
Albuquerque NM 87109

USFS ASC-IF/IPA Pays:

National Shower

National Caterer

National T2IA Crews

State Jurisdiction T2C Crews

State Jurisdiction CWN/BPA Shower & Caterer

Jurisdictional Host Agency Pays:

VIPR Pre-Season Awards

AIMS Pre-Season Awards (Portable Toilets,
Handwash Stations, UTVs)

Federal Jurisdiction T2C Crews

Federal Jurisdiction CWN/BPA Shower & Caterer

Incident Only EERAs/LUAs

Chapter 0 – Authorities

Agency Administrator

An Agency Administrator (AA or AADM) is the federal official, or their designated acting, with authority and responsibility of land management for an identified area.

For BIA jurisdiction incidents:

The BIA Regional Director is delegated as the Agency Administrator for wildfire incidents. The respective BIA Agency Superintendent may function as the Agency Administrator for wildland fire incidents up to \$5 million, if delegated by the BIA Regional Director. The BIA Regional Director must notify the BIA Deputy Bureau Director, Field Operations of any fire anticipated to exceed \$10 million.

The BIA Rocky Mountain Region has jurisdiction for wildfire incidents occurring on Indian Trust lands within Montana, except for a small area, and Wyoming. BIA collaborates with the respective tribes who are major stakeholders for wildland fire incidents. Respective tribes may have differing jurisdictions, including administrative jurisdiction, and responsibilities related to disaster emergency services and law enforcement services to support wildfire incidents.

- BIA Regional Office – Little Shell Tribe of Chippewa Indians (Montana State Trust Land)
- BIA Blackfeet Agency – Blackfeet Nation, Browning, Montana
- BIA Crow Agency – Crow Tribe, Crow Agency, Montana
- BIA Fort Belknap Agency – Assiniboiné and Gros Ventre Tribes
- BIA Fort Peck Agency – Fort Peck Assiniboiné and Sioux Tribes
- BIA Northern Cheyenne Agency – Northern Cheyenne Tribe
- BIA Rocky Boy's Agency – Chippewa Cree Tribe
- BIA Wind River Agency – Northern Arapaho and Eastern Shoshone Tribes

For BLM jurisdiction incidents:

The respective BLM District Manager functions as the primary Agency Administrator.

Agency Representative

The AA may appoint an Agency Representative (AREP) to facilitate coordination, cooperation and communication between the Incident Management Team and the Agency Administrator. This may be the Regional or State Incident Business Lead or other staff members with detailed knowledge of incident business practices. This position will be activated for each wildfire incident with an assigned Incident Management Team.

Incident Business Advisor

The AA, at their discretion, may order qualified Incident Business Advisor(s) (INBA) for complex or large incidents occurring on their jurisdiction. If this occurs the identified AAR may continue to function in that capacity as a liaison between the AA and the Incident Management Team (IMT) in coordination with the INBA.

The INBA works directly for the AA through a Delegation of Authority. The INBA serves as an advisor to

the AA and/or the AAR and a liaison between the AA/AAR and the IMT as well as any other support functions during an incident to ensure that host Agency policy and guidance is being implemented. If a Buying Team (BUYT) is assigned to support the incident, the AA may delegate supervisory responsibility of the BUYT to the INBA. The INBA will provide an overview of the incident business practices on the incident and make suggestions for improvements. The INBA will provide recommendations on issues that require resolution and will serve as a consultant to the IMT's Command and General staff. The INBA will assist the AA with the development of the Cost Share Agreements for multi-jurisdictional incidents including federal and non-federal jurisdictions to ensure that Northern Rockies methodologies are followed.

INBA or host unit Fire Business Lead/Specialist will establish and lead a daily, less as appropriate, meeting for collaboration and communication between the INBA, Expanded Dispatch, Buying Team, IMT Finance and Logistics and any other sections, as appropriate. Virtual Teams meetings are acceptable to allow for maximum participation. Recommended topics of discussion on daily calls includes needs, issues, roadblocks, contract information, Agency messages/reminders, rentals, claims, supply difficulties, staffing concerns, etc.

In matters concerning the expenditure and use of funds, the INBA will provide recommendations to the IMT and BUYT. The INBA will review questionable supply orders, as requested by the BUYT or Expanded Dispatch, and hold the orders until clarification is made by the IMT. Questionable items which cannot be resolved between the IMT and INBA will be discussed with the AA for a resolution. The AA may delegate approval for non-National Fire Equipment System (NFES) government furnished equipment and supplies to ensure appropriate replacement standards are being applied.

A qualified INBA must be assigned to any incident estimated to exceed \$5 million.

Chapter 10 - Personnel

AD Hiring and Support

Administratively Determined (AD) hiring authority will not be delegated to the Incident Management Team. Local units will retain authority as the Hiring Official. All AD Exception positions must be approved at the appropriate State/Regional incident business level. Annual AD Pay Plans are released by both USFS and DOI. Rates and processes outlined in the respective plans are effective until superseded. Current AD Pay Plans can be located at the following links:

[DOI AD Pay Plan \(web\)](#)

[USFS AD Pay Plan \(web\)](#)

The Finance Section will batch and submit UFS AD batches for processing within 72 hours of government signature or demobilization from the incident, whichever is earlier. Batch and submit USFS AD OF-288s to Albuquerque Service Center (ASC) per the current [USFS Incident Payment Guide \(web\)](#).

DOI AD OF-288s will be sent with the individual or their Crew/Engine Boss for home unit processing through the Casual Payment Center (CPC). IMTs will not submit any OF-288s directly to CPC.

Track batch USFS AD timesheets using the current Incident Batch Tracker available in FireNet. Batch numbers will be assigned in a naming format determined by the original IMT, approved by the assigned INBA and/or host unit fire business specialist. The established batch naming format will be followed for subsequent IMTs.

Pay Rate Changes at the Incident:

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

Forest Service ADs: Travel reimbursement posting and final processing of OF-288s for USFS casual employees will be completed per direction per the current [USFS Incident Payment Guide \(web\)](#).

DOI ADs: Original OF-288s will be provided to the employee for processing through their hiring unit. No travel reimbursements should be recorded on the OF-288 in the Remarks section. For ADs working away from their point of hire, the return travel start time should be posted to the OF-288 with the ending time left open to be completed by the AD's hiring (home) unit.

Subsistence for ADs:

AD employees will be subsisted by the Agency whenever possible. Authorization for lodging should be rare for personnel assigned to an incident base. Exceptions must be approved in advance by the AA/AADM or INBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial. Locally hired ADs assigned to a fire camp will be given the same consideration as the local unit employees regarding returning home at night. Casuals may be required to stay at the incident and not return at night depending on the specific incident. Refer to the Travel section of this guide for lodging guidance for ADs working within 50 miles of their hiring unit or their residence.

Transportation of ADs:

Transportation of ADs to and from incidents will be coordinated through dispatch. The AD's method of transportation will be indicated on the [NWCG Single Resource Casual Hire Information, PMS 934 \(PDF\)](#) by their hiring unit. Incident air transportation will be arranged by Dispatch and paid for by the Government. AD hiring (home) units must follow temporary duty station (TDY) travel policy to authorize transportation for ADs. IMTs may authorize the cost of flights, rental cars and/or personally owned vehicles (POVs) when placing orders for the incident but may not authorize a specific mode of transportation if the AD hiring unit has disallowed that option or has other transportation options available to meet AD travel needs.

Unless other arrangements have been made, authorized rental cars for ADs will be ordered by dispatch according to the National Emergency Rental Vehicle (NERV) [Standard Operating Procedures \(SOP\) \(PDF\)](#) through the Interagency Resource Ordering Capability (IROC) program. Additional NERV information is available on the [Wildland Fire Application Information Portal \(web\)](#).

Work Rest Guidelines

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all resources. Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. In situations where a work shift does exceed 16 hours (e.g., initial attack), personnel will resume the 2:1 work/rest ratio as soon as possible.

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 with 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.

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

Commissary

Personnel are expected to come to an incident prepared for 14-day assignments. Should individuals require personal items during their assignment contact the INBA for guidance. In general, federal funds should not be utilized for the purchase of personal items, however arrangements may be made to allow individuals to order necessary personal items and plan for pickup or for delivery to a local location.

Compensation for Injury

The Finance Section Chief (FSC) or Compensation/Claims Unit Leader (COMP) will provide the INBA/AREP with updates on all injuries. If a DOI employee is injured, notify their home unit as soon as possible. The injured DOI employee or their home unit supervisor must initiate SMIS and ECOMP as soon as possible but within 48 hours of medical treatment if a CA-16 is required. **eSafety is not utilized on DOI jurisdiction incidents.**

IMTs may complete necessary CA paperwork to authorize treatment and provide original documents to the injured employee or their supervisor to upload as supporting documentation for their electronic claim. **To comply with the Privacy Act, no copies of OWCP paperwork will be retained by the incident for the documentation box.** An Injury/Illness log with appropriate Personally Identifiable Identification (PII) data excluded will be maintained per SIIBM guidance.

The FSC or 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 \(web\)](#) and [RMIBC SIIBM supplements \(web\)](#) (BIA WRA only) provide links to respective state guidelines. The [Northern Rockies Business Matrix \(PDF\)](#) outlines the disposition of agency workers' compensation paperwork and the [Northern Rockies OWCP Illness and Injury Incident Guide \(PDF\)](#) provides further details.

First Aid

Injury or illness which results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness must be reported utilizing the appropriate CA paperwork to the injured worker's hiring agency for reporting to SMIS/ECOMP (DOI) or eSafety (USFS). **If a work-related injury or illness results in medical treatment beyond first aid it must be reported.**

In compliance with [29 CFR 1904.7\(b\)\(5\)\(ii\) \(web\)](#), the complete list of treatments classified as first aid is as follows:

1. Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
2. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
7. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using only irrigation or a cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards;

13. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
14. Drinking fluids for relief of heat stress.

Management of Medicine and Supplies

A detailed inventory of medicines will be kept on incident by the Medical Unit and all medicines will be maintained by the Medical Unit. **The Medical Unit will not order prescription medication to be held in the unit “just in case” it is needed.** The Medical Unit may order the appropriate First Aid Cache Kit (NFES 1604, First Aid Type III or NFES 1760, First Aid – 100 Person) to provide First Aid support for incident personnel **but will not provide treatment beyond First Aid as identified above according to OSHA regulations.** The purchase of any medical supplies exceeding the identified First Aid standards will not be authorized.

Resupply of items that are carried through the National Fire Equipment System (NFES) medical kits are authorized to limited quantities used on the incident. Resupply of medical supplies utilized by contracted medical providers should only be provided if authorized by their contract. Reference the National Interagency Buying Team Guide for details regarding the procurement of medicines.

Tribal Communities Opioid Crisis

The opioid crisis has affected communities across the nation including many tribal communities. Several Tribes have declared a state of emergency in relation to a growing opioid crisis, specifically fentanyl. In cooperation with multiple federal agencies, many Tribes have coordinated campaigns to address opioid use and have resources available for education, awareness and response.

Situational awareness should include knowing the signs of an opioid overdose and how to respond. The Rocky Mountain Tribal Leaders Council (Montana) has provided information through their Tribal Opioid Response project related to [opioid overdose signs and symptoms \(PDF\)](#). It is important to understand that overdoses may be due to unknowingly consuming a drug containing fentanyl. Secondhand fentanyl exposure, including through touch or inhalation, is less likely to cause an overdose unless direct contact occurs over hours.

- The National Institute for Occupational Safety and Health (NIOSH) has provided an online [emergency response card safety and health database \(web\)](#) including fentanyl.
- The Substance Abuse and Mental Health Services Administration (SAMHSA) has provided an [SAMHSA Opioid Overdose Toolkit \(PDF\)](#)

Naloxone, also known as Narcan, is an over the counter (OTC) life-saving nasal spray used to rapidly reverse an opioid overdose, including heroin, fentanyl and prescription opioid medications.

- The Centers for Disease Control (CDC) have information available on [how to Use Naloxone Nasal Spray \(video\)](#).
- Montana Department Health and Human Services (MT DPHHS) provides a list of Naloxone providers at [https://dphhs.mt.gov/BHDD/naloxone/wheretogethNaloxone \(web\)](https://dphhs.mt.gov/BHDD/naloxone/wheretogethNaloxone).
- Montana Public Health Institute (MPHI) provides a list of Naloxone Distribution Program regional contacts for access to naloxone at [https://www.mtphi.org/opioid-response#regionmap \(web\)](https://www.mtphi.org/opioid-response#regionmap)

Homeopathic Treatments

If homeopathic treatments (including essential oils) are requested, treatment must be included as a “routine condition” treatment in the [Clinical Treatment Guidelines for Wildland Fire Medial Units, PMS-551 \(PDF\)](#).

Agency Provided Medical Care (APMC)

No pre-season agreements exist for APMC use on any BLM or BIA jurisdictional units. Medical Units providing first aid treatment meet the intent of APMC. Medical treatment beyond the first aid treatments identified above require medical care and must be authorized through the established worker’s compensation process. Authorization for APMC will be limited on a case-by-case basis, factoring in medical facilities and procurement support available.

Refer to the [NRCG SIIBM Chapter 10 supplement \(PDF\)](#) for local guidelines regarding APMC and Workers’ Compensation, and to the [SIIBM Chapter 10 \(PDF\)](#) for national direction regarding the appropriate utilization of APMC. Strict adherence to these guidelines is required. Procurement officials will not process APMC payment requests if the situation does not fit within the guidelines.

If the use of APMC has been authorized, a medical resource request number (M#) will be assigned and will be noted on all medical paperwork. **M#s should not be assigned to OWCP cases.** APMC can only be authorized for general first aid treatment that does not require a follow-up appointment. If APMC is authorized, the individual seeking treatment must sign a release of information for the medical facility to provide an itemized bill and receipt for payment to the procurement official.

Use of APMC is not encouraged to protect the injured worker’s OWCP rights.

Indian Health Services (IHS)

In the event of an injury or illness to BIA/Tribal personnel, the established incident COMP processes should be followed, and the appropriate OWCP paperwork should be sent to the hiring (home) unit to ensure claims are processed timely. Tribal cooperators will follow their home unit process for processing of worker’s compensation claims.

Many BIA/Tribal resources are beneficiaries of Indian Health Services (IHS) and can be treated at IHS facilities at no cost or a reduced fee. BIA/Tribal resources may be transported to an IHS facility, within reasonable proximity to the incident, that is capable of handling the injury/illness. The IMT is authorized to make the determination of what distance is considered a reasonable proximity from the incident and should consult the INBA with questions or concerns. Factors including time of day, shift hours worked, and other risk factors should be considered.

Transport of BIA/Tribal resources to an IHS specific facility is not required and emergency care should not be delayed to unnecessarily transport to an IHS facility. Many IHS facilities do not have a level of care exceeding first aid treatment. The nature of the injury/illness and necessary treatment level should be considered prior to transport to an IHS facility.

Medical Facilities

The host agency should provide a list of available medical facilities in proximity to the incident. Emergency facilities are required to take all injuries and accept workers’ compensation case. Non-emergency facilities, including urgent care, may not accept federal, state, and private worker’s compensation cases. A facility’s ability to accept worker’s compensation and ability to have a physician available should be determined prior to transporting injured workers for medical treatment.

The IMT must ensure that medical facilities providing OWCP medical treatment to an injured worker have an on-site physician available to sign OWCP paperwork. OWCP will reject documents signed by a nurse practitioner (NP) or physician's assistant (PA).

Local city/county cooperator resources will be the first source for all Emergency Medical Services (EMS) required assistance and ambulance services. Reference the NRCG SIIBM Chapter 10 and Chapter 50 supplements for EMS program specifications, available contracts, and contacts.

Required Treatment for Burn Injuries

Refer to the [NWCG Emergency Medical Committee Burn Protocols \(web\)](#) for instructions on required treatment for burn injuries.

Injury and Serious Accident Reporting Requirements

Notify the AADM, AREP and INBA when Incident Within an Incident (IWI) protocols are activated and all incident personnel, including contracted resources, require a hospital visit or stay.

For BIA jurisdictional incidents:

An "Early Alert" notification must be reported for specific situations for all BIA jurisdiction incidents. The resource's supervisor, the AA, the local BIA unit Fire Management Officer (FMO), local (3rd tier) interagency Dispatch Center, and the BIA Regional Fire Management Officer (RFMO) must be notified within six (6) hours of the situations identified. The RFMO will issue the Early Alert notification to the BIA Division of Wildland Fire Management (DWFM). **IMTs should not report directly to BIA DWFM.**

Situations requiring an Early Alert notification:

1. Fatality
2. Injury requiring transport to a medical facility
3. Significant property damage to equipment (defined as when equipment is altered from its original condition.)
4. Serious wildland fire accident
5. Wildland fire accident
6. Entrapment/Burnover
7. Shelter deployment
8. Near-miss
9. Aviation accident
10. Evacuations
11. Highway and interstate closures
12. Structure loss

13. Fire approaching Large Fire thresholds (100 acres timber; 300 acres grass)

The BIA Rocky Mountain Region Duty Officer can be reached at: 406-702-3831 or IA_RMRO_WildlandFire@bia.gov to report an Early Alert situation.

For BLM jurisdictional incidents:

Host unit Interagency Dispatch Center must be notified for all serious incidents or fatalities. Action will be implemented by Dispatch as outlined in the appropriate Serious Incident or Fatality (SIOF) Response Plan.

Travel

All business relative to meals and lodging must follow the Federal Travel Regulations including the General Service Administration's (GSA) published per diem rates.

Responders who travel to incidents should follow their hiring Agency's guidance and utilize their respective travel reservation system and government-issued travel credit/charge cards, as appropriate.

Incident Food and Lodging

If meals and lodging are not provided by the government through an established Incident Command Post (ICP), incident personnel may be eligible for per diem and lodging as authorized by their hiring unit's policy. The incident should provide documentation to incident personnel to validate that an ICP was not established, and meals/lodging were not provided. IMTs should ensure that documentation provided related to meals/lodging provided meets the needs of incident personnel necessary to obtain authorization through their home units. Hiring unit requirements vary and IMTs should provide resource orders or whatever appropriate documentation is requested by incident personnel. **IMTs do not have the authority to approve per diem and lodging expenses for individuals assigned to an incident but may document the conditions that support approval at the home unit.**

Contractors will follow the terms and conditions of their agreements and will be responsible for obtaining their own lodging and meals for contractor personnel. Contractors must submit lodging receipts for authorized lodging expenses and meals are paid at the GSA published rate unless otherwise indicated by the contractor's agreement. If meals and lodging will not be provided by the government at an ICP, the IMT must ensure that orders for contracted equipment and services indicate that contractors must have the capability to be self-sufficient for the assignment.

If an ICP, spike camp or other location is established with sleeping facilities, including camp sites, and meals provided, including Meals Ready to Eat (MREs), all assigned incident personnel are required to utilize these facilities. Support personnel not assigned to the ICP are excluded from the requirement, including expanded dispatchers, buying team members, INBAs and others who do not work from ICP. If food/lodging expenses are incurred while on incident where adequate food and lodging (camp site) are provided, a justification from the FSC or incident agency is required for the employee to be reimbursed for those expenses. Dietary preferences are not an allowable reason to authorize per diem when the incident provides meals (see Reasonable Accommodation section below). Any questionable situations should be presented to the INBA.

Actual Cost Lodging (Excessive Lodging)

When lodging is necessary for an incident prior approval must be approved by the AA. If lodging exceeds the GSA per diem rate for the location, employees must follow their home unit guidelines for over per diem approval. When needed, the IC or the AA/INBA can provide a letter of recommendation for approval of over

per diem to the employee's home unit. **IMTs do not have the authority to approve actual cost or over per diem lodging.**

Employees working at their home unit will not be authorized per diem for lodging nor M&IE. The only exceptions are as follows:

1. Employees working more than 50 miles from both the employee's duty station and residence will be entitled to lodging and M&IE, if they are not returning to their duty station or residence each night, with an approved travel authorization from their home unit.
2. Employees working more than 50 miles from both the employee's duty station and residence but returning to their duty station or residence each night, may be entitled to 75% of the published M&IE with an approved travel authorization from their home unit if their time in travel status exceeds 12 continuous hours each day. Time in travel status is based on when they leave their duty station or residence, as authorized, and return to their duty station or residence. Time spent working at the duty station does not count toward travel status time.
3. Employees working less than 50 miles, but more than 30 miles, from both their duty station and residence may be authorized for per diem on a case-by-case basis if a documented extreme condition that would endanger the traveler's health or safety exist.
4. Employees working less than 30 miles from both their duty station and residence cannot be authorized for M&IE or lodging in any circumstance.

Transportation

The IMT's Ground Support Unit should coordinate with the incident host Dispatch Center to coordinate transportation of resources between the local commercial airports, ICP and/or other work locations. This is preferable to obtaining rental vehicles for ground support. If the capacity exists, local units may establish a local transportation unit to support expanded dispatch, buying teams, and other incident needs.

Emergency Equipment Rental Agreements (EERAs) may be established to facilitate local transportation needs but personally owned vehicles (POVs) should not be contracted under an EERA. *Refer to Chapter 20 of this guide for additional information.*

Charging fuel costs, GSA lease mileage rates (utilization) or other established usage rates to the incident may be allowable for Agency-owned fleet (GOV/AOV) not assigned to the incident for transportation support. The INBA should be consulted for questions related to allowability and internal processes.

Rental Vehicles

When authorizing the use of rental vehicles, consideration must be given to the intended use. Rental vehicles should be approved for incident personnel who require vehicles to perform their incident duties. Personnel who require transportation to/from the ICP but do not require a vehicle to perform their incident duties should not be authorized a rental vehicle and other transportation methods should be utilized. Rental vehicles are not authorized unless specified on a resource order. Per Federal Travel Regulations, rental vehicles are more advantageous to the government and should be authorized before POVs are considered.

Government employees should obtain authorized rental cars through their established Agency travel process. **Rental SUVs are not authorized for off-road use.** Incident personnel who require off road capable vehicles based on their incident position should obtain an off-road capable rental vehicle through NERV. (see NERV section below) Rental vehicles obtained through normal Agency travel processes remain the responsibility of BIA/BLM Incident Business Operating Guidelines, July, 2025

the individual renter. To ensure travel reimbursement of rental vehicles, the individual traveler is required to notify the host dispatch center of need to have the rental car authorized on their resource order. Individuals who rent a vehicle without approval may be held personally liable for the cost of the rental. Damage to a rental vehicle obtained through the agency travel process will be handled through the process established by travel regulations.

IMTs are expected to keep the number of rental vehicles to a minimum. AAs/INBAs should review and discuss rental vehicle numbers and needs with the IC prior to mobilization of an IMT. All rental vehicle description information for Ground Support pool vehicles shall be communicated to the supporting dispatch center for entry into IROC. **Individuals who utilize rental vehicles will be held accountable for their responsible use.**

National Emergency Rental Vehicles (NERV)

Rental cars obtained through the USFS administered National Emergency Rental Vehicle (NERV) contract should be utilized for incident personnel who meet the requirements outlined in the [NERV SOP \(PDF\)](#) located at <https://www.wildfire.gov/page/national-emergency-rental-vehicle-nerv> (web). IMTs should be aware of NERV program changes outlined in [NMAC correspondence M2025-04 \(PDF\)](#).

NERV rental vehicles are considered accountable property and are to be treated as such. Drivers are responsible for ensuring the vehicle is properly cared for and will ensure the rental is returned to the vendor, clean and fueled, and all paperwork, including damage paperwork, is forwarded to the NERV Payment Center. NERV rental cars should be returned to the same facility where rented. Returns at alternate locations must be approved at the incident and the cost of returning to an alternate location should be considered in the approval. Renters are responsible for the completion of all necessary paperwork including shift tickets, inspection forms and accident documentation, when necessary. The Ground Support Unit is responsible for all paperwork for NERV rentals utilized for ground support.

Only ¾-ton or 1-ton pickups are authorized for off-road use due to ability to accommodate higher ground clearance and tire ratings. No other rental vehicles are authorized for off-road use and any damage incurred on non-off-road capable vehicles will be the responsibility of the individual renter. **Rental SUVs are not authorized for off-road use.**

Damages to rental vehicles must be documented on the appropriate vehicle accident or damage forms and other documentation/investigations/photos, and a copy given to the finance section. The finance section will retain a copy of the documentation in the finance records. (See [NERV SOP \(PDF\)](#)). Drivers should work with the Ground Support Unit to document any damage that occurs and must leave their contact information for follow-up when needed.

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/AREP and coordinated with Dispatch. Finance and Logistics/Ground Support Unit will coordinate to return all ground support rental vehicles and to finalize vehicle paperwork upon demobilization. Ground support rental vehicles hired using an Emergency Equipment Rental Agreement (EERA) will be paid via OF-286 Equipment Use Invoice, unless otherwise specified in the EERA, and finalized by the IMT prior to demobilization.

Personally Owned Vehicles (POVs)

IMTs may indicate on resource orders that POVs are authorized but personnel must follow their hiring unit travel requirements and Federal Travel Regulations. Personally Owned Vehicles (POV) must only be utilized for mobilization and demobilization and have specific authorization documented on the resource order. POVs

will only be approved by the hiring unit if Government Owned Vehicle (GOV) or Rental Vehicles, including NERV rental vehicles are not available. POVs are not authorized for on-incident operations use.

Use of POVs must be authorized in advance by the AA or INBA and documented on the individual's resource order. If approved, daily mileage must be recorded with a beginning and ending odometer reading. Payment for POV mileage will be processed through the hiring unit's process for local travel and paid at the published GSA mileage rate. Cost comparisons may be required for approval. POV users should notify their private insurance company of the change in use of their POV to ensure they have the proper insurance coverage. Damage to POVs is not covered under the Military and Civilian Employees Claims Act and any claims must be submitted through the owner's private insurance.

Personally owned Recreational Vehicles (RVs) or camping units that would be towed behind a vehicle or on a vehicle should not be authorized on resource orders to be on site of any Incident Command Post (ICP) for lodging purposes. Space taken up by camping RVs may cause additional unnecessary costs to the Land Use Agreements (LUAs). Fuel or power usage procured by the Agencies to support personal RVs is prohibited. Local units may have RV camping units available to support locally assigned resources due to scarcity of lodging facilities.

DOI Agency policy requires a cost comparison prior to departure for POV when traveling over 350 miles one-way.

National Mobile Food Service (Caterers)

For BIA and BLM jurisdictional incidents, a caterer must be ordered through the National Mobile Food Service contract any time

1. The number of people to be fed is at or above **200** persons per meal and
2. The headcount is estimated to remain at those numbers, or greater, for at least seventy-two (72) hours from when the headcount first reaches **200** per meal, provided that the Contractor can reasonably meet the incident's needs and required time frames.

IMTs should be aware that the National Mobile Food Services Unit (MFSU) contract has been updated as of 7/1/2025. Refer to National Multi-Agency Coordinating Group (NMAC) [correspondence M2025-03 \(PDF\)](#) or at logistics info provided at <https://www.fs.usda.gov/business/incident/> (web).

Reasonable Accommodation

Any incident personnel, regardless of hiring status (regular government employee or casual), who requires reasonable accommodation to perform duties in an incident environment, must have written approval from their home unit Human Resources or Civil Rights office prior to accepting an incident assignment.

- When the incident provides meals requests to authorize per diem due to dietary restrictions for either medical conditions or lifestyle/preferences will only be approved **with a documented Reasonable Accommodation letter/form approved by the individual's home unit Human Resources.**
- When the incident provides a camp site requests to authorize lodging per diem for medical conditions or preference will only be approved **with a documented Reasonable Accommodation letter/form approved by the individual's home unit Human Resources.**

Neither the Incident Management Team (IMT) nor the incident host agency have authority to approve

reasonable accommodation requests. IMTs should not incur costs to meet any reasonable accommodation requests that are not approved by the appropriate home unit Human Resources or Civil Right office prior to the assignment.

Additional information on reasonable accommodations is available at the [DOI Reasonable Accommodation site \(web\)](#) and [Personnel Bulletin 21-03 Processing Requests for Reasonable Accommodation for Individuals with Disabilities \(PDF\)](#) or at the [USDA Reasonable Accommodation site \(web\)](#) (Forest Service applicable). The National Wildfire Coordinating Group (NWCG) Incident Business Committee has provided [guidance on service animals on incidents \(PDF\)](#) on their website, [https://www.nwcg.gov/committee/incident-business-committee \(web\)](https://www.nwcg.gov/committee/incident-business-committee).

Chapter 20 - Acquisition

Incident Acquisition Procedures

Ordering

All orders for supplies and/or services for an incident will be processed through the Logistic Section's Ordering Manager (ORDM) and placed to the incident host Dispatch Center or Expanded Dispatch, if applicable. Orders must be documented on a General Message, Form ICS 213, and include what is being requested, quantity, justification for order, delivery location, date/time needed, and point of contact for questions. Orders for non-NFES items, large quantities, and/or unique items require INBA approval prior to ordering.

Dispatch will follow the ordering processes established by the local dispatch center. IMTs do not have the authority to commit to a transaction or agreement with a vendor/contractor. Name requesting contractors is prohibited, including IMT pre-orders. Suggested vendors may be provided with orders to assist in market research to obtain necessary services and supplies but use of suggested vendors is not guaranteed. **Refer to Appendix C, Dispatch Process – DOI Procurement Flow Chart.**

Hiring of resources that did not go through proper dispatch channels (e.g., "fire chasers") require prior approval from the AA or INBA in writing. Local units will provide a Service and Supply Plan during the IMT in briefing with a list of local vendors and service providers to assist with incident procurement.

Specialized Equipment

All users of specialized equipment such as forklifts, front-end loaders, skid-steer equipment, ATVs/UTVs must be authorized to operate specialized equipment through their hiring unit policy and equipped with appropriate personal protective equipment (PPE) such as helmets, gloves, etc. Operators should have documentation from their hiring unit supporting the authorization, which may be different than an Incident Qualification Card (red card). Authorized operators should have Job Hazard Analysis (JHA) completed for the operation of the specialized equipment and personal protective equipment (PPE) that meets OSHA requirements.

Ordering and use of UTVs/ATVs must comply with [NRCG Memo #2019-013, ATV/UTV Guidance for Use on Fires within the Northern Rockies, August 8, 2019 \(PDF\)](#). UTVs/ATVs managed by the Ground Support Unit must be assigned to individuals with documented date and time. All damage must be reported immediately, documented in writing, photographed and investigated. Use of Agency-owned UTVs/ATVs must also be authorized and documented. Agency personnel should have Agency-issued PPE for use with the UTV/ATV according to their approved JHA for operation.

Specialized equipment that is rented through commercial purchase or EERA should be managed as accountable property and operators must be tracked. Proper PPE must be ordered and tracked with rental UTVs/ATVs. **Purchase of UTV/ATV PPE must be approved by the INBA prior to purchase.** DOI Agencies are authorized to utilize the At Incident Management Support (AIMS) pre-season awards for UTVs. Payment will be processed by the host unit Agency for equipment ordered through the [AIMS Dispatch Priority Lists \(DPLs\) \(web\)](#).

Virtual Incident Procurement (VIPR) Pre-Season Awards

DOI Agencies are authorized to utilize the Virtual Incident Procurement (VIPR) pre-season awards (I-BPAs) and payments will be processed by the host incident agency as outlined in Exhibit B of the VIPR awards.

Pre-season competitively awarded agreements are the first source of supply if Agency-owned equipment is not available.

VIPR Administrative Office for Payment

e-ISuite Administrative Office for Payment will be as follows, unless noted otherwise in the contract or agreement:

BIA Incidents:

BIA Rocky Mountain Region
2021 4th Avenue North
Billings, MT 59101
(Note the address in Exhibit B of the VIPR I-BPAs is different)

BLM Incidents:

Local incident agency office address

Do NOT use the National Operations Center (NOC) address that is available for selection in e-ISuite.

Questions regarding VIPR solicited equipment can be directed to the appropriate Contracting Officer or the NRGAs Contracting Operations Specialist: Brian Webber, 406-274-2102 or brian.webber@usda.gov.

Indian and Tribal Preference

Under 25 U.S.C. § 47 (Buy Indian Act) requires Indian preference for BIA jurisdiction incidents for purchases of services and supplies. Indian-owned vendors must be competitive in terms of price, quality, and delivery. Acceptable price for Indian-owned vendors is based on competitive rates based on fair market price, not lowest price. Deviations are authorized when market research indicates that Indian-owned vendors are not available or are not competitive in price, quality, or delivery of goods or services.

The Tribal Employment Rights Ordinance/Office (TERO) requires that tribal members be given first consideration for employers operating within the exterior boundaries of the reservation. TERO fees are typically applied to employers doing business on reservations. TERO fees are not required for contractors supporting emergency wildland fire incidents under BIA jurisdiction. However, preference should be given to tribal members when possible. VIPR and AIMS I-BPAs allow for tribal preference, allowing tribal members with VIPR or AIMS I-BPAs to be a primary source for contracted equipment. Tribally owned equipment may be acquired through appropriate Cooperative Agreements established with the BIA.

For payment and reimbursement purposes, the BIA Fire Business Lead should be contacted prior to establishing EERAs for tribally owned equipment to ensure compliance.

At Incident Management Support (AIMS) Pre-Season Awards

Use of At Incident Management Support (AIMS) pre-season agreements (I-BPAs) are authorized, but not required, on DOI jurisdiction fires. AIMS Dispatch Priority Lists (DPLs) for portable toilets/handwash stations, UTVs, and any other [AIMS pre-season DPLs \(web\)](#) may be utilized when available.

Section D.6.1 of the AIMS pre-season awards require that dispatchers follow the DPL priority list order unless “*actual fire conditions at the time of dispatch may require deviation from normal procedures in order to respond effectively to such conditions. Any such deviation will be within the discretion of the Government and will not be deemed a violation of any term or condition of this Agreement.*” In accordance with D.6.1, dispatchers may follow the closest forces concept to deviate from the highest-ranking DPL vendor. While deviation from the DPL priority list is at the discretion of the Government, Dispatch should document why higher-ranking vendors were bypassed.

Severity assignments may differ, contact your Agency Fire Business Lead.

AIMS Administrative Office for Payment

e-ISuite Administrative Office for Payment will be as follows, unless noted otherwise in the contract or agreement:

BIA Incidents:

BIA Rocky Mountain Region
2021 4th Avenue North
Billings, MT 59101
(Note the address in Exhibit B of the AIMS I-BPAs is different)

BLM Incidents:

Local incident agency office address

Do NOT use the National Operations Center (NOC) address that is available for selection in e-ISuite.

Questions regarding AIMS pre-season awards can be directed to the On Call Incident Business Specialist at 406-702-3836.

State-Only Agreements/Contracts

Montana DNRC only agreements, will not be utilized on any BIA/BLM jurisdiction incidents due to non-compliance with Federal Acquisition Regulations.

Specific cost share agreements for multi-jurisdictional incidents must describe the shared cost methodology to authorize billing for MT DNRC only agreements within the identified timeframe of the approved cost share agreement. MT DNRC only agreement costs that are outside of the cost share agreement period or not included in the cost share agreement will not be considered for reimbursement. If no cost share agreement is in place, the MT DNRC only agreements must not be utilized, and no reimbursement will be made for MT DNRC only agreement payments made by MT DNRC for use on BIA/BLM jurisdiction incidents.

Micro Purchase, Local Ad-Hoc Buying Team, and Geographic/National Buying Team Procedures

[Reference: NMAC Correspondence M2025-06, 2025 Procurement Support Model Summary \(PDF\)](#)

Oversight and supervision of the Buying Team (BUYT) will be provided by the assigned INBA, as delegated, or the host unit fire business specialist and/or Agency incident business lead.

Local units will provide a Service and Supply Plan with a list of local vendors and service providers to assist with incident procurement. Buying Teams are required to give preference to local vendors identified in the provided Service and Supply Plan. *For BIA jurisdiction incidents, Indian preference should be applied to the maximum extent possible as long as rates are competitive, and goods/service can meet the date and time needed to support the incident.*

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

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

The Buying Team Leader (BUYL) or their designated Buying Team Member (BUYM) will provide an electronic copy of the Buying Team Standard Spreadsheet to the Agency Administrator, INBA and/or host unit fire business specialist and any other identified personnel. The BUYL will provide an electronic Buying Team package which includes a written narrative with outstanding issues or concerns for the incident closeout or when the BUYT demobilizes from the incident. The daily buying team spreadsheet and final incident closeout must be uploaded to the incident's FireNet folder structure. Final receipts for all purchases will be uploaded to the FireNet folder structure to support all BUYT purchases. [Buying Team Standard Spreadsheet \(spreadsheet\)](#)

The assigned INBA and/or host unit fire business specialist will complete a Buying Team performance evaluation for each National Buying Team. A copy of the final evaluation will be given to the BUYL, the National Buying Team Coordinator. [Interagency Buying Team Performance Evaluation \(doc\)](#)

DOI Incident Procurement Support Team

Dispatch will follow normal dispatch procedures to fill incident order requests:

1. NFES orders will be placed through the National Cache order process.
2. Equipment and supplies available on pre-season awards will be filled according to local dispatch priority lists for both VIPR and AIMS resources. Refer to the Virtual Incident Procurement (VIPR) Pre-Season Awards and At Incident Management Support (AIMS) Pre-Season Awards sections of this guide.
 - a. When local dispatch DPLs have been exhausted, orders will be placed up to the geographic area to be filled.
 - b. The geographic coordination center will place orders to the National Interagency Coordination Center (NICC) when no pre-season award vendors are available within the geographic area.
 - c. Orders that are unable to be filled (UTF) through the standard dispatch process will be placed to the local BIA/BLM procurement point of contact to be filled. Contact the on-call Incident Business Specialist at 406-702-3836 to determine availability of local procurement resources.
3. Orders for equipment and supplies that are not available on pre-season awards will be placed to the local BIA/BLM procurement point of contact to be filled. Contact the on-call Incident Business Specialist at 406-702-3836 to determine availability of local procurement resources.
4. BIA and BLM may coordinate for local micro purchase support and local contracting support to maximize purchasing power to support incidents. The Agency Fire Business Leads will maintain a list of procurement resources available to support local BIA/BLM incidents. Contact the on-call Incident Business Specialist at 406-702-3836 to determine availability of local procurement resources.
5. When local procurement capabilities have been exceeded, the jurisdictional agency may order a National Buying Team to provide additional local incident procurement support.

When local procurement capabilities as listed above have been exhausted, Dispatch will place orders to the DOI Incident Procurement Support Team utilizing the process outlined below.

1. Dispatch will send the Resource Order and General Message to the DOI inbox:
BLM_FA_NIFC_Incident_Procurement@blm.gov.

a. The assigned INBA and/or local fire business specialist must be Cc'd on all orders placed to the BIA/BLM Incident Business Operating Guidelines, July, 2025

DOI Incident Procurement Support Team.

2. The host dispatch center will assign the identified DOI Procurement Support Team members in IROC to: **S2NV BIA/BLM Incident Procurement Support** for tracking purposes.
 - a. All DOI Incident Procurement Support personnel providing support to BLM Montana/Dakotas and BIA Rocky Mountain Region are authorized to utilize the established support code. Supporting timekeeping documentation (ie: CTRs and/or OF-288s) will notate which specific fire(s) are being supported.
 - b. The assigned INBA or local fire business specialist will approve time documents for Incident Procurement Support team members. **Per the SIIBM, Chapter 10 on-call hours are not compensable and will not be charged to the established support code or the incident.**
3. Fully executed copies of the agreements will be provided to Dispatch for fill information. Dispatch will route fully executed agreements to the host incident ordering unit or IMT ordering unit as appropriate.

DOI Incident Procurement Support Team core hours are 0700-1600 MST/MDT. The on call Buying Team Leader can be reached outside the core hours at 208-387-5531.

For BIA jurisdiction incidents only: A land use agreement signed by a warranted Contracting Officer may not be required. Refer to “Indian Trust Land” section below and contact the BIA Fire Business Lead prior to submitting orders to DOI Incident Procurement Support Team.

Emergency Facilities and Land Use Agreements

If no pre-season agreement exists, the IMT will coordinate with the local AA or INBA to determine appropriate use and rates. Only warranted DOI Contracting Officers may negotiate and approve emergency facilities and land use agreements. Contracting Officers will utilize the current [Emergency Facilities and Land Use Agreement \(doc\)](#) form or the [Modification Emergency Facilities and Land Use Agreement \(doc\)](#) form when establishing agreements.

All facilities, land and water used by the incident will be under agreement prior to utilization. All use of Land Use Agreements will be documented on an [Emergency Equipment Shift Ticket \(OF-297\) \(PDF\)](#) with a start and end date for payment purposes. If immediate use of the facility/land/water is needed, contact the on-call DOI Incident Procurement Support Team Contracting Officer at 208-387-5531 for guidance.

IMT members or local host unit personnel may provide suggested vendors with contact information and other supporting documentation for prospective LUA/Facility agreements using the [Federal Land Use Agreement \(LUA\) Intake form \(doc\)](#), but may not begin using land areas or facilities without Contracting Officer approval. IMT members and local host unit personnel may not discuss rates or pricing with owners for any prospective LUA/facility rental agreement.

Reminder: DOI Agencies may process one-time vendor payments with an Emergency Incident Purchase Order accompanied by an FBMS Vendor Request Form. An Electronic Funds Transfer (EFT) payment will be processed by the appropriate DOI host unit. A System for Award Management (SAM.gov) registration and Unique Entity Identifier (UEI) number is encouraged but not required for one-time vendor payments related to Land Use/Facility Rental Agreements.

Indian Trust Land

Land Use Agreements for land within the boundaries of the reservation, the On Call Incident Business BIA/BLM Incident Business Operating Guidelines, July, 2025

Specialist must be contacted prior to use, with no exceptions.

Reservation lands may include Indian Trust land, allotted land with multiple owners, fee land under the jurisdiction of the county, and leases that may impact land use availability. Never utilize any of the land prior to having a written executed agreement. Trust Land that BIA has administrative rights for use will not require a LUA. Off reservation Indian Trust Land may require an LUA depending on land ownership status.

Facilities located on Indian Trust Land require an agreement with the facility owner for use. BIA owned and operated facilities will not require an agreement for use. Tribally owned facilities may require an agreement with the local Tribe for use as the buildings are not federally owned or operated.

Contracting With Government Employees

[Federal Acquisition Regulations Subpart 3.6 Contracts with Government Employees or Organizations Owned or Controlled by Them \(web\)](#) and [48 CFR Chapter 14 Department of the Interior, Subpart A, Part 1403 – Improper Business Practices and Personal Conflicts of Interest \(web\)](#) prohibit Contracting Officers from knowingly awarding a contract to a Government employee or to a business concern or other organization owned or substantially owned or controlled by one or more Government employees.

Incident Contractor Payment Packages

IMTs should combine the following documents into a single PDF file and submit to the identified host unit payment contact.

For BIA only, submit contractor payment package batches to: RMRO_FirePayments@bia.gov.

- Original Emergency Equipment Use Invoice, OF-286
- OF-286 Additions and Deductions
- Finance copy of the IBPA/VIPR/EERA/Commercial Agreement (ie: rental equipment)

Additional supporting documentation must be provided if requested by the host unit payment contact. All documentation must be maintained in the incident's FireNet folders.

- Emergency Equipment Shift Ticket(s), OF-297 and/or Crew Time Reports, SF-261
- Commercial Invoice may be accepted in lieu of OF-289 Emergency Equipment Shift Tickets for commercial agreements
- Fuel/Oil Issue Tickets, if applicable
- Vehicle/Heavy Equipment Pre-Use Inspection Checklist, OF-296
- Copy of the Resource Order

Contractor Performance Evaluations

Performance evaluations for USFS administered preseason IBPA and National Contract vendors must be emailed to the appropriate email address.

- [IBPA Contractor Performance Rating \(VIPR Contractors\) \(PDF\)](#)
- [National Type 2 Initial Attack \(IA\) Crew Performance Evaluation \(PDF\)](#)
- [National Type 2 Crew Performance Evaluation \(PDF\)](#)
- [National Mobile Food Services \(National Caterer\) and CWN Mobile Food Service Performance Evaluation \(PDF\)](#)
- [National Mobile Shower Facilities Performance Evaluation \(PDF\)](#)

Email to: Perform.ct5w8ujitbvot9yi@u.box.com. Emailed evaluations should use the following naming convention:

PerfEval(C or E)_CompanyName_Date_IncidentNumber

Crew Example: PerfEvalC_GraybackForestry_20250704_000363

Equipment Example: PerfEvalE_BishopServices_20250704_000363

Emergency Equipment Rental Agreement performance evaluations are recommended. The IBPA Contractor Performance Rating evaluation or the Standard Contractor Performance Rating form may be completed. The final evaluation should be emailed to the awarding Contracting Officer. A copy of all final evaluations will be filed in the FireNet folders for the incident.

Incident Contract Claims

The host incident agency DOI warranted Contracting Officer assigned to the incident will settle contract claims within their warrant authority. Supporting documentation may be requested from the incident management team or host incident agency to assist in review and adjudication of the claim.

A determination and finding statement approved by the warranted Contracting Officer will be forwarded to the appropriate host incident agency fire business specialist for payment processing. A sample Determination and Finding form is available in Appendix A of the [NWCG SIIBM \(PDF\)](#). **Incident contractor payments will not be delayed due to contract claims that are being reviewed for approval.**

Supplemental Food and Drinks

The NWCG Standards for Interagency Incident Business Management process will be followed. Any supplemental food/drinks provided will require IC justification AND concurrence from the Agency Administrator(s) or their representative. The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

Nutritional information and guidance in the [NWCG Supplemental Food and Drink \(PDF\)](#) and [USFS Feeding the Wildland Firefighter \(PDF\)](#) must be followed. Procuring and dispensing over-the-counter vitamin and mineral supplements are not authorized. This includes commonly accepted supplements, such as Emergen-C or Drip Drop.

Restricted Items

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

- Epi-Pens are the responsibility of individuals needing them and should be issued in the same manner as a personal prescription.
- Trailers and motor homes will be for office use only. They shall not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (e.g., health and safety reasons) and approved in writing by the IC and INBA.
- Purchase of local newspapers for the incident is limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.

- Data storage devices i.e., Thumb drives, external hard drives
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
- Lodging for personnel assigned to an incident base. Rare exceptions must be approved in advance by the AA or INBA.
 - If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.
 - If lodging exceeds the GSA per diem rate for the location, employees shall follow their agency's guidelines for over per diem approval. If needed, the IC or the AA/INBA can provide a letter of recommendation for approval of over per diem to the employees' home unit.
- IT related equipment purchases, however renting items may be considered.

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

Prohibited Items

The following items are prohibited from purchasing. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when ordering/purchasing supplies and services for incident operations.

- Orders for specific magazines, newspapers, or other literature
- Clothing, buttons, stickers, hats, etc., with special or specific printing, or logos
- Pillows, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type)
- Fees for the use of recreational facilities (e.g., hot springs)
- Massage or other therapist services
- Awards and or gifts of appreciation
- Plants and flowers
- Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or INBA.
- Over the counter vitamins and supplements (Emergen-C, Airborne, essential oils, etc.)
- Non-specialty safety gear/equipment and personal items (e.g., boots)

Specialty Items

The AA or INBA must approve rentals/purchasing of the following specialty items:

Cameras (digital video)	StarLink/ Internet Services (PDF) **
Satellite Telephones	Fax and/or Copy Machines (purchase only)
Laptop Computers (purchase only)	Cell Phones/Boosters
Handheld Radios	GPS Units
Specialty Ice Coolers	Printers/Scanners (purchase only)
UTVs (PDF) *	Golf Carts

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable property should be procured by local agency personnel whenever possible. Rental of specialty items is preferred in most situations, but cost should always be a consideration, and the INBA should be consulted if there are any cost concerns. Rental items must be tracked to ensure proper and timely return and to monitor overall cost to remain within the purchase limitations of the buyer.

Incident Management Team personnel **must not** contact the rental company for changes to the rental equipment or rental agreement. Only the buyer may contact the rental company, and any questions related to specialty rental equipment should be taken to the buyer and/or the INBA. IMTs re-assigned to a new incident will not take any rental equipment that is purchased on the original incident.

*The Northern Rockies Coordinating Group (NRCG) has issued [ATV/UTV Guidance for Use on Fires in the Northern Rockies \(PDF\)](#)

**BIA Rocky Mountain Region has high-performance Starlink receivers available and may be able to support Incident Management Teams in lieu of commercial vendors. Contact the BIA Fire Business Lead at 406-696-5069 for information on availability.

Incident Recycling

If Incident Recycling is requested, BIA/BLM has no formal contracts. Orders for incident recycling will follow Incident Acquisition Procedures as outlined in this chapter.

Chapter 30 - Property Management

Cache

Northern Rockies geographic area Cache Management Plans are located with the Cache(s). Rocky Mountain geographic area Cache Operating Plan can be located at [Rocky Mountain Area Interagency Support Cache Operating Procedures \(web\)](#).

Every effort will be made to return cache items promptly at the end of the incident. Documentation of items remaining at the incident will be supplied to the incident agency at the incident closeout. Incident-funded accountable/sensitive property purchases must be approved in advance by the INBA or AA.

It is recommended that ALL incidents (complex Type 3 and larger) use a Cache Demobilization Specialist (CDSP) to assist in ensuring accountability and appropriate return of cache and non-cache items. Cache demobilization information is available on the [Great Basin Cache website \(web\)](#).

Consumable, Durable and Accountable/Sensitive Property

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to have in place property issuance and check out/return procedures to ensure proper accountability of all types of property – consumable, durable and accountable/sensitive.

Prior to ordering Utility Terrain Vehicles (UTV) or using All Terrain Vehicles (ATV) on an incident reference–[ATV/UTV Guidance for Use on Fires within the Northern Rockies \(PDF\)](#). This document offers direction for the approval/ordering process as well as required documentation for payment and any claimed damages. Agency and rental vehicles are accountable property and will be tracked as such.

All use (agency-provided or rental) shall be approved by the IC prior to use per the NR direction.

Use of personal or home unit cell phones, GPS Units, computers, and satellite phones will not be reimbursed, unless pre-approved by the Host/Incident Agency on the resource order. When needed for an assignment, the hosting incident unit will obtain cellular phones. Orders for cellular phones will be requested through dispatch and will be filled in accordance with host agency regulations. Employees must be aware that it is possible the record of use for any device used for official purposes could be considered a public record.

IMTs or approved incident personnel (e.g., INBA) may authorize the replacement of non-NFES or non-standard cache items **if** delegated to that authority by the hosting incident agency. If no delegation exists, documentation shall be provided to the incident agency for review and determination prior to ordering a replacement.

Property Loss or Damage

The [Northern Rockies Property Loss/Damage Report, OF-289 \(PDF\)](#) includes a supplement that facilitates the documentation and approval/disapproval process for property loss and damage.

Teams should follow their IMT protocols to ensure the OF-289 is filled out correctly and the appropriate reviews have been accomplished. Approval to replace government property will typically be provided by the assigned INBA. Written documentation shall be provided to the employee and host unit, authorizing replacement (in whole or in part) 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 documents shall include the General Message, Supply BIA/BLM Incident Business Operating Guidelines, July, 2025

Resource Order and the approved Property Loss or Damage Report, OF-289.

Replacement of non-standard items not procured through mandatory sources of supply (Chapter 20 of the SIIBM) may be authorized up to a dollar limit (documented on the resource order) identified through these sources; costs exceeding this amount shall be covered by resources home unit program dollars. These funding limitations shall be noted on the resource order for the approved repair/replacement.

Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property be turned in before replacement is authorized. Property that is maintained in an agency property system of record will not be collected at the incident. Documentation of the disposal of the property (e.g., destroyed property sent back with resource to home unit) will be maintained in the incident claims records.

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

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 with home unit funding sources.

Use of the [NR Saw Parts Order Form \(PDF\)](#) is required. Approval discrepancies may be elevated to the AA/INBA for further documentation and determination.

Radios

Any requests for radio replacement parts must be referred to the IMT's Communications Unit Leader (COML), or host unit radio technician for completion of the SME section of the NR OF-289. 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. Warranties will be voided if replacement parts are not Original Equipment Manufacturer (OEM). This will result in cost savings on the fire and to the government by preserving the warranty. The actual purchase should be completed by an authorized radio technician.

Waste Management at Incident Base

IMTs are expected to take actions to reduce waste as much as possible, particularly cardboard, paper, and plastic bottles. Consideration of alternative solutions for the use of single served bottled beverages is desired. The use of refillable canteens with potable water tender as appropriate and available should be considered. Recycling information by state can be located at the following sites: [Montana \(web\)](#), [North Dakota \(web\)](#), [South Dakota \(web\)](#).

Chapter 40 – Incident Business Coordination

Incident Management Team Coordination

The AAR/INBA will provide the Logistics and Finance Sections, Expanded Dispatch, and the assigned Buying Team with a copy of this IBOG and any supplemental information as well as an in-briefing with incident details and expectations. 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 virtual meetings.

e-ISuite Database and FireNet

The preferred platform is the Enterprise version of e-ISuite. IMTs who utilize the “Site” version of e-ISuite are required to transition the database to the Enterprise site at the end of their assignment or ensure that responsibility has been transitioned to an incoming team or the incident agency. IMTs will inform the incident agency, prior to or during the incident closeout, that the transition has taken place. IMTs managing multiple fires should consider that transferring “Site” databases to Enterprise may be difficult due to the requirement of multiple fire codes which increased overall database size. Every effort should be made to initiate the database in Enterprise to avoid file size complications that could prevent the database transition from Site to Enterprise. The IMT will not retain any e-ISuite information.

Upon demobilization of the final IMT, and if the IMT will transition a “Site” database to the host incident agency, it is recommended that the IMT ITSS personally meet with the appropriate agency representative to load the database onto a computer of the agency’s choice and ensure the representative is able to successfully enter and exit the database with the passwords provided.

To comply with records policy, the IMT will utilize only the assigned incident FireNet email for all communication to ensure the host incident agency has access to all records. If Agency or personal FireNet accounts are utilized for communication, the incident FireNet email must be included as a Cc for all emails. **Use of personal email is prohibited.** Any email accounts needed to support an incident shall comply with the National Multi-Agency Coordinating Group (NMAC) Correspondence (2021-01), “FireNet Utilization”, [NMAC Correspondence 2021-01 \(PDF\)](#). The respective Agency Fire Business Lead must be made an “owner” in the FireNet Teams file structure, the incident FireNet email and added as a user to the e-ISuite Enterprise Incident. Additional “owners” will be provided by the Agency Fire Business Lead, Agency Representative or Agency Administrator (AA).

Closeout Instructions

The FSC will contact the AAR/INBA/IBS 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 will include a review of any outstanding issues and the electronic files in FireNet, with access provided to the appropriate incoming IMT member(s).

The FSC attends a closeout session scheduled by the AAR to review the IFP. This meeting is in addition to the IMT closeout. If the IMT is being released prior to the end of the incident, the incoming FSC, AAT and the departing FSC participate in a transition briefing. The outgoing IMT is responsible for ensuring that all documentation, including payment packages, decision documents, and contractor performance evaluations, are completed prior to transfer of command by incident agency requirement.

Incident Records Management

IMTs will follow current NWCG and agency direction and policy for Incident Records Management. All files and folders will be electronic. No paper doc box is required, however, if an incident is a cost-share with a state, a paper doc box may be necessary for the state's records, however, this should be the exception not the rule.

The Finance Channel in the FireNet team's incident folder structure contains a "Final Finance eDoc Box" folder, and all finance records will remain in this channel. IMTs may use the Final Finance eDoc Box folder in the Finance Channel but IMTs will not move finance records to the General Channel "Draft eDoc Box" or to the General Channel "Final eDoc Box". The following shall apply:

- Paper records created during the IMTs tenure on the incident shall be scanned and uploaded into the appropriate electronic folder. Scanned documents must be clearly marked "Scanned" upon completion of the scanning process. This includes all ICS-213 General Message Forms and ICS-214 Unit Logs. Coordinate with the IBS/INBA on disposition of scanned hardcopy documents.
- All electronic 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 \(PDF\)](#).
- Electronic files will be maintained on FireNet according to current standards.
- Assure the IBS is listed as an "owner" on the FireNet Teams folder structure. If the IBS is already an owner before the IMT assumes command, assure the IBS is not removed from access.
- IMT members must be aware they will be disconnected from the FireNet Team folders at the time of their demobilization. They should have no expectation of access after demobilization.
- GIS data files and information photos and videos may be too large to be downloaded from FireNet to the host unit's server. These files should be transferred to the host unit using an external hard drive. All other files may remain in FireNet.
- All incident records users must be aware of, and protect personally identifiable information (PII), including birthdates collected by the Demob Unit to acquire airline tickets. Best practice is to refrain from collecting PII and refrain from uploading any PII into FireNet.

Buying Team Coordination

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 records will be located in the FireNet Incident Team Folder, Buying Team Channel. FSCs must ensure that Buying Team Leaders have access to the FireNet team and request that FireNet activate the "year.incident.buying@firenet.gov" email address for their specific Incident. This can be accomplished by updating the Incident Account Tracker and providing the BUYT's FireNet email address.

Chapter 50 - Cooperative Relations

NR Chapter 50 Supplement provides detailed information on incident business procedures when resources from the states of Montana, Idaho, South Dakota, and North Dakota are utilized on federal fires or when an IMT is assigned to a state fire.

RM Chapter 50 Supplement provides detailed information on incident business procedures when resources from Colorado, Kansas, Nebraska, South Dakota, and Wyoming are utilized on federal fires or when an IMT is assigned to a state fire.

Agreements with Tribes

Under P.L. 93-638, Indian Self-Determination and Education Act as amended, Tribes are authorized to assume (through a contract, compact, commercial agreement, or cooperative agreement) functions normally accomplished by the Federal Government.

Cooperative agreements are in place with multiple Tribes throughout the nation, in which BIA is the reimbursing agency for all Tribal cooperators that participate in wildland fire management activities. Some Tribal wildland fire programs utilize BIA owned equipment and have personnel funded by BIA; however, some Tribal wildland fire programs utilize Tribally owned equipment and have personnel funded by the Tribe.

Tribal cooperators who utilize tribally owned equipment will have a Cooperator Equipment Rates Sheet (CERS) which will identify the rate for the equipment. A standard OF-286 Equipment Use Invoice will need to be completed for payment by the appropriate BIA Region. Tribal programs operating BIA-owned equipment will not have a CERS, and an OF-286 is not necessary as the equipment is BIA-owned.

All Tribal personnel require completed OF-288 Incident Time Reports when assigned to an incident. All original finance documents need to be provided to the Tribal crew representative at demobilization. The BIA region, who holds the cooperative agreement with a specific Tribe, will be the administrative office responsible for payment of the OF-286. A copy of the cooperative agreement is not needed by the IMT Finance to process paperwork as the CERS, if applicable, will contain all necessary information. Contact the BIA Regional Fire Business Lead with any questions pertaining to Tribal fire resources.

Military Involvement

The interagency agreement between United States DoD and United States Department of Agriculture and Interior is published at <https://www.nifc.gov/nicc/logistics/references.htm>. The information contained in the agreement and Military Use Handbook provides responsibilities, policies, and operational procedures regarding the military's support to the wildland fire management agencies, which includes request and use of their qualified civilian employees.

For specific information on National Guard utilization, refer to Montana National Guard Memorandum of Agreement: 2024-Wildland-Fire-Fighting-MOA.pdf

State Involvement

It is common for the federal wildland fire agencies to have a cooperative agreement with their respective state agencies. The federal agency must have statutory authority to enter into the agreement. These agreements and their corresponding operating plans outline the terms and conditions for sharing resources and processing reimbursement.

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 electronic versions will remain in the Incident Finance Package. Cooperators need to provide the Finance section a copy of their applicable agreement/operating plan payment guidelines. Finance section personnel should read and understand the terms of these documents to understand unique requirements and processes related to timekeeping for personnel and equipment, and property loss and damage specifications.

Additional information on Montana DNRC can be located at [MT DNRC Fire Business \(web\)](#)

Additional information on North Dakota Emergency Services can be located at [North Dakota DES \(web\)](#)

Additional information on South Dakota Department of Public Safety can be located at [SD Wildland Fire \(web\)](#)

Chapter 60 – Accident Investigation and Reporting

For accident investigation and reporting requirements, please coordinate with the incident Safety Officer and reference agency-specific policy. For federal agencies see the [Interagency Standards for Fire and Fire Aviation Operations \(web\)](#). For injury reporting requirements, reference SIIBM Chapter 10. Reference SIIBM Chapter 70 for the Motor Vehicle Accident Report, SF-91, and the Statement of Witness, SF-94.

Chapter 70 - Claims

Claims against the government need to be documented as soon as possible. **The IMT will not send claims directly to USFS Albuquerque Service Center (ASC) or utilize the USFS Vendor Contract Claims process.** The incident host agency will provide a host unit Claims Liaison contact.

Tort/Non-Tort Claims

A Claims Log, a copy of the claim(s) in the appropriate Claims envelope (electronic folder), 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. The standard FireNet folder has Incident Replacement on the Logistics Channel under Supply. They should not be included on a Claims Log and should not be issued a claim number.**

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. All federal and state employees must follow their home unit's procedures.

Contract Claims

Contract claims (e.g., claims involving the rental of equipment or vehicles) are covered under the Contract Disputes Act of 1978 (reference Chapter 20 Contract Claims). Contract claims may only be adjudicated by a warranted contracting officer (CO) set by the incident agency. Every attempt should be made to settle contract claims while at the incident. Contract claims are not Tort claims.

Upon arrival to the incident, the COMP or FSC will make contact with the incident agency claims liaison (identified in Appendix A) to discuss any agency-specific expectations. Prior to release from the incident, the COMP or FSC will review the documentation and prepare a log of all claims, defining what is included and what is outstanding for each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The documents will be included in the finance package.

At the end of the incident, all actual and potential claims will be fully documented, and included in the incident finance package. Packages should be reviewed with the incident agency and those requiring follow-up should be specifically discussed. Potential claims should also be identified.

Chapter 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 unit, 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.

Cost information should be provided to the IMT and incident agency in a clear, concise format, such as: summary sheets that list daily costs by category; graphical displays (such as bar or pie charts); and/or detail sheets showing the individual resource costs. COST will send daily reports to the Agency Representative and INBA or Agency Fire Business Lead.

Cost Savings Measures

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

Documentation

Significant changes in cumulative cost data should be documented in the daily cost report (e.g., incident costs triple in two days).

Cost Share Agreements

A cost share agreement may be established for on-site costs as well as off-site costs (expanded dispatch, mobilization centers, etc.). More than one agreement may be necessary to document cost share responsibility (incident and support costs). Cost share agreements will follow guidance in the applicable cooperative agreement. The COST will ensure all parties associated with the cost share agreement receive daily cost updates via email or hardcopy.

It is the IMT's responsibility to track and report costs as required by the incident agencies and/or as outlined in the cost share agreement. The Finance section will ensure costs are tracked in e-ISuite in accordance with the cost share method utilized. Cost share agreements must easily be understood and correspond to agency cost accounting/tracking methods in order to facilitate the billing process.

Transfer of Responsibility

During IMT transitions, the departing team must brief their counterparts on all cost sharing agreements and documentation to date. If there is a change in the Agency Administrators or representatives, they must have a clear understanding of all the decisions and agreements used to develop the final cost share percentages and conditions of the final agreement.

Demobilization

Demobilization of incident resources will follow the National Interagency Standards for Resource Mobilization and the applicable geographic area mobilization guide. IMTs will coordinate with the servicing dispatch center to ensure resource demobilization information is provided and resource orders are properly closed out.

- Each year the [National Interagency Standards for Resource Mobilization \(pdf\)](#) will be posted to the National Interagency Coordination Center website at <https://www.nifc.gov/nicc/logistics/reference->

documents (web)

- Each year the [Northern Rockies Interagency Standards for Mobilization \(PDF\)](#) will be posted to the Northern Rockies Coordination Center website at <https://gacc.nifc.gov/nrcc/dispatch/dispatch.htm> (web)
- Each year the [Rocky Mountain Area Interagency Mobilization Guide \(PDF\)](#) will be posted to the Rocky Mountain Coordination Center website at <https://gacc.nifc.gov/rmcc/publications.php> (web) (Applicable to BIA Wind River Agency only)

All accountable/sensitive, durable, and unused consumable property must be returned to the servicing Cache within 30 days of the end of incident. OF-289 Property Loss or Damage documentation is required for any unserviceable, lost, stolen, damaged, or destroyed Cache property.

It is recommended that ALL incidents (complex Type 3 and larger) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items.

Records Management

All incident records will be turned over to the incident host unit at the conclusion of the incident. DOI requires that all records be maintained in an electronic format. Any hard copy documents received or created by the IMT will be digitized and stored electronically following the current [NWCG Standards for Electronic Documentation \(eDoc\), PMS 277 \(PDF\)](#). IMTs will not destroy original source records that are received or created during the incident unless authorized by the incident host unit.

Hard copy incident documentation packages may be authorized if it is not feasible to create or maintain electronic records due to location or connectivity concerns. If it is not practical to complete a finalized finance package electronically. All hard copy documentation smaller than 8.5-inch x11-inch paper will be taped to an 8.5-inch x11-inch paper chronologically by date for future digitization by the incident host unit.

DOI guidance on records management is available on the [DOI Records Management Policies and Guidance site \(web\)](#). Specific guidance that should be reviewed by the IMT for awareness include:

- [RMP-2021-02 Electronic Records Management \(PDF\)](#)
- [RMP-2020-11 Preserving Text and Instant Messages as Federal Records \(PDF\)](#)
- [RMP-2021-01 Managing Audio-Visual Recordings as Federal Records \(PDF\)](#)
- [RMP-2020-01 Digital Signature Usage in Records \(PDF\)](#)

Incident Finance Specific Recordkeeping

- [Guidance for Incident Finance Electronic File Management \(PDF\)](#)
- [Finance Electronic Files Management Guidance \(PDF\)](#)
- [Finance Working Files and Folder Matrix for FireNet \(PDF\)](#)
- [Structure for Finance Working Files Provided in FireNet \(PDF\)](#)

- [Structure for Final Finance eDoc Box Provided in FireNet \(PDF\)](#)
- Additional Records Guidance and tools are available through the [Incident Planning Subcommittee \(web\)](#) under Records Management.

Closeout

The Final Finance Package will meet the [NWCG Standards for Interagency Incident Business Management \(PDF\)](#) for each Unit (Time, Commissary, Compensation/Claims, Procurement and Cost) as indicated in Chapter 40 Exhibits and follow the Incident Finance Package Guidelines.

At the end of the incident, the final finance package will be presented from the Incident Management Team to the Hosting Unit or Agency Representative (i.e., AA, INBA). The Representative will be designated at the in brief to assist with any questions, concerns, and coordination throughout the incident and prior to the closeout meeting. A written narrative will be provided to the incident agency identifying items such as the number of claims, number, type and status of land use agreements, number and type of injuries/illnesses, itemized list of resources remaining and any necessary follow-up to financial matters.

The INBA will participate in the exit interview of each assigned IMT and Buying Team. The INBA will provide a documented assessment of (1) commendable performance, (2) things that went well and (3) things that need improvement. The INBA will provide a written narrative to the AA and to the Agency Fire Business Lead.

Forest Service National Contracts and AD's - The expectation is to have all possible payment packages for FS ADs and contract resources closed out and submitted directly from the IMT to ASC for payment in accordance with the [USFS Incident Payment Guide \(PDF\)](#). Any packages not closed out and/or other outstanding issues shall be noted in a transition document and discussed at the IMT closeout.

Appendices

- A. BIA Agency Contacts
- B. BLM Agency Contact
- C. Dispatch Process – DOI Procurement Flow Chart
- D. Incident Business Committee [2024-2025 NR IBC Committee List \(PDF\)](#)

Appendix A – BIA Agency Contacts

BIA – Agency Contact	Address	24-Hour Duty Officer:
	Agency Fire Management Officer	
	Agency Superintendent (Agency Administrator)	
	Local Incident Business POC	
	Agency Administrative Representative	
BIA Rocky Mountain Regional Office	2021 Avenue North Billings, MT 59101 IA_RMRO_WildlandFire@bia.gov	24 Hour Regional Office Duty Officer: 406-702-3831
Bryce Rogers	Regional Fire Management Officer	406-696-5055 bryce.rogers@bia.gov
Bob Jones	Regional Fuels Specialist	406-696-5059 robert.jones@bia.gov
Amanda Boatright	Regional Fire Business Lead	406-696-5069 amanda.boatright@bia.gov
Dana Wilson	Regional Safety Officer (OWCP)	406-670-3422 Cell DanaD.Wilson@bia.gov
Christian Keene Bends	Acting Regional Director	406-247-7943 Office christian.bends@bia.gov
Jodi Camrud	Deputy Regional Director – Trust Services	406-247-7943 Office 406-794-1798 Cell jodi.camrud@bia.gov
Christian Keene Bends	Deputy Regional Director – Indian Services	406-247-7943 Office christian.bends@bia.gov

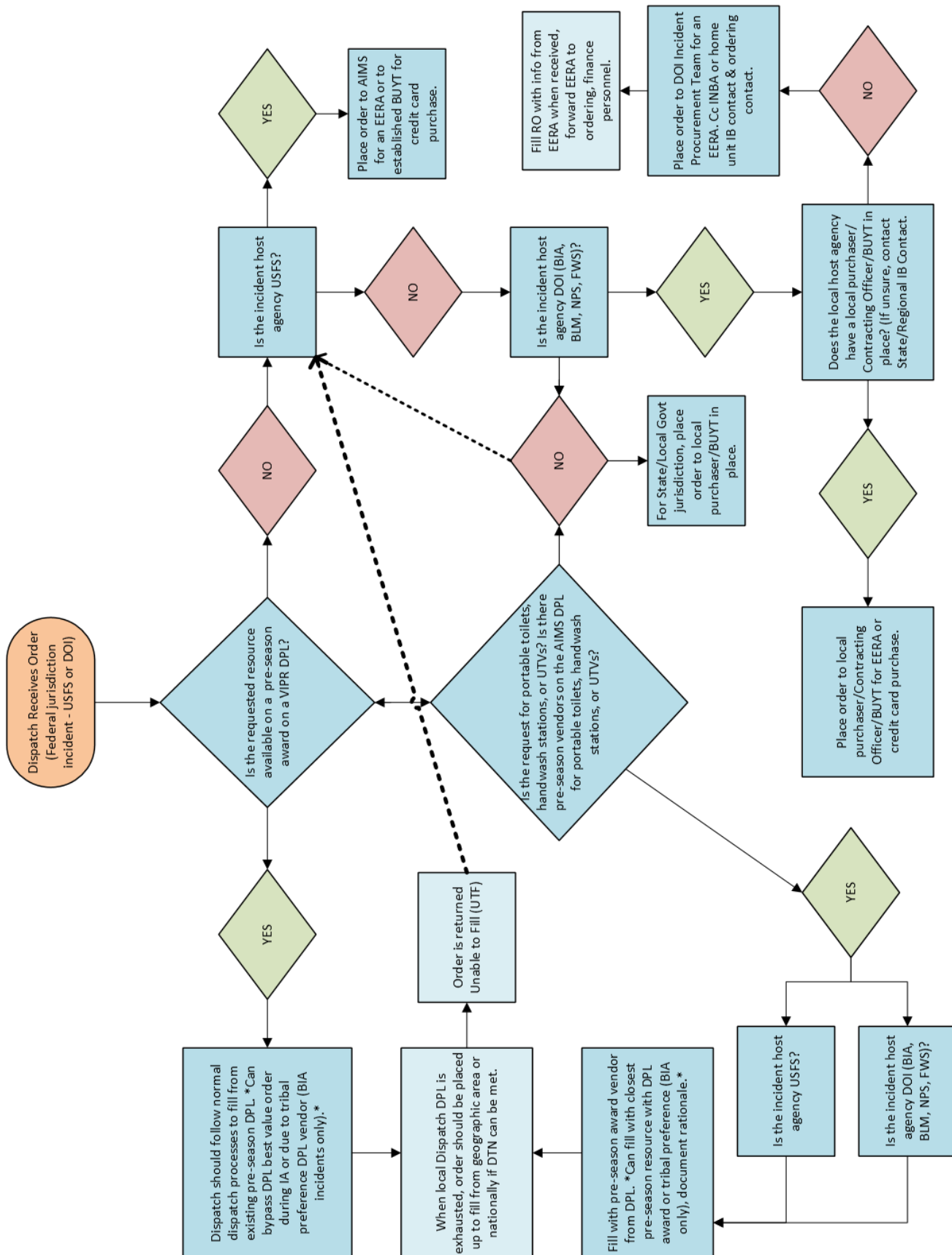
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Appendix B – BLM Agency Contacts

BLM – District Contact	Address:	24-Hour Duty Officer:
	District Fire Management Officer	
	Agency Administrator	
	Local Incident Business POC	
INBA:	Agency Administrative Representative	
BLM – Montana / Dakotas State Office	1299 Rimtop Drive Billings, MT 59105	24-Hour Duty Officer:
Aaron Thompson	State Fire Management Officer	307-330-6743 althompson@blm.gov
Craig Howells	State Assistant Fire Management Officer	406-591-3093 chowells@blm.gov
Bobby Flesch	State Aviation Manager	406-852-4816 bflesch@blm.gov
Brandi Van Kleeck	State Incident Business Specialist	208-308-1050 bvankleeck@blm.gov
Chris Brailer	State Fire Contracting Officer Lead	406-697-5606 cbrailer@blm.gov
Anya Moline	State Safety Manager	406-533-7625 amoline@blm.gov
Michelle Paris	State OWCP Coordinator	406-690-7167 mparis@blm.gov

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Appendix C: Dispatch Process – DOI Procurement Flow Chart



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Appendix D – NRCG Incident Business Committee

<https://gacc.nifc.gov/nrcc/nrcg/committees/business/Members.pdf>