

# ROCKY MOUNTAIN REGION

June 2017



# INCIDENT BUSINESS MANAGEMENT GUIDELINES

# RMCG INCIDENT BUSINESS MANAGEMENT GUIDELINES

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# RMCG INCIDENT BUSINESS MANAGEMENT GUIDELINES

## Overview:

These guidelines emphasize the critical financial and administrative procedures to be followed on federal incidents within the Rocky Mountain Geographic Area and to ensure consistency in incident business management within the region. These Operating Guidelines are intended to complement the March 2016 Interagency Incident Business Management Handbook (IIBMH) which provides national direction.

**Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the IIBMH.**

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues. Incident Business Advisors (INBAs) should raise unresolved cost concerns to the agency incident business specialist who will take the lead to involve other agency staff as needed to ensure a timely resolution of the issue. The Agency Administrator (AA) and Agency Representative (AR)/INBA will take into account local considerations regarding costs and availability in applying these guidelines.

**The Agency hosting the incident will complete the Delegation of Authority blocks in Appendix G before issuing these guidelines to an Incident Management Team (IMT).**

## Reference Information:

Similar references to this guide have been included to ensure consistent understanding and usage of rules and regulations governing incident business management. Parallel references include, but are not limited to:

- Interagency Incident Business Management Handbook (IIBMH) and Regional Supplements
- National Interagency Buying Team Guide
- Incident Service and Supply Plan (ISSP)
- Military Use Handbook
- National Interagency Mobilization Guide
- Regional Interagency Mobilization Guide
- Modular Airborne Fire Fighting System (MAFFS)
- USFS Interagency Business Management web site
- Rocky Mountain Interagency web site
- ASC web site

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## Websites:

- <http://fswb.wo.fs.fed.us/aqm/incident> - Forest Service acquisition management web site for fire and aviation
- <http://www.nifc.gov/nicc/> - Select Rocky Mountain - Rocky Mountain Area Coordination Center home page
- <https://www.nwcg.gov/committees/incident-business-committee/resources> - Incident Business Committee Resources
- [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php#](https://gacc.nifc.gov/rmcc/incident_busn_management.php#) - Rocky Mountain Area Coordination Center, Administrative, Interagency Service and Supply Plans, Enterprise Rental Car
- <http://fswb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/Accruals.php> - Guide for Recording Incident Accruals –Forest Service
- <http://www.nwcg.gov> - National Wildfire Coordinating Group
- [http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html) - Incident Payment Center
- <http://fswb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php> - Casual Hire Forms
- Send daily Accrual costs to [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us) or fax to **866-816-9532** if e-Isuite isn't available.

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## Personnel

The incident host agency is responsible for either retaining the authority for hiring of casuals or delegating it to IMT. If the host agency chooses to delegate the authority to an IMT, Appendix B must be completed and given to the Finance Section Chief (FSC).

All casuals hired by the Forest Service will have incidental travel paid in accordance with the current FS AD Pay Plan for Emergency Workers. Travel reimbursements may be paid on the OF-288 under the Pay Plan rates or through ETS2 under the Federal Travel Regulations.

Casuals hired by the Forest Service: OF-288 and other required documentation must be submitted directly from the incident to the Albuquerque Service Center.

Casuals hired by the Department of Interior: OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units.

To facilitate tracking of payments the naming convention for each transmittal shall be the incident number followed by a sequential numbering system.

### **Human Resource Specialist**

*FS fire only* – 300 or more personnel assigned to an incident require a Human Resource Specialist. Title 5100 Fire Management Amendment No. 5100-2004-1

### **Union Representative: Council Vice President (CVP) Will Be Notified**

Master Agreement between FS and NFFE

- 300 personnel on a FS fire or
- 300 FS personnel on another agency's fire

### **Safety**

All firefighter personnel must have the appropriate training (e.g. Standards for Survival and shelter deployment) in compliance with the FSH 5109.17 or NWCG 310-1.

### **Driver's License Requirements**

All drivers, including casual hires, of government owned, rented, or leased vehicles, must adhere to employing agency specific certification/licensing requirements. All agencies require a valid State driver's license. See Appendix C for Forest Service requirements.

Ground Support Unit Leaders must be aware of how drivers assigned to the unit were hired. Only those drivers hired through a government hiring authority such as the AD Pay Plan or with a permanent or temporary appointment may drive government owned, rented, or leased vehicles.

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## **Work/Rest Guidelines and Length of Assignment**

Managers, supervisors and IMT personnel will be in compliance with work/rest and length of assignment guidelines, as described IIBMH, Chapter 10.

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## Acquisition Direction

Consideration must be given to cost efficiencies, specific needs and past performance when obtaining requested services and supplies. Additional reference material can be found in the IIBMH Chapter 20 Supplement:

<http://www.rmacc.info/> - IIBMH Regional Supplements

### **Service and Supply Plan**

The Rocky Mountain Geographic Area (RMA) utilizes all of the National Contracts (crews, showers and cat erers), any local Emergency Equipment Rental Agreements (EERA), and Incident Blanket Purchase Agreements (IBPA).

Starting in 2017 RMA Service and Supply Plans will be stored on a Google Drive. [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php)

The Procurement Unit Leader, Finance Section Chief (FSC) and Buying Team Leader will be given a copy of the Agency's Service and Supply Plan: This plan may include:

- Supply/Service Vendors including BPAs
- Meal/Lodging Agreements
- Cooperative Agreements, (Law Enforcement, Master Co-Op, Roads, or Fire District, including ambulances)
- Other Regional Agreements Existing Land Use Agreements

EERAs initiated at the incident are valid only for the duration of that specific incident (Block 3 of the EERA, OF-294). Documentation supporting the use of incident only resources is required.

The Incident Management Team will not sign up any non-dispatched equipment that shows up at fire camp (for example "fire chasers"). Prior approval must be obtained from the AA or AR/INBA. Point of hire would be at the incident location for these resources.

Local policy shall apply: Cooperating agencies who are participants to these operating guidelines, can use BPA's established by the local unit, however, notification must be made to the procurement section to avoid duplication of payment to the vendor.

All resources under an I-BPA or EERA will be processed in e-ISUITE for payment purposes.

### **Release of Contract Resources**

Priorities for release of contract resources will be those signed up at the incident will be released first before resources under a pre-season agreement. The release of pre-season agreement resources will be at the discretion of the Incident Management Team based on sound business practices with input from the local agency administrator.

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## **Land Use and Facility Agreements**

If no agreement exists, the Incident Management Team will coordinate with the agency's procurement personnel to obtain current rates being paid to landowners and local perspective on price reasonableness. All facilities and land used for the incident will be under agreement. ***No cost land use agreements are not binding or valid.*** Any exceptions will be approved by AA or AR/INBA. The procurement official will use the Emergency Facilities and Land Use Agreement Form. All LUA's must be paid by the Albuquerque Service Center (ASC) Incident Finance.

## **Supplemental Foods and Restricted Supplies/Items**

The Incident Management Team will follow the Supplemental Food Policy as stated in the IIBMH, Chapter 20, pages 20-13/14. Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator.

Per national direction, supplemental foods are normally not provided for settings such as Expanded Dispatch, Mobilization Centers, Area Command, Fire Caches, Tanker Bases, Staging Areas or other non-fire camp locations. There may be some exceptions for these locations where sufficient potable water is not available to accommodate the number of personnel on site.

See Appendix F for a listing of restricted and prohibited items.

## **Leasing vs. Purchasing of Equipment**

**RENTAL:** As a general rule, rent or lease equipment rather than purchase equipment. Use the following strategies to manage costs:

- Rates should be established following standard commercial practices. Daily, Weekly, Monthly rates should be utilized depending on the duration, type of equipment, etc. Payment will be at the rate (daily, weekly, monthly) that is most beneficial to the Government.
- It may be appropriate to include a provision for conversion to government ownership after a specified period of rental/lease. Considering the purchase factors below.

**PURCHASE:** When advantageous to the government, purchase rather than lease equipment. Consider and document all of the following factors:

- Total cost of purchase versus rental/lease
- Cost of handling, storage, and disposal



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- Potential for use on future incidents
- Capability and availability of fire cache storage
- Maintenance and other service costs
- Technical approvals, if needed

## **Coordinate the rental/lease versus acquisition with the Agency Administrator (through the INBA) and local fire cache manager.**

### **Rental Vehicles**

Rental vehicles continue to be a high cost center. It is the responsibility of the incident agency to provide local transportation to incoming incident personnel. Incident Management Teams are expected to keep the number of rental vehicles to a minimum.

Rocky Mountain has a BPA (Blanket Purchase Agreement) with Enterprise. See link below.

[http://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php#](http://gacc.nifc.gov/rmcc/incident_busn_management.php#)

Individuals renting vehicles through the government travel process should be the exception, not the rule and will remain the responsibility of the individual. In order to ensure travel reimbursement for rental vehicles, the individual traveler is required to have approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Rental vehicles procured on a Government Travel Card can NOT be transferred to a Buying Team member, PROC or any other member of the host unit. A vehicle rented at a commercial facility on an employee's travel card will be the sole responsibility of the employee who initially rented it, to ensure it is returned to the vendor, and payment in full is posted to the employee's travel card.

Acquisition guidance for rental vehicles is provided in the RMA Chapter 20 IIBMH supplement.

### **Agency Contract Payment Procedures**

The host agency will work with the IMT finance section to ensure that the appropriate payment processes are followed.

Payment package documentation requirements may be different depending on the jurisdictional agency of the incident. It is critical that requirements are verified with AA or AR/INBA.

All payments generated by the Incident will be supported with shift tickets documenting use or a commercial invoice with indication as to use and receipt of services/supplies. (e.g. portable toilets, laptops, copy machines, land use or water usage agreements, etc.)

### **FS Payment information for casualls and contracts:**

[http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html)

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[http://gacc.nifc.gov/rmcc/administrative/fire\\_business/Toolkit\\_Payment\\_Matrix.pdf](http://gacc.nifc.gov/rmcc/administrative/fire_business/Toolkit_Payment_Matrix.pdf)

## Buying Team Procedures

The Buying Team procurements will be in accordance with local direction as stated in the delegation of authority provided to the Buying Team. Only Buying Team members are authorized to use their purchase cards/checks on the incident. Local procurement individuals supporting the incident(s) will transition procurement responsibilities fully to the Buying Team Lead and members upon check-in to avoid confusion, duplicate work, and to consolidate fire documentation. Local procurement shall also relay all pertinent incident acquisition information to include agreement blocks of numbers, established agreements, and resource lists to the Buying Team. The Buying Team will coordinate with the AA or AR/INBA for delegation of authority and on all unusual or expensive items. The AA or AR/INBA will promptly inform IMT of all disapproved items.

Accountable and sensitive property purchased by the buying team for the IMT will be documented on an agency specific property transfer form (i.e. AD-107 or Incident Waybill).

When there is not a Buying Team assigned, the host agency will provide direction regarding procurement procedures. It is recommended a Buying Team is ordered to alleviate procurement burdens on the local unit as soon as size and complexity reaches a justifiable level as determined locally.

Rocky Mountain supplement to Chapter 40 of the IIBMH provides information on the Rocky Mountain Buying Teams.

[http://gacc.nifc.gov/gbcc/admin/docs/CH40\\_FINAL.PDF](http://gacc.nifc.gov/gbcc/admin/docs/CH40_FINAL.PDF)

## Cell Phones

Cell phones must be approved and documented on a resource order. Government cell phones brought to an incident will not charge usage back to the incident. Reimbursement for use of non-government cell phones should be extremely rare and must be approved by the incident agency prior to use and documented on a resource order.

Chapter 10, page 3

[http://www.nwcg.gov/pms/pubs/iibmh2/pms902\\_ch10-1\\_personnel\\_201208.pdf](http://www.nwcg.gov/pms/pubs/iibmh2/pms902_ch10-1_personnel_201208.pdf)

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## Property Management

Incident Management Teams will emphasize good property management. The IMT Logistics / Finance section will review property checkout and return procedures to ensure proper accountability. Special consideration should be given to accountable and sensitive items, e.g. flight helmets, flight suits, GPS units, and satellite phones.

### **Property Issued to Contractors**

Property and/or supply items assigned for use by contractors/vendors shall be returned to the incident, unless otherwise specified in the contract. Incident camps shall utilize an agency specific property transfer form (including the value of item) for each item to ensure they are returned. When not accounted for, the transfer forms will be documented and an appropriate amount deducted from the contractor's invoice. Contractors can be provided some consumable items (see current copy of contract) without charge. Contractor equipment will not be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

### **Government Owned Property**

All lost, damaged, or destroyed property items shall be documented on the appropriate agency form (e.g. Fire Suppression Property Loss or Damage Report, OF-289) signed by the employee's incident supervisor and processed in accordance with Incident Management Team and agency procedures. All specialized equipment must be documented on a resource order and be appropriate to the incident position performed in order to be considered for replacement if lost, damaged, or destroyed.

All cache items will be returned to the cache in accordance with agency procedures. All procured non-cache property left with the agency at the close of the Incident will be properly transferred on an agency specific property transfer form (i.e. AD-107). The IMT will work with the identified host unit Property Management contact for disposition for all non-cache items; especially any high risk items e.g. chainsaws, GPS units, and other items with residual value to the Government.

All non-standard cache items such as sleeping bags and Kevlar pants will be replaced with cache items.

In cases where specialized government owned equipment and non-cache items were clearly damaged or destroyed on the incident, approval for replacement may be delegated to the FSC or the INBA by the host agency administrator.

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## Incident Business Advisor

- ✓ Is supervised by the Agency Administrator (AA)
- ✓ Serves as a liaison and advisor to the AA, Incident Management Team, and other incident support functions
- ✓ Provides advice and recommends alternatives with an emphasis on reviewing large cost centers
- ✓ Provides recommendations on incident business issues
- ✓ Completes an INBA Narrative (example attached as Appendix H). Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist.

Specific responsibilities are further defined in the Delegation of Authority (Appendix G).

In the absence of an INBA, the AA is responsible for coordinating incident business responsibilities on their unit. One or more fully qualified INBA's will normally be brought in to assist the Administrative Representative (AR) on Type I or II incidents.

Contact information for the Incident Business Advisor and Agency administrative staff is listed in Appendix A.

## Cooperative Agreements

The hosting unit will provide the incoming IMT with a copy of the **JOINT POWERS AGREEMENT/MASTER COOPERATIVE PROTECTIVE AGREEMENT** along with any current Operating Plans or Supplements. This agreement documents cooperative suppression procedures agreed to by the wildland fire agencies in the Rocky Mountain Region.

Fire District equipment normally is not signed up on an EERA. If there are payment questions regarding Fire District equipment, follow-up through the dispatch system to determine how it was ordered and how it is to be paid (Federal or State obligation).

Time for the equipment should be tracked through e-ISUITE to ensure that obligations are created for this equipment

## Law Enforcement and Investigations

A law enforcement agency contact from the local area will be identified to the IMT, who will make periodic contacts with the team. Reference Appendix A.

Sheriff's Office personnel used on a Forest Service incident **must** be covered under the Cooperative Law Enforcement Agreements that are in place with each County and coordinated with Agency Law Enforcement personnel.

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Incident security activities such as traffic control, camp security etc. may be handled by the law enforcement personnel assigned to the incident. Use unarmed security personnel when cost effective and appropriate to the security activities needed. Reimbursement to local law enforcement agencies should be limited to activities/services that are beyond the established responsibilities of the law enforcement agency. The Law Enforcement liaison can assist IMTs in determining responsibilities.

### **Claims**

#### **Contract Claims**

The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available the Buying Team Leader may settle claims within their delegated authority. At the end of the incident, all actual and potential claims will be fully documented, submitted to and reviewed with the responsible incident agency procurement official (identified in Appendix A).

#### **Tort/Employee Claims**

The Comp/Claims Unit Leader (COMP) will verify and implement the host agency expectations for claims processing. General guidance can be found in the IIBMH Chapter 70.

### **Cost Efficiency and Documentation**

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources (aircraft, retardant, crews, etc.), under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues. Incident Management Teams will document and summarize key strategic decisions that affect incident costs. The documentation should include decisions made by the Incident Management Team that increased or decreased the overall cost of the incident.

Documentation will occur with the periodic assessments of the Strategic Risk Decision utilizing Wildland Fire Decision Support System (WFDSS). Decisions which significantly affect incident cost should be included. The documentation will be presented to the Agency Administrator at the Incident Management Team close out. Incident Agencies and support functions (Buying Teams, Expanded Dispatch) shall document and summarize key strategic decisions that affect incident costs.

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## Cost Accounting and Cost Share Agreements

### Cost Share Agreements

The Incident Agencies are responsible for developing and signing Cost Share Agreements. The IMT team may be asked to assist and will need to verify that the Agreement is implementable and cost can be accurately tracked. The Incident Agency, in coordination with the IMT is encouraged to order additional personnel if necessary to implement a complex Cost Share Agreement.

Incident complexity changes frequently and may affect the terms of the cost share agreement. Therefore, the agreement may be amended as necessary. Each Agency Administrator and the Incident Commander(s) should receive a copy of the final agreement.

### e-ISuite Requirements

On incidents, where a Type I or II team is assigned, the e-ISuite program will be utilized. Cost share incidents will require tracking of all cost sharing information in COST including completion of the “paying agency” field. See Appendix J.

The team should have in place, or adopt, standard e-ISuite operating procedures. If a team is not trained in the use of all e-ISuite modules, appropriate personnel should be ordered to accomplish the successful implementation. This may require a request for an e-ISuite Liaison (e-ISuite technical specialist), which can be made through the e-ISuite helpdesk.

The use of e-ISuite at the ICP will be very similar to the current I-Suite application. e-ISuite used in agency offices will bring most of the current I-Suite capabilities to a person connected to the agency network via a web browser. At that level, it can be used for activities such as initial attack (IA), Type 3, 4 and 5 incidents, ABCD Miscellaneous fires and generating invoices for casual hires supporting activities like training, dispatch, and cache work. e-ISuite software will not need to be installed on the user’s computer. No software licenses are required to use e-ISuite. A web browser is all each user will need to run the application.

There are two areas of use for the e-ISuite system:

- e-ISuite Enterprise System
- e-ISuite Remote Incident Site

The e-ISuite Enterprise System will be hosted on the USFS Fire and Aviation Management National Enterprise Support System (NESS) General Support System (GSS) at the National Information Technology Center (NITC), Kansas City, MO and will support all incidents at an enterprise level.

The e-ISuite Remote Incident version will be hosted on a server at an incident site. When a connection to the Internet is available, data can be transferred to and from the e-ISuite Enterprise

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System. When a connection to the Internet is not available, data can be transferred to a portable media device, which can then be taken to a computer with an Internet connection and transferred to and downloaded from the e-ISuite Enterprise System

<http://eisuite.nwccg.gov/index.htm>

See Appendix I for Accrual reporting requirements and required daily COST.

### **CLOSEOUT**

A financial closeout between the Agency Administrator and the Finance Section will be set up either before or after the team closeout. The final incident finance package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook. **If requested copies of the final incident finance package will be provided to each agency assigned to the incident.**

Prior to closeout Finance Section Chief will meet with AR/IBA/Procurement Contact to review the complete finance package. Number of copies needed will be determined as early in the incident as possible.

The following items will be required per closeout packets:

- Copy of the Delegation of Authority
- Copy of Cost Share Agreements
- Copies of e-ISuite Cost Reports
- e-ISuite CD/Thumb Drive with database, passwords and version number.
- Copy of WFDSS
- Copies of EERA payment packets.
- OF-288 for all personnel.
- Other procurement documents, etc.
- Fire overhead personnel shall provide their names, addresses, and phone numbers for follow-up questions.
- Documentation of Property Inventory
- Property inventories

<http://www.nwccg.gov/policies/records/index.html>

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## **Appendices**

Appendix A – Incident Business and Agency Contacts

Appendix B – Delegation of AD Hiring Authority

Appendix C – Forest Service Drivers Licensing Requirements

Appendix D – AD Payment Transmittal Forms

Appendix E – EERA Payment Transmittal Forms

Appendix F – Restricted Items

Appendix G – Incident Business Advisor Delegation of Authority

Appendix H– Incident Business Advisors Narrative Format

Appendix I – Costs

Appendix J - Local Unit Requirements

Appendix K – FS Funding Matrix – Serious Illness or Injury/Death  
Associated with Emergency Incidents

Appendix L – Rocky Mountain Regional Office Contacts

Appendix M - Local Unit Contact Name and Numbers



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## APPENDIX A Incident Business and Agency Contacts

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

Title	Name	Office Phone	Home Phone	Cellular Phone
Agency Regional Incident Business Specialist	Carol Robinson	303-275-5316	X	720-357-2744
Local Administrative Representative				
Incident Business Advisor (IBA)				

### AGENCY CONTACTS

Title	Name	Office Phone	Home Phone	Cellular Phone
Human Resources				
Financial Management				
Acquisition/Contracting Contract Claims				
Information Resources (Computers)				
Telecommunications (Voice/Data Lines, Radios)				
Agreements (EERA, LUA)				
Compensation/OWCP (HIPPA)				
Claims (Non-contract)				
Law Enforcement				
Fleet				
Safety				
Property Management				
AD Hiring contact				

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## APPENDIX B Delegation of AD Hiring Authority

**File Code:**  
**Route To:**

**Date:**

**Subject: Delegation of AD Hiring Authority**

**To: Incident Commander**

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its PNWCG supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the IIBMH as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, the hiring official may establish an Excepted Position. The hiring official will need to write a brief description of duties to accompany the Single Resource Casual Hiring form for payment.

The agency contact for questions related to AD hiring is \_\_\_\_\_

/s/ \_\_\_\_\_

(Agency Administrator)

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## APPENDIX C Forest Service Driver License Requirements

### Licensing Requirements

Any employee who needs to drive a Forest Service owned or leased vehicle must be authorized to do so and there is no exception for AD employees. The following clarifies policy for the use and operation of government vehicles by our interagency partners and AD employees. Personal vehicles reimbursed under the federal travel regulations are exempt from the requirement.

### **Clarification of the licensing requirements for interagency partners:**

The established licensing direction in the current Master Cooperative Fire Protection Agreement shall be followed. The agreement states:

Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the Parties to this Agreement may operate each other's vehicles provided that operator meets the current operating guidelines and training requirements of their own Party.

### **Clarification of the AD Employee requirements for driving/operator certification:**

Not all Ads will require driver's authorization. Only those specifically hired as drivers or those Ads expected to drive rental cars or agency vehicles should be authorized. Related manual direction may be referenced in FSM 7130, FSH 6709.11 (Safety and Health Handbook) and FSH 7109.19. BLM regulations can be found in Chapter 7 of the Red Book.

For AD hires that are dispatched frequently and usually have the need to use Forest Service or BLM owned or leased vehicles up to 9,999 GVWR the following is required.

The following regulations apply to Forest Service

- Valid state driver's license for the type of vehicle to be driven. The state license must be carried with the employee any time they are driving a government vehicle.
- Attend a defensive driver course with refreshers every 3 years. There are many options for getting this training, including some on-line sites.



United States Department of Agriculture

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## APPENDIX D Approving Memo

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

From: \_\_\_\_\_

Subject: Payment of Casual Hire, Incident Time Reports

To: USDA Forest Service  
Albuquerque Service Center, B&F  
Incident Finance Branch – Casual Pay  
101 B Sun Avenue NE  
Albuquerque, NM 87109

Unique Unit "Batch" Number to track this payroll submission: \_\_\_\_\_  
(Use Incident/Fire number followed by sequential number; i.e., ID-BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For incidents/Fires with multiple teams assigned, please incorporate the team name in the batch)

Fire/Incident Name: \_\_\_\_\_

List of casual names submitted (attach list for more than 3): \_\_\_\_\_

Number of individuals with OF-288s in this transmittal: \_\_\_\_\_

I have verified, attached, or have on file the following (mark the appropriate boxes):

- OF-288's have been audited, certified and attached, including signatures of the casual and the Time Officer.
- Completed Single Resource Casual Hire Information Form or Crew Manifest for Crews with positions, job titles, and rates of pay.
- Original I-9's are completed and attached or have been previously submitted.
- W-4's for Federal withholding are complete and attached, or previously submitted.
- State withholding forms are complete, if required, and attached or previously submitted. If Federal W-4 is being used for State exemptions, "the State name" has been written on the W-4 or "Fed and State" has been written on the W-4.
- Incident name or project matches the job code assigned and the job code is established in FMMI for the incident region/unit indicated in Block 15 for each column of the OF-288.
- Transmitted via I-Suite \_\_\_\_\_ (mm/dd/yy).
- Exception Positions must be approved by the Regional Incident Administrative Coordinator prior to hire.
- Documentation included.
- Other (Explain): \_\_\_\_\_

Please list both Incident Team and Incident Unit Contacts, email address and phone numbers.

If you have any questions, please contact:

Incident Contact \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_

Incident Unit Contact \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_

As approving official, I certify the enclosed OF-288's are accurate, appropriate, and legal for payment and meet the provisions of the Pay Plan for Emergency Workers.

PRINTED NAME AND SIGNATURE  
APPROVING OFFICER/ FINANCE SECTION CHIEF  
ENCLOSURES

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX E EERA PAYMENT TRANSMITTAL FORMS

**File Code:** 6540

**Date:**

**Subject:** Payment of OF-286(s) Emergency Equipment Use Invoice(s)

**To:** USDA — Forest Service  
Albuquerque Service Center  
Incident Finance – EERA (Mail via overnight mail)  
101B Sun Avenue NE  
Albuquerque, NM 87109

Enclosed are the forms necessary for processing EERA payments as follows:

Unique Unit/Incident “Batch Number” to track this package (*e.g.: ID-BOF-001*):

\_\_\_\_\_

Number of OF-286s Mailed: \_\_\_\_\_

List of OF-286 invoice numbers (*or attach list*):

I have verified, attached, or have on file the following (*mark the appropriate boxes*):

**DOCUMENTS FORWARDED TO ASC-IF:**

- Original OF-286(s) with original signatures of the Vendor and Receiving Official (*does not need to be on pink paper*).
- Copy of OF-294(s) Emergency Equipment Rental Agreement with correct rates of pay referenced on the OF-286 (*Only required once per incident*)
- Copy of Resource Order—*Resources processed outside of ROSS only. Otherwise all invoices should include the request number only.*
- Exported via e-Isuite

**DOCUMENTS REMAIN IN INCIDENT FINANCE FILE:**

Follow direction in Interagency Incident Business Management Handbook Chapter 40; Section 46 Exhibit 05.

Please contact \_\_\_\_\_, at phone number \_\_\_\_\_ with any questions and/or concerns through (DD/MM/YY) \_\_\_\_\_. Otherwise, please contact the Regional Incident Administrative Coordinator for Forest Service Region No. 3. As Reviewing Official, I certify the accuracy, appropriateness and legality for payment of the enclosed OF-286(s).

Name: \_\_\_\_\_

Title: \_\_\_\_\_

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX F Restricted/Prohibited Items

The following items are either restricted from purchasing, or limited in some manner. Take into account local considerations (i.e. a remote location with limited services and supplies verse being in or adjacent to a full service community where the needed resources are readily available) when applying this direction. Assigned Supply Unit Leaders and/or buying unit teams will refer to this list when purchasing supplies and services for incident operations.

### **Prohibited Items**

- ✓ Alcoholic beverages
- ✓ Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos
- ✓ Plants & Flowers
- ✓ Fees for the use of recreational facilities (i.e. hot springs)
- ✓ Massage or other therapistservices
- ✓ Concessionaire payments for use of Federal Lands
- ✓ Vitamins and mineral supplements

### **Restricted Items**

- ✓ Local purchase of newspapers for the incident will be limited to 5 per day per incident up to 250 individuals then limited to 1 for every 50 personnel per day. (Type I or II incidents)
- ✓ Special clothing (swimsuits, caulk boots, etc.)
- ✓ Pillows or sleeping bags (other than regular GSA, fire cache type)
- ✓ Orders for specific magazines, newspapers, or other literature
- ✓ WCF and GSA Vehicle modifications/repairs will be coordinated through the local fleet manager
- ✓ Uses of motels, hotels, or other commercial rooms are a very rare exception for personnel assigned to an Incident base. Any exception to this must be approved in advance by the IBA/AA. If not approved employee will not be reimbursed.
- ✓ Barbers will only be provided for the military at their request
- ✓ Agency policy will be followed for approval on purchase of all telecommunications equipment
- ✓ Automatic Data Processing Equipment unless approved by agency Information Resource personnel

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## Specialty Items/Services:

The Agency Administrator has the authority to establish additional purchasing restrictions or limitations on specialty items. This authority may be delegated to the AR or INBA in writing. The following list is not all inclusive and agencies should add items as necessary. (Host incident Agency Administrators need to designate the level of approval – i.e. FSC has authority to approve the purchase of cameras or the AR/IBA is the approving officer for cellular telephones).

Item	Approval Level	Item	Approval Level
Cameras (digital, still, video)		Cellular telephones	
GPS units		Satellite telephones	
Scanners		Printers	
Handheld radios and LMR		Laptop computers	
FAX machines		Copy Machines	
Non-standard cache items			

\*Procurement officials must follow agency regulations when purchasing any of the above items. (Property will be contacted to issue property numbers as required.)

**When ordering mobile GIS and office services, due to the high cost, IMTs are required to provide written justification to support the need of these resources.**

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

<b>APPENDIX G</b>
<b>INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY</b>

Date:

Route To:

**Subject: Delegation of Authority, Incident Business Advisor**

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

This letter authorizes (*name*)\_\_\_\_\_ to act as an Incident Business Advisor (INBA) for the \_\_\_\_\_ (*unit name*) and Incident Management Teams assigned to incidents on the \_\_\_\_\_ (Agency). The INBA works as a liaison and advisor between the \_\_\_\_\_ (Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA monitors, tracks and documents their involvement in cost containment items such as WFDSS, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The INBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.



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- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The INBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
- Other: \_\_\_\_\_

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

(Agency Administrator)

cc: Unit Managers  
Incident Management Team

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX H INCIDENT BUSINESS ADVISOR NARRATIVE FORMAT

**INCIDENT NAME:**

**INCIDENT NUMBER:**

**INCIDENT LOCATION:**

**INCIDENT AGENCY(S)**

**DATES ASSIGNED:**

**AGENCY EXPECTATIONS AND  
ASSIGNED ROLES AND  
RESPONSIBILITIES:**

**PROCEDURES AND PROCESS THAT  
WORKED WELL:**

**AREAS THAT NEED IMPROVEMENT AND  
RECOMMENDATIONS:**

**DOCUMENTATION OF DECISIONS,  
POLICY ESTABLISHED OR CHANGED:**

**INCIDENT AGENCY FOLLOW- UP  
NEEDED:**

**Signature:**

**Date**

**Home Office Telephone Number:**

**Home Office Address:**

**Email Address:**

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX I Costs

### Incident Accruals (FOREST SERVICE ONLY)

All pertinent information related to accruals can be found at:

<http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/Accruals.php>

1. The **Agency** field is accurately entered based on the hiring agency.

<b>Paid By</b>	<b>Agency</b>
Forest Service EERA or other contract	PVT
State Govt.	Two letter state identifier.
Local Govt.	CITY, CNTY or RUR
Non-FS Federal Govt. Agency	BIA, BLM, NPS or FWS
Aircraft under AMD Contract	AMD
Meteorological support from NWS	NOAA
Casuals	Hiring Agency

2. The Payment Agency field is the agency that makes the initial payment to the resource.
3. Do not use FED in either the Agency or Payment Agency fields
4. **Time is posted to TIME within 72 hours** of the completion of a shift.
5. **Accurate Check In and Release dates** are entered in a timely manner.
6. **The incident state** is entered in the Incident table as the two letter state identifier.
7. For resources, paid by the **state**, confirm that accurate rates are used.

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX J Local Unit Requirements

Considerations for local supplements:

- Final incident packages
- Issuance of block of S-numbers
- Issuance of block of EERA numbers
- Determination of approval levels for specialty items
- OWCP information
- Local recycling requirements

REVIEWED \_\_\_\_\_ (Agency Contract Specialist)  
(Date)

REVIEWED \_\_\_\_\_ (Agency Financial Representative)  
(Date)

REVIEWED \_\_\_\_\_ (Agency Fire Staff Officer)  
(Date)

REVIEWED \_\_\_\_\_ (Agency Administrative Officer)  
(Date)

APPROVED \_\_\_\_\_ (Agency Administrator)  
(Date)

(Host agencies should modify signature requirements accordingly to meet their organization standards)

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## Appendix K

### FS Funding Matrix - Serious Illness or Injury/Death Associated with Emergency Incidents

Critical Incidents that occur within the context of a Fire Incident can be strenuous to the Finance/Admin function especially when they involve serious illness or injury, or death. The following matrix was prepared to assist in the decision-making process related to fiscal matters.

	Transport of Sick/Injured	Transport of Deceased Body	Funeral/Memorial Attendance by F.S. Employees	Honor Guard Representation at Funeral/Memorial	Additional Support/Items
<b>FS Regular Employees (includes temporaries)</b>	Yes, with one attendant (can be family member) Funding Source: WFSU	Yes, including travel expenses, under certain circumstances, for up to 2 persons to escort the remains Funding Source: WFSU	Yes, ref FSH 6109.11-2010-2	Yes, ref FSH 6109.11-2010-2 Funding Source: WFPR	Contact Regional Incident Business Specialist
<b>Casual Employees</b>	Yes, with one attendant Funding Source: WFSU	Yes, including travel expenses, under certain circumstances, for up to 2 persons to escort the remains Funding Source: WFSU	Yes, ref FSH 6109.11-2010-2	Yes, ref FSH 6109.11-2010-2 Funding Source: WFPR	Contact Regional Incident Business Specialist
<b>Contractors</b>	<b>No</b> However, the Chief may designate an individual as official agency rep to escort the victim Funding Source: WFSU	<b>No</b> However, the Chief may designate an individual as official agency rep to escort the remains Funding Source: WFSU	The Chief may designate an individual as official agency representative, ref FSH 6109.11-2010-2	Yes, with approval from the Chief Funding Source: WFPR	Contact Regional Incident Business Specialist
<b>Federal Cooperators</b>	Refer to employing agency of victim	Refer to employing agency of deceased	Yes, ref FSH 6109.11-2010-2	Yes, with approval from the Chief, ref FSH 6109.11-2010-2	Refer to employing agency of victim
<b>State/Other Government Cooperators</b>	Refer to employing agency of victim	Refer to employing agency of deceased	The Chief may designate an individual as official agency representative, ref FSH 6109.11-2010-2	Yes, with approval from the Chief, ref FSH 6109.11-2010-2	Refer to employing agency of victim

# RMCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## Appendix L

### ROCKY MOUNTAIN REGIONAL CONTACTS

#### Safety, Fire and Aviation Management

<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Cell</b>
Curtis Heaton	Fire Director	303-275-5736	208-860-3408
Jim McMahill	Deputy Fire Director, Regional Aviation Officer	303-275-5740	303-860-2127
Vacant	Regional Fire Aviation Safety Officer	303-275-5711	
Jim Lawson	Helicopter Operations Specialist	303-275-5756	303-378-0785
Troy Hagan	Assist. Director FAM Operations	303-445-4331	720-390-2407
Scott Sugg	Fire Operations Specialist	303-445-4369	
Carol Robinson	Assist. Director, Incident Business Specialist	303-275-5316	720-357-2744
Sandra Bearden	(Acting) Safety Officer - Ft. Collins Office Regional Office	970-227-1564 303-275-5197	970-498-1287
Brian Keating	Assist. Director for Fuels and Fire Ecology	303-275-5307	720-822-6397
Sarah Synowiec	Fuels Management Specialist	303-275-5104	231-631-8590
Mike Broughton	Smoke Management Coordinator	303-275-5243	805-637-1371
Mark Nelson	Assist. Director, Strategic Planning	303-275-5748	970-203-4870
Tara Umphries	Fire Mgmt. Planning Specialist	303-275-5336	720-618-2543
Kelly Kane	Assist. Director COOP Fire	303-275-5748	720-236-2799
Sheryl Page	Fire Protection Specialist	719-553-1638	303-809-9860
Shane Greer	Assist. Director, Risk Management	303-275-5336	720-315-5626
Scott McDermid	Training and Workforce Development, Program Specialist	970-882-6858	970-799-1175
Seward Hamilton	Training Support Specialist	303-275-5260	
Vacant	Incident Public Affairs Officer	303-275-5356	
Scott Swendsen	RMACC Center Manager	303-445-4300	303-968-5353
Glenn Bartter	RMACC Deputy Center Manager	303-445-4300	303-883-0080