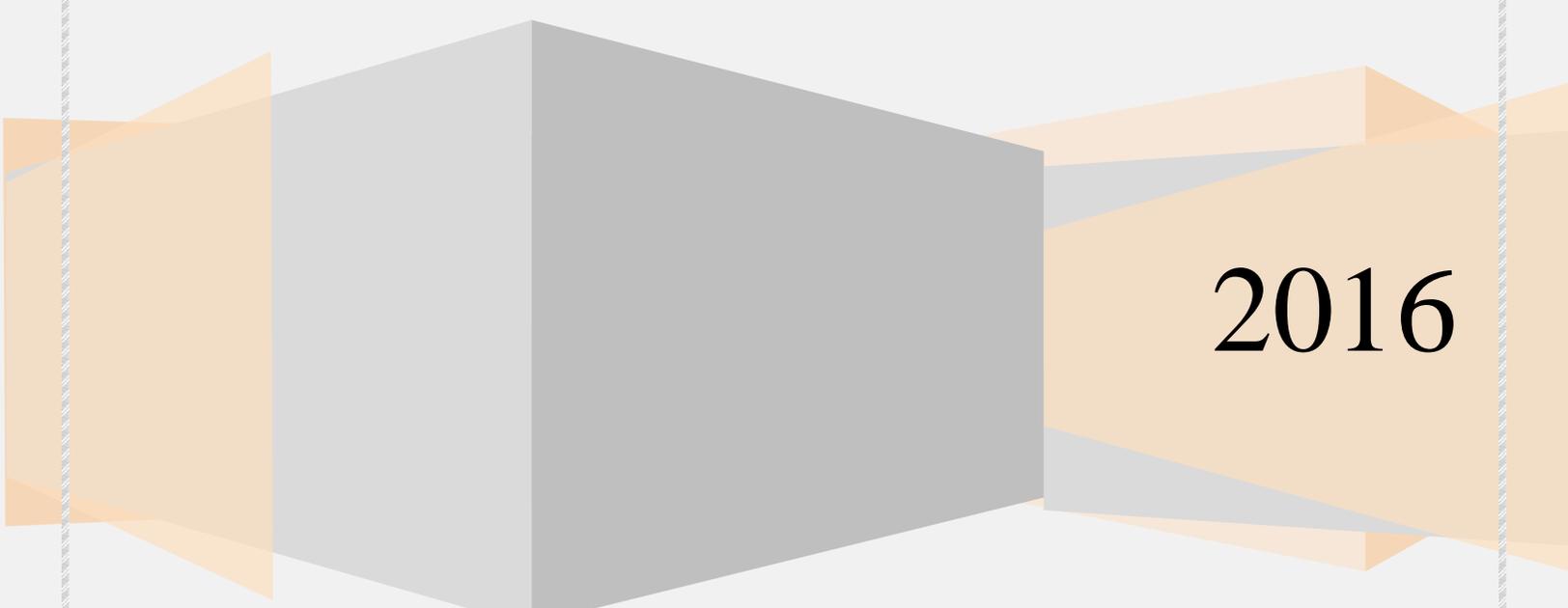


Cody Interagency Dispatch Center Business Operating Guidelines

**BLM –Wind River Big Horn Basin District
Shoshone National Forest
Bighorn National Forest**



2016

INTRODUCTION (Chapter 0)

Objective

The Cody Interagency Incident Business Operating Guide (Cody IBOG) identifies fiscal and administrative procedures to be followed on wildfire incidents on the Bighorn National Forest, Shoshone National Forest, and Wind River/Big Horn Basin BLM District. The format of this guide parallels the Interagency Fire Business Management Handbook. The Cody IBOG provides specific direction for the aforementioned land management agencies and is to be used in combination with the Interagency Fire Business Management Handbook as well as other agency direction and policy related to incident business management. Unless otherwise noted, the supplemental direction applies to the BLM and Forest Service units.

Roles and Responsibilities

The following are descriptions of the roles and responsibilities of individuals related to incident business management decisions and activities.

Agency Administrator (AA)

- ✓ Serves as the managing officer of an agency with the overall responsibility of oversight and decision making for incident mitigation and management (forest supervisor, district ranger, district manager or field office manager)
- ✓ Assigns acting agency administrator or agency representative to act on their behalf
- ✓ Assigns and/or supervises the Administrative Representative, incident purchasing agents, incident business advisors, and fire management officers
- ✓ Provides delegations of authority to incident commanders, incident business advisors and to others with fire management support and oversight responsibilities as needed

Administrative Representative (AR)

- ✓ Reports directly to the agency administrator.
- ✓ Works closely with the CDC zone fire business specialist to identify issues and solve fire business problems prior to and during Incidents.
- ✓ Coordinates the assignment or ordering of additional incident purchasing support personnel or buying teams when requested by the agency administrator or agency representative.
- ✓ Assembles local buying teams when needed.
- ✓ Serves as qualified incident business specialist or advisor for Type 3, 4 and 5 fires. May be assigned to fill role as incident business specialist or advisor for Type 1 and 2 Incidents when agency administrator is unable to fill the position.
- ✓ Coordinates and communicates with fire management officers, dispatchers, incident business advisors or representatives, incident commanders, finance and logistics section chiefs, and buying team leaders to ensure adherence to agency administrative rules and policies, accurate record keeping and proper payment processes.
- ✓ Attends incident in-briefings and closeouts.
- ✓ Serves as a member of the CDC Zone fire business committee.

Zone Fire Business Manager

- ✓ Works under the direction of an interagency board of FMOs from the BLM and Bighorn and Shoshone National Forests.
- ✓ Provides incident business advice and assistance.
- ✓ Works closely with agency FMOs and administrative, procurement, and contracting officers to identify and solve fire business issues related to incidents and other fire management activities.
- ✓ Interacts with the Forest Service Rocky Mountain Region Incident Business Specialist as needed.
- ✓ Represents agencies and works with State, Regional, or Geographic Area fire business specialist and working groups regarding fire business issues.
- ✓ Coordinates the preparation and assembly of an interagency service and supply plan for the BLM, SHF, and BHF. Ensures the plan is maintained with current information and updated annually.
- ✓ Serves as chairperson of an interagency fire business committee comprised of personnel from the BLM, SHF and BHF.
- ✓ Conducts fire business training and workshops including S-260 & 261 and use of tools in I Suite.
- ✓ Assists fire managers and agency administrators in the preparation of incident cost share agreements.
- ✓ Is familiar with agency specific fire business policies, programs and initiatives in order to provide advice and counsel to fire managers and agency administrators.

Incident Business Advisor (IBA)/Incident Business Specialist (IBS)

- ✓ Ordered and supervised by the Agency Administrator (AA) and will work closely with the unit's agency representative and expanded dispatch.
- ✓ Serves as an advisor to the agency administrator, incident management team, and other incident support functions.
- ✓ Provides advice and recommends alternatives to manage incident costs in an efficient manner with an emphasis on reviewing high cost logistics support functions and operations activities.
- ✓ Identifies and recommends solutions to incident business issues and problems. Informs agency administrator or representative of potential significant problems/conflicts and validates issues and recommended actions with the AA before proceeding.
- ✓ Ensures compliance with incident and agency fire business policy, rules, and regulations.
- ✓ Completes an IBA narrative and submits it to the agency administrator at the end of an incident.
- ✓ Incident specific responsibilities will be defined in a delegation of authority from the agency administrator (see example in Appendix D).

Purchasing Agents/Contract Specialist/Contracting Officers

- ✓ Reports directly to the agency administrator or may be assigned to the agency representative in some situations.
- ✓ May be assigned individually or as part of a buying team that provides incident support by purchasing or procuring requested items within their purchasing or contracting authorities.
- ✓ Coordinates and/or communicates procurement actions for Type 3, 4 and 5 Incidents with incident commanders, fire duty officers and dispatch as needed.
- ✓ Coordinates and/or communicates procurement actions for Type 1, 2 and 3 Incidents with expanded dispatch, IMT logistic and finance sections, and the or representative.
- ✓ Provides cost accounting information as requested and maintains documentation of purchasing in accordance with agency policy.
- ✓ May be assigned as member of the CDC Zone fire business committee.

Fire Management Officers (FMO)/Fire Duty Officers (FDO)

- ✓ Serves as representative for the agency administrator.
- ✓ Reviews and approves orders as directed by the agency administrator.
- ✓ Primary contact point for dispatch to validate/clarify resource and supply orders that are of concern.
- ✓ Works with all local support functions and IMTs to help identify and/or resolve issues.
- ✓ Approves post incident supply orders that may be submitted late.

Dispatch/Dispatch Center Manager (CM)

- ✓ Works under the direction of an interagency board of FMOs from the BLM and Bighorn and Shoshone National Forests.
- ✓ Coordinates with Forest or District (BLM) Fire Duty Officer (FDO).
- ✓ Seeks direction and priorities, when needed, from the FDO.
- ✓ Receives orders from incident and submits items that need to be purchased to the assigned purchasing agent or buying team.
- ✓ Coordinates/communicates ordering and procurement processes with local purchasing agents, buying teams, IMTs, and agency representatives.
- ✓ Communicates with the FDO or AO/representative regarding any unusual or exorbitant resource, equipment, and supply requests.
- ✓ Attends incident in-brief and closeout meetings.
- ✓ Serves as a member of the CDC Zone fire business committee.

The following are summaries of local implementation processes as associated with IBMH chapters. Refer to the IBMH for further descriptions and information.

PERSONNEL (Chapter 10)

Work/Rest

For Type 3, 4, and 5 Incidents, shifts in excess of 16 hours require advance approval by the agency administrator. Justifications will be documented in the incident organizer or daily incident record. Subsequent rest periods will be extended to meet the 2:1 work rest guidelines.

For Type 1 and 2 Incidents, shifts in excess of 16 hours require advance approval by the incident commander unless directed otherwise by the IC or AA in the delegation of authority. Justifications will be documented in the daily incident record. Subsequent rest periods will be extended to meet the 2:1 work rest guidelines.

Recruitment/Casual Hires (AD):

Each agency shall retain the responsibility of hiring Casual Hires (AD); however in some situations the agency may delegate this responsibility to the Incident Management Team. Any AD needs by the IMT will need to be coordinated with the Agency's AD Coordinator.

- Refer to Appendix A for local agency points of contact.
- Forest Service Handbook (FSH) 5109.34, Chapter 10, Section E - Conditions of Hire

Agency Provided Medical Care

APMC detail of coverage and use for treatment of traumatic injuries direction can be found in the Interagency Incident Business Management Handbook, Chapter 10 - Personnel, Section 15, and Sub-Section 15.2-2.

- Agency Provided Medical Care (APMC) may be used for employees injured on an emergency incident for minor injuries and/or first aid.
- APMC can only be used while the individual remains at the site of the incident.
- APMC cost will be paid with a micro-purchase card.
- APMC blanket purchase agreements will be established at the time of the incident.

ACQUISITION (Chapter 20)

Assigning/Ordering Procurement Personnel

Agency administrators are responsible for ordering an incident business advisor (IBA) or assigning a local business advisor (Forest Administrative Officer or administrative representative, fire business manager) to provide oversight and assistance to the IMT regarding national, regional and local incident finance policies and issues (see Rocky Mountain Incident Business Operating Guidelines).

Bighorn and Shoshone National Forests Type 3-5 Incidents

For the Shoshone NF, the responsible agency administrator will assign a micro-purchaser from the Ranger District to handle procurement for the incident. If there are no district micro purchasers available or there are incident orders to fill that exceed the authority of the assigned micro-purchaser, the agency administrator or representative will contact the Forest Administrative Officer and request assistance for someone to be assigned to do incident purchasing.

For the Bighorn NF, after receiving notification from the FMO or Zone Fire Business Manager, the Administrative Officer (AO) will assign the Purchasing Agent (PA) from the Supervisor's Office to handle procurement for the incident.

For both Forests, the AO will be responsible for locating and assigning local purchasing support for the incident or placing an order with the dispatch center for a purchasing agent or buying team if there are no host unit personnel available.

Type 1 and 2 Incidents:

The agency administrator or representative will contact the AO and request assistance for someone to be assigned to do incident purchasing with the proper authorities needed to fill a wide range of requisition costs and complexities.

The AO will be responsible for locating and assigning local purchasing support for the incident or placing an order with dispatch. This may include assembling a buying team comprised of local/zone personnel or ordering a buying team if needed.

The AO will coordinate/communicate with the Agency Administrator, zone fire business manager, dispatch and others as needed when assembling the buying team. Local unit acquisition personnel will be used for buying team activities until the workload becomes such that a non-local buying team must be ordered.

Unless directed otherwise by the agency administrator, buying teams will report to the AO or agency administrator.

Wind River/Bighorn Basin District BLM Type 3-5 Incidents

For the Wind River Big Horn Basin District, after receiving notification from the FMO or Zone Fire Business Manager, the Support Services Supervisor will assign the Purchasing Agent (PA) from the district to provide procurement actions for the incident.

Type 1-2 Incidents:

The Agency Administrator or representative will contact the Support Services Supervisor and request assistance for someone to be assigned to do incident purchasing with the proper authorities needed to fill a wide range of requisition costs and purchasing complexities.

The Support Services Supervisor will be responsible for locating and assigning local purchasing support for the incident or placing an order with dispatch. This may include assembling a buying team comprised of local/zone personnel.

The Assistant District Manager will coordinate/communicate with the agency administrator, zone fire business manager, dispatch and others as needed when assembling the buying team. Local unit acquisition personnel will be used for buying

team activities until the workload becomes such that a national buying team order be placed at the approval of the agency administrator.

Unless directed otherwise by the agency administrator, buying teams will report to the AR.

Incident Ordering Processes for Supplies and Equipment

1. Incident places all orders with dispatch.
2. Dispatch enters order into ROSS and assigns an "S" number.
3. Dispatch sorts orders and passes procurement orders with "S" numbers to assigned purchasing agent or buying team electronically. If internet is unavailable, then use a fax.
4. Purchasing agent/buying team will inform dispatch daily when orders have been filled by phone, electronically or fax. This includes the source, method of transport, and ETA to the incident and contact information of purchase card holder.
5. Dispatch will enter filled orders into ROSS and return to the purchasing agent/buying team an electronic copy of the filled resource order for their records.
6. Depending on IMT capabilities, dispatch may issue blocks of "S" numbers to an IMT and allow access to ROSS for processing or assign a dispatcher experienced in ROSS to work with a buying team for complex incidents. This process is to be negotiated at the time of the incident in-briefing.
7. Dispatch will order all National Interagency Fire Center (NIFC), regional and local fire cache items. This will involve coordination with the logistics chief on the incident and or the FDO to determine locally available cache items.
8. Purchasing agents or buying team will generally order all local purchases and equipment. Local unit or logistical support with GOV purchase card may be used to order and pick-up items at the direction of the AO.
9. Any payments made with credit cards or checks will be fully documented and attached with resource order(s).
10. Reference the "National Interagency Buying Team Guide" for direction on consistent filing and uniform processes.
11. Purchases of supplemental foods are authorized as described in the Interagency Incident Business Management Handbook. Buying teams or purchasing agents, not caterer, shall procure drinks and fresh fruits as supplemental food items based on the orders submitted by the incident.

Review of Pre-orders

Upon receiving a pre-orders for Type 1 and 2 Incidents, dispatch will contact the responsible unit FMO/FDO (District or Zone) and provide them a copy for review. The FMO/FDO will be responsible for reviewing the order with the agency administrator and IMT and then providing dispatch direction on which items, equipment, resources, personnel, etc., may be filled. If coordination is possible, the AO will also review the order prior to responding to dispatch.

Cell Phones

Government (federal, state or local) issued cell phones are approved in advance for incident use.

- Cell phones, if required, should be provided by the host unit. Agency Representative will provide further policy for the host unit.

Vehicles

The methods (by priority) for providing team members vehicles for transportation and other uses consist of the following.

1. Agency owned vehicles supplied by team members
2. Agency owned vehicles supplied by hosting unit
3. Vehicles provided through rental agreements thru the GSA rental program.
4. Rental vehicles – national rental agencies

Incident Management Teams are expected to keep the number of rental vehicles to a minimum and may be allowed to obtain rental vehicles as part of their pre-order. Arrangements for local transportation to the incident should be coordinated with other team members or provided by the hosting unit. Any additional rentals are to be negotiated with and approved by the agency administrator.

Approved rental cars are to be paid for using agency issued travel cards whenever possible. Circumstances in which agency issued travel cards are not available, procurement of rental vehicles will be approved by the AO/representative.

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 preapproved 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.

Incident Replacement Orders

These orders are to be submitted within 30 days of control of the incident.

Type 1 and Type 2 Incidents:

- The incident Supply Unit Leader (SPUL) is responsible for handling the incident replacement requisitions when a Type 1 or Type 2 incident management team is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting agency's home unit.
- If equipment and supplies are available at the incident for replacement, the request is filled by the incident Supply Unit.
- If equipment and supplies are unavailable at the incident, **AND** the requesting resource is not being immediately demobilized, the Supply Unit will submit a resource order through the appropriate channels to the servicing NISC [National Interagency Support Cache]. The order will be shipped to the incident and replacement will take place at the incident Supply Unit.

- If equipment and supplies are unavailable at the incident for replacement, **AND** the requesting resource is being demobilized, an NFES 001300 /OF-315 Incident Replacement Requisitions are to be completed by the SPUL and forwarded to the servicing NISC.

Authorized approvals and signatures **MUST** be included on the requisition. For Type 1 and 2 incidents, these approvals are limited to the incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator/Representative.

Type 3, 4 and 5 Incidents:

The host Agency Administrator/Representative, i.e. the Fire Management Officer, will be responsible for handling the incident replacement requisitions for these types of incidents. The agency representative approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents. The required form to be used to replace equipment/supplies is the **NFES 1300/ OF 315** that is located on the CDC home page under Incident Business Management forms section.

Equipment and supply orders will be filled according to the following guidelines:

- If equipment and supplies are available at the incident for replacement, the request is filled by the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, **AND** the requesting resource is not being immediately demobilized, the host agency will submit a resource order through the appropriate channels to the servicing NISC. The order will be shipped to the incident and replacement will take place at the incident supply unit.
- *If equipment and supplies are unavailable at the incident, **AND** the requesting resource is being demobilized, Incident Replacement Requisition Order Form (NFES 001300 /OF-315) will be completed by the host agency and authorization will be given to the resource to restock at the home unit via an authorized Incident Replacement Requisition.*

Authorized approvals and signatures **MUST** be included on the requisition. For Type 3 and 4 Incidents, the approvals are limited to the Agency Administrator/Representative, i.e., the Fire Management Officer.

- Non-cache items will need approval from the Fire Management Officer or designee and in accordance with replacement of non-cache direction. If request is approved, the requesting resource will need to provide the local unit with verification of damage or destruction of the equipment before an "S" number will be issued.
- Individual personal property lost or damaged must be replaced by filing an Individual Employee Claim (AD-382 or DI-570).

Lodging

Incoming IMTs and fire resources should make use of established fire camps for lodging whenever possible or other options such as commercial campgrounds that have adequate facilities. Motel lodging will generally be the last option, unless cost efficiency or other circumstances warrant otherwise.

PROPERTY MANAGEMENT (Chapter 30)

Incident Management Teams will emphasize good property management. The IMT Logistics-/ Finance section will implement property checkout and return procedures to ensure proper accountability. Special consideration should be given to those items of a personal nature (accountable and durable). This includes items such as flight helmets, flight suits, brush coats, GPS units, satellite phones, etc.

All lost, damaged, or destroyed government owned property items shall be documented on the appropriate agency form 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. See chapter 30 of the Incident Business Management Handbook for further guidelines on property management.

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 (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.

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 finance section chief or the IBA by the host agency administrator/representative.

Supply Unit Leader will be responsible for organizing orders into two categories:

- NFES cache items
- Non-NFES cache items (local purchases)

NFES cache items will proceed through the cache system by the Ordering Manager/-Logistics Chief.

Orders with NFES cache items will only be turned over to unit acquisition group or buying teams after all cache options are exhausted.

Non-NFES cache items will be forwarded to the local unit acquisition group or the buying team for processing.

INCIDENT BUSINESS MANAGEMENT COORDINATION (Chapter 40)

The FMO (Forest/ Unit/ District FMO (BLM) and agency administrator/representative will be the primary contact for the IMT during the incident and provide direction regarding daily incident operations and business. This includes negotiating, approving, and/or cancelling orders placed by the IMT.

The assigned incident business advisor, fire management officer, and agency administrator will work together in a coordinated manner that facilitates information sharing and good decision making regarding incident business practices and expenditures

Incoming IMT

Order for the IMT will include instructions on setting up a conference call with the incoming incident commander, Forest/ Unit/ District FMO (BLM), CDC manager, agency administrator

and agency representative assigned to the incident. If possible the logistics chief from the IMT should participate in the call as well. Key incident business management items to be discussed and agreed upon during the call include the following:

- IMT numbers and configuration.
- A review of key unit business policies including approval of rental cars, lodging and cost management principles for large fire Incidents.
- A review, edit, and approval of IMT pre-order items (all orders are to be placed with CDC unless agreed otherwise).
- Other critical operational and logistical information and needs.
- A review of assigned resources on the Incident.

In-Briefing

The incident agency administrator is responsible for scheduling an in-briefing to facilitate the exchange of incident information including local incident business management operational guidelines and expectations. In addition to agency administrators and fire management personnel, attendance at the in-briefing should include the agency representative, zone fire business manager, and lead purchasing agent or buying team leader for the incident.

Monitoring

CDC expanded dispatch supervisor (if activated) will monitor orders for the incident and will coordinate with the duty officer, administrative representative, IBA or local business advisor on oversight tasks. Questionable orders will be referred to the Unit FMO/ District FMO and/or assigned agency representative for direction regarding processing or cancelling the order.

Questionable orders or practices will be communicated to the IMT with attempt to resolve the issue. The incident business advisor or specialist should monitor if the IMT is being cost efficient as well as provide suggestions on how to be more cost efficient. Unresolved issues regarding business practices, cost management, or questionable orders will be referred to the Unit FMO/ District FMO and/or assigned agency administrator/representative for resolution including providing direction to as to whether or not to process or cancel an order.

Coordination with Buying Team

The agency representative will coordinate with the local acquisition office's representative and buying team leader regarding tentative release date for the Buying Team. Once a tentative release date is determined, the agency representative will confer with the agency administrator and a determination will be made as to the actual release date of the buying team.

Buying team leader shall visit the Incident Command Post (ICP) at least once within the first few shifts of incident operations.

Buying Team trainees should also visit the incident command site as part of his/her training plan.

INTERAGENCY COOPERATIVE RELATIONS (Chapter 50)

The Forest Service and BLM are members of the Cody Interagency Dispatch Zone Coordinating Group. This group annually reviews and updates annual operating plans that include guidance regarding incident cost sharing along with the Interagency Incident Business Handbook. It is the

intent of the Zone Coordinating Group to conduct, seamless business operations between agencies.

The agency administrator is responsible for preparing and approving incident cost share agreements. Preparation of the cost share agreement, including the necessary coordination with other jurisdictions and other finance specialists, will generally be assigned to the unit fire management officer or zone fire business specialist.

ACCIDENT INVESTIGATION AND REPORTING (Chapter 60)

For accident or incident reporting requirements refer to agency specific procedures.

CLAIMS (Chapter 70)

Contract Claims: Procedures for Type 1 and 2 Incidents.

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: Upon arrival to the incident, the Comp/Claims Unit Leader will verify and implement the host agency expectations for claims processing.

Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what's included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The log and envelopes will be given to the incident agency representative at the end of the incident.

COST ACCOUNTING AND REPORTING (Chapter 80)

Use of I-Suite

The I-Suite program will be used on Type 1 and 2 Incidents and when possible on Type 3 Incidents.

Cost share Incidents will require tracking of all cost sharing information in COST including completion of the "paying agency" field.

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

I-Suite Close out Requirements – Repository - IMTs will be required to upload the I-Suite database (@NITC) at the end of the IMT assignment. A CD copy of the data base should be made for the host unit and included in the Final Incident Package. The CD must include the database admin password

Costs

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.

Agency administrators and incident management teams will document and summarize key strategic decisions that affect incident costs. The documentation should include key decisions made that increased or decreased the overall cost of the incident.

Closeout

A financial closeout between the agency administrator/representative and the finance section will be setup 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.

ALL HAZARD INCIDENT MANAGEMENT (Chapter 90)

Forest Service and BLM employees may respond to all risk Incidents with the approval of their agency administrator, and provided the appropriate financial agreements are in place to allow for the transfer of funds to pay for services and other incident costs.

APPENDIX A

Agency Contacts

Wind River/Big Horn Basin District - BLM				
Name	Title	Incident Business Role	Phone #	Location
Wade Wyman	<ul style="list-style-type: none"> CDC Zone Incident Business Program Analyst 	Fire Business	Office:307-347-5203 Cell: 307-388-5203	Worland, WY
Molly Keating	<ul style="list-style-type: none"> Incident Business Program Analyst 	Fire Business	Office:307-775-6054 Cell:307-775-6317	Cheyenne, WY
Sarah Edlund	<ul style="list-style-type: none"> Contracting Officer 	Contracting	Office:307-332-8484 Cell:	Lander, WY
Candy Caines	<ul style="list-style-type: none"> Property 	Property	Office:307-347-5218 Cell:	Worland, WY
Margaret Rothleutner	<ul style="list-style-type: none"> Budget 	Fire Time	Office:307-347-5181 Cell:	Worland, WY

Shoshone National Forest

Name	Title	Incident Business Role	Phone #	Location
Veronika Klukas	Administrative Officer	Administrative Officer/Representative	Office:307-578-5115 Cell: 307-250-5684	Cody, WY
Jason Torgerson	Contract Spec. (\$25K)	Purchaser	Office:307-578-5146 Cell: 307-578-7594	Cody, WY
Wade Wyman	CDC Zone Incident Business	Fire Representative	Office:307-347-5203 Cell: 307-388-5203	Worland, WY
Susan Uchida	Support Services Specialist,Wapati RD	Administrative Support	Office:307-578-5202 Cell:	Cody, WY
Connie Mock	Support Services Specialist,Wind River RD	Administrative Support	Office:307-455-2446 Cell:	Dubois ,WY
Chris Vigil	Support Services Specialist, Washakie RD	Administrative Support	Office:307-335-2170 Cell:	Lander, WY

Bighorn National Forest

Name	Title	Incident Business Role	Phone #	Location
Kim Albea	Administrative Officer	Administrative Officer/Property Management Officer/AD Hiring Contact	Office 307-674-2648 Cell: 307-752-7337	Sheridan, WY
Debbie Hernandez	Contract Spec. (\$25K)	Purchaser	Office 307-674-2630 Cell: 307-689-6638	Sheridan, WY
Wade Wyman	CDC Zone Incident Business	Fire Representative	Office:307-347-5203 Cell: 307-388-5203	Worland, WY
June Rose	Budget Officer	Administrative Support	Office: 307-674-2614	Sheridan, WY
Holly Wardell	Support Services Specialist, Medicine Wheel RD	Administrative Support	Office:307-548-5302 Cell: 307-272-0818	Greybull, WY

APPENDIX B

Accruals and Payments

Incident Accruals are required on any incident utilizing Forest Service paid resources. To assist the Albuquerque Service Center-Incident Finance staff in tracking accruals, please submit the summary and detail reports for ALL accruals via e-mail or fax to ASC-Incident Finance. Refer to "How to Code I Suite Accruals" and additional information on accruals posted at:

http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. Directions for creating the daily export can be found at

http://www.fs.fed.us/fire/ibp/incident_payments/lsuite_export_finance.pdf

Payments - EERA's

The using agency processes payments for EERA's regardless of who initiated the agreement.

1. DOI Incidents – Provide completed Emergency Equipment Use Invoice along with the Contract, Shift Tickets and Inspections to the incident unit.
2. FS Incidents – Mail payment package direct to ASC-Incident Finance along with transmittal document as outlined in ASC Incident Finance Branch Payment Procedures posted at http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. Retain a copy of the transmittal in the incident records.

Payments – Casual Hires (AD's) - The hiring agency processes the individual casual payments, regardless of the incident jurisdiction.

1. DOI Casual Hires – Original OF-288's will go back with the AD to their home unit for payment.
2. FS Casual Hires – Submit completed OF-288 along with transmittal letter as outlined in the ASC Incident Finance Branch Payment Procedures posted at http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. The Incident Management Team should not allow any FS hired casual to retain their original timesheet. Retain a copy of the transmittal in the incident records.

APPENDIX C

Forest Service Employees OWCP

Forest Service Human Capital Management-Workers Compensation (HCM-WC) now manages all FS Workers' Compensation Claims. HCM's Workers' Compensation (WC) section is now the point of contact for processing and managing all FS employees' work-related injury/ illness claims. These changes are designed to provide better and more consistent service to injured workers. The Workers Comp section is also solely responsible for maintaining compensation files, working with the Office of Workers' Compensation Programs (OWCP) and counseling employees.

The following is specific to Forest Service employees, regardless of incident jurisdiction:

- Enter the following address as the Agency Address on all OWCP forms:
USDA Forest Service - HCM
Mail Stop 118-WC
3900 Masthead St., NE
Albuquerque, NM 87109
- OWCP claims must be filed using the E-Safety database, including supervisor (at the home unit) approval of the action. A printed CA1 (or CA2) from E-Safety is then faxed into WC within 48 hours to 866-339-8583.
- For advice and assistance, employees or Incident Compensation for Injury Specialists may call the Contact Center at 877.372.7248; press 2 for HCM; then press 5 to speak to a Workers' Compensation Agent. For more information, go to the Workers' Compensation Section on the HCM Intranet.

APENDIX C

BUREAU LAND MANAGEMENT OWCP PRODECURES

OWCP Procedures

- ✓ Complete form CA-1 and CA-16 on the incident
- ✓ Forward forms to claims specialist for processing
 - Fax documents to 202-343-2500
 - Medical pre-approval 866-692-7487
 - Denver OWCP Inquiry Number 303-202-2500

OWCP mailing address:

US DEPT OF LABOR
DFEC CENTRAL MAILROOM
P.O. BOX 8300
LONDON, KY 40742-8300

**APPENDIX D
INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY**

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 (IBA) for the _____ (***unit name***) and Incident Management Teams assigned to Incidents on the _____ (Agency). The IBA 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 IBA will monitor, track and document their involvement in cost containment items such as WFDDS's, 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 IBA, 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 IBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.
- 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 IBA 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.

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

(Agency Administrator)

cc: Unit Managers

Incident Management Team