Cody Interagency Dispatch Center

Incident Business Operating Guidelines

Bighorn National Forest & Shoshone NF
Wind River Big Horn Basin District-BLM

The following outlines standard Incident Business Operating Guidelines for the Rocky Mountain Area, specifically the Bureau of Land Management (BLM), Shoshone and Bighorn National Forests (FS) Wyoming. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the NWCG Standards for Interagency Incident Business Management Handbook which provides national direction and highlights the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations.

Any changes to these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (INBA) and the Zone Fire Program Fire Analyst.
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Incident Business Advisor (INBA)

The INBA reports to and is supervised by the Agency Administrator (AA). The primary duty of the INBA is to provide the AA with an overview of business administration of the incident, to identify any significant issues in the finance area, and to make suggestions for improvements when needed. The INBA is a subject matter expert in fire business management with national, regional, and local knowledge. Specific responsibilities are further defined in the INBA Delegation of Authority (Appendix B).

An INBA must be assigned to any wildfire with costs of $5 million or more. The complexity of the incident and the potential costs should be considered when assigning either INBA. If a qualified INBA is not available, the AA will appoint a financial advisor to monitor expenditures. Other considerations for ordering an INBA are:

- No qualified personnel on the unit
- Incident business complexity exceeds qualification level on unit personnel
- Unit personnel’s regular duties preclude involvement as the INBA to the extent needed
- Multi-agency involvement (local, county, state, Federal, National Guard, U.S. Military, Tribal Government, and FEMA)
- Anticipation of complex incident business management (aircraft, cost share agreements, military equipment, buying teams, payment teams)
- Multiple incidents with IMTs on the Unit
- Impact on unit is anticipated to be of long duration
- Politically sensitive incident

In the absence of an INBA, the AA is responsible for coordinating incident business responsibilities on their unit.

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

AD Hiring and Support

All Federal Administratively Determined (AD) exception positions must be approved at the appropriate State level (Contact INBA for additional information).

Hiring Officials shall complete a Single Resource Casual Hire Information Form, PMS 934 at the time of hire. A copy must be attached with each OF-288 submitted for payment. If there are any pay rate changes at the incident, the incident supervisor will record the pay rate/position change on the CTR as well as a general message and note in remarks block of the OF-288; a new PMS 934 is not necessary.

- Casuasls (ADs) hired by the Department of Interior (DOI) – OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units. All DOI AD travel will be processed by the home unit and not by the IMT on the OF-288.

- Casuasls hired by the Forest Service (FS) – OF-288 and other required documentation should be submitted directly from the incident to the Albuquerque Service Center (ASC).
  - Travel reimbursement for FS casual employees can be posted on the OF-288 per direction, if, and only if the employee supplies the time unit with ALL receipts related to travel, for which they are requesting reimbursement. It is suggested that the AD complete their travel upon return to their hiring unit.
Subsistence guidance for ADs:

- AD employees will be subsisted by the Agency whenever possible.

- ADs are expected to be self-sufficient and may have to incur out-of-pocket expenses. Out-of-pocket expenses must be authorized in advance before reimbursement can be made. If out-of-pocket expenses are incurred while on incident where adequate food and lodging are being provided, a justification from the IMT FSC or hiring unit is required in order to be reimbursed for those expenses. The agency may provide lodging and meals as dictated by the situation.

- Transportation of ADs to and from incidents and/or pre-authorized pre-season training will coordinate through dispatch. The ADs method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934). Air transportation will usually be arranged and paid for by the Government.

Forest Service and Department of the Interior AD Pay Plans can be found at:  

**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 personnel including casualties, (AD), contracted crews, and Emergency Equipment Rental Agreement (EERA) 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 exceeds 24 hours. However, in situations where this does occur (for example: initial attack), personnel will resume 2:1 work/rest ratio as quickly as possible and mitigate where possible.

The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records or with employee time records on initial attack.

**Compensation for Injury and Agency-Provided Medical Care**

If a DOI employee is injured, submit all paperwork to the employee’s home unit as soon as possible.

If a Forest Service employee is injured, see Appendix C for processing ACS-OWCP information to ACS-OWCP.

If a State employee is injured, refer to the SIBM Rocky Mountain Area (RMA) Chapter 50 Supplement to the pertinent state section.

Additional Information is provided in the RMA Claim Matrix (Appendix C)

**Acquisition**

Additional Reference Material: IBM RMA Chapter 20 Supplement
Placing orders for tactical and support water tenders require the type of tender to be identified on the resource order.

The IMT will not sign up any resources that did not go through proper dispatch channels unless prior approval is obtained from the AA, State Business Lead, or INBA.

Most items under Equipment Hire have been competitively solicited and should not be signed up pre-season outside of the national solicitation process unless the Dispatch Priority List (DPL) has been exhausted. If that is the case, you may then sign up resources as an Incident Only EERA utilizing the specifications and terms and conditions in the national solicitation templates posted at: http://www.fs.fed.us/business/incident/solicitations.php or the SIIBM RMA Chapter 20 Supplement

Also, utilize the 90% rates posted at http://www.fs.fed.us/business/incident/vipreports.php or the SIIBM RMA Chapter 20 Supplement: Incident Rates Only Guide. Resources should be ordered in accordance with the National Mob Guide for these types of equipment.

These resources should be ordered through our Resource Ordering System (ROSS). When equipment resources are not found in ROSS, expanded dispatch may elect to have the Buying Team or local procurement locate and fill the resource order.

**Land Use and Facility Agreements**

If no agreement exists, the IMT will coordinate with the local AA or INBA or possibly the assigned Duty Officer to determine appropriate steps to develop the LUA’s.

All facilities and land used by the incident will be under agreement, including no cost agreements. Any exceptions will be approved by the AA, or INBA.

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.

See Land Use Agreement Template (Appendix D)

**Contractor Performance Evaluations**

Performance evaluations for contractors will be collected by finance personnel and mailed to the appropriate Contracting Officer prior to the incident closeout. If time does not allow for mailing, finance personnel will prepare the evaluations and give them over to the host agency for mailing.

**Buying Team Procedures**

SIIBM RMA Chapter 40 Supplement provides information on guidelines and procedures of a buying team in the Rocky Mountain Region.

The INBA will consult with the AA, IMT and the Buying Team Leader to determine when to release a Buying Team.
Supplemental Food and Drinks

The IMT will follow direction in Chapter 20 of the SIIBM, in regards to supplemental food and drinks. Any supplemental food/drinks provided will require IC justification AND concurrence from the AA. The only acceptable justification is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra, and other stimulants), etc. are not allowed.

Telephones

IMTs will be authorized to use their government cell phones when ordered. When fire activity occurs at remote locations where cellular telephone coverage is non-existent, the following policy is established for Incident Resources that are not attached to IMT:

- Where possible the agency will establish landlines for incident use. Agency may approve Satellite Systems.
- If cell phone use is deemed appropriate and necessary for the assignment, the agency may provide cellular telephones and/or satellite cell phones.
- No cell phone purchases shall be made using an Incident Job Code.

Purchase/Rental Property

In accordance with the Federal Acquisition Regulations, the decision to rent or purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors. The following are factors that should be considered:

- Estimate the length of time the equipment will be used
- Cumulative rental payments for the estimated period of use
- Net purchase price
- Transportation and installation costs
- Maintenance and other service costs
- A rental with purchase option should be used (i.e. fax machines)
- Cost of handling and disposal following the incident

The length of time the equipment will be utilized is often unknown. The use of day/week rental rates may help lower overall costs.

All incident procured property must be returned to the appropriate owner, e.g., incident agency or local, geographic, or national cache. Property procured by the incident that will be retained on the local unit should be communicated to the local incident procurement staff. If property is missing, damaged or unserviceable, complete the Property Loss or Damage Report Fire Suppression, OF-289.
Rental Vehicles

Vehicle rentals are not authorized unless specified on a resource order and needed for incident operations. Unless a rental car is specifically authorized, personnel without a government owned vehicle will be transported through ground support. IMTs are expected to keep the number of rental vehicles to a minimum.

The National Emergency Rental Vehicle (NERV) BPA is to be used on incidents where one of the following are present:

- The vehicle is anticipated to be traveling off the maintained road.
- The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment.
- The vehicles needed will be managed by ground support or Buying Team and utilized by multiple resources.
- The renter is NOT self-sufficient or able to procure the vehicle needed for the assignment through the agency standard travel reservation system (TCM, BCD or ETS2)

Rates, damage thresholds, cleaning fees and delivery/drop-off charges have been pre-negotiated. Vehicles are to be requested electronically through https://sites.google.com/a/firenet.gov/nerv/home with a valid resource order.

Individuals renting off-road 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 the 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.

Restricted Items

The following items are either restricted from purchasing, or have defined limitations. Take into account 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 purchasing supplies and services for incident operations.

- Alcoholic beverages of any type are prohibited.
- EpiPens are the responsibility of each individual and should be issued as a personal prescription.
- Local purchase of 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.
- Orders for specific magazines, newspapers, or other literature.
- Clothing, buttons, stickers, hats, etc. with special or specific printing, coloring, or logos are prohibited.
- Pillows, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type).
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
▪ Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. Any exception 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.

▪ Fees for the use of recreational facilities (i.e., hot springs).

▪ Massage or other therapist services.

▪ Chairs – Utilize local cache resources before renting from an outside source.

▪ Trailers and motorhomes will be for office use only. They will not be used for sleeping quarters.

▪ Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and INBA.

▪ 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.

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

### Specialty Items

The AA or INBA must approve rentals/purchasing of the following specialty items and as a guideline, the following items will be tracked with an AD-107/DI-105:

- Cameras (digital and video)
- Satellite Telephones
- Laptop Computers
- Handheld Radios
- Fax Machines (purchase only)
- Golf Carts
- ATVs/UTVs
- Cellular Telephones
- GPS Units
- IPad/other “Tablet” type units
- Printers (purchase only)
- Scanners (purchase only)
- Copy Machines (purchase only)

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.

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

### Property Management

Use of personal or home unit cell phones, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency. Home unit project funds are to be used to cover any use charges, loss or damage. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be transmitted through dispatch and will be filled per agency regulations. If the resource is ordered with a cell phone or laptop, then the home unit can charge the incident for incident related costs only.
IMTs or other incident personnel (e.g., INBA) may authorize replacement of non-NFES or non-standard cache items if delegated authority by the incident agency. If no delegation exists documentation is provided to the incident agency for review and determination. Written documentation is provided to the home unit, authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used in the incident.

Replacement of non-standard items not procured through mandatory sources of supply (IBM RMA Chapter 20 Supplement) may be authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars. Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property to be turned in before replacement is authorized.

No contractor equipment will be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Incident replacements should follow the directions in IBM RMA Chapter 30 Supplement. Only an assigned INBA or the AA can authorize replacement of non-expendable or non-standard cache items. The incident agency should require that damaged property be turned in before replacement or a replacement authorization is issued. Items being replaced due to normal wear and tear should not be replaced with incident funds.

Ordinary Wear and Tear is defined as: Conditions under which equipment and/or supplies are subjected to under normal operations.

During the demobilization process, Agency specific forms (e.g. Forest Service AD-112, BLM DI-103) will be processed when items are not returned to supply. The employee’s supervisor will always sign these forms.

All lost, damaged, or destroyed property items to be replaced as part of the incident’s cost shall be described as such on an AD-112/DI-103, or assigned to the incident for rehab or mop up (manifest to the Agency). All property left with the Agency at the close of the incident will be properly transferred to the fire cache on an AD-107/DI-105.

Cooperative Relations

Additional Reference Material: IBM RMA Chapter 10 and Chapter 50 Supplements provide detailed information on incident business procedures when resources from the state of Wyoming, Colorado, Kansas, Nebraska and South Dakota are utilized on federal fires or when an IMT is on a state fire.

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 by the responsible incident agency procurement official.

Tort and Employee Claims: Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what is 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 personally to the incident agency claims liaison at the end of the incident.
Cost Accounting and Cost Share Agreements

Additional Reference: Rock Mountain Coordinating Group Agency Payment Toolkit (Appendix E)

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

Specific cost saving measures will be documented and provided to the AA.

Cost Shares: Cost share agreements will follow guidance in the applicable cooperative agreement. Cost share agreements should be drafted as early in the incident as possible.

It is the IMT’s responsibility to track and report costs as required by the incident agencies 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.

Incident Accruals – All federal incidents with FS expenses involving Type 1 and 2 IMT’s are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals will be sent using the daily export and upload functions of e-ISuite. Directions for creating the daily export can be found at: https://www.fs.fed.us/fire/ibp/incident_payments/isuite_export_finance.pdf

For those incidents not utilizing e-ISuite, submit manual accrual information to ASC-Incident Finance Branch. Email to asc_acct_ops@fs.fed.us or fax to 1-866-816-9532.

e-ISuite Repository Requirements

IMTs are required to upload the e-ISuite database at the end of their assignment. Any usernames/passwords necessary to access the database should also be provided to the host unit. The IMT will not retain any of the e-ISuite information.

IMTs should do the following:

- Create a data transfer file and complete the data transfer to Enterprise: https://famit.nwcg.gov/sites/default/files/eisuite_QRC_Data_Transfer%2020210711.pdf
- Upload a database backup at team transition and incident close out to the e-ISuite Data Repository Site: https://isuite.nwcg.gov/Repository/index.html.

A standard NAP user account with access to upload to the data repository is required. For instructions, click the following link: https://famit.nwcg.gov/sites/default/files/eISuite%20Fin%20Export%20Data%20Repository%20July%202016%20Update.pdf

Closeout

The Final Finance Package will meet the uniform filing scheme for incident records packages, located at: https://www.nwcg.gov/committees/incident-planning-subcommittee#collapseTwo
The expectation is to have all possible payment packages closed out prior to IMT close out. Payment packages should be retained at the BLM Home Unit for processing (unless otherwise directed). For FS jurisdiction, payment packages should be sent directly from the IMT to ASC-IF. All national contract payments and Forest Service sponsored AD payments, regardless of jurisdictional ownership, will be sent to ASC for payment. This includes national caterers.

Any packages not closed out or other outstanding issues will be discussed at the finance package transition, immediately prior to the IMT closeout.

**At the end of the incident, the Final Incident Package will be turned in at the closeout to the AA, INBA, or the District or State Incident Business Lead.**

The AA in conjunction with the District Incident Business Lead will provide a financial performance rating 60 days following the incident. The finance evaluation can be found at:

The following BLM Incident Business leads for each WY BLM district are listed as well as R2 Fire Business Lead are to be notified and included in the financial closeout of the incident based on the district:

Kayla Davin  
BLM WY Incident Business Lead  
Cheyenne, WY  
w. 307-775-6054,  
c.307-256-2565  
kdavin@blm.gov

Wade Wyman  
WRBB Incident Business  
Wind River/Big Horn Basin District, Worland, WY  
w. 307-347-5203  
c.307-388-5203  
wwyman@blm.gov

Carol Cadola  
Assistant Director  
F.S. R-2 Incident Business Specialist  
Lakewood, Colorado  
w. 303-275-5316  
c. 720-357-2744  
carol.cadola@usda.gov
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<thead>
<tr>
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<td>Appendix C – Rocky Mountain Area Claims Matrix</td>
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<tr>
<td>Appendix D – Land Use Agreement Template</td>
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<tr>
<td>Appendix E – Rocky Mountain Area Agency Payment Toolkit</td>
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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:

To be filled out upon arrival of Incident Management Team and/or INBA

<table>
<thead>
<tr>
<th>Incident Specific Contacts:</th>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Incident Business Advisor (INBA)</td>
<td>__________________________</td>
<td>____________</td>
</tr>
<tr>
<td>Agency Administrator (AA)</td>
<td>__________________________</td>
<td>____________</td>
</tr>
<tr>
<td>Duty Officer</td>
<td>__________________________</td>
<td>____________</td>
</tr>
<tr>
<td>AD Hiring Contact</td>
<td>__________________________</td>
<td>____________</td>
</tr>
<tr>
<td>Acquisition/Contracting</td>
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</tr>
<tr>
<td>IT Contact</td>
<td>__________________________</td>
<td>____________</td>
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<tr>
<td>Law Enforcement</td>
<td>__________________________</td>
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<tr>
<td>Fleet Contact</td>
<td>__________________________</td>
<td>____________</td>
</tr>
<tr>
<td>Safety Contact</td>
<td>__________________________</td>
<td>____________</td>
</tr>
<tr>
<td>Title</td>
<td>Name</td>
<td>Office</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------</td>
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</tr>
<tr>
<td>State Fire Management Officer</td>
<td>Paul Hohn</td>
<td>307-775-6100</td>
</tr>
<tr>
<td>Assistant State Fire Management Officer</td>
<td>Richard Putnam</td>
<td>307-775-6086</td>
</tr>
<tr>
<td>State Aviation Manager</td>
<td>Greg Reser</td>
<td>307-775-6237</td>
</tr>
<tr>
<td>State Fuels Program Manager</td>
<td>Reed Oldenburg</td>
<td>307-775-6151</td>
</tr>
<tr>
<td>State Fire Planner</td>
<td>Gwenan Poirier</td>
<td>303-239-3689</td>
</tr>
<tr>
<td>Prevention and Mitigation</td>
<td>Carmen Thomason</td>
<td>307-775-6020</td>
</tr>
<tr>
<td>State Fire Budget/Incident Business Program Lead</td>
<td>Kayla Davin</td>
<td>307-775-6054</td>
</tr>
<tr>
<td>Radio Program Contact</td>
<td>Vance Anderson</td>
<td>307-775-6488</td>
</tr>
<tr>
<td>Compensation/OWCP (HIPAA)</td>
<td>Missy Cook</td>
<td>307-775-6352</td>
</tr>
<tr>
<td>Fleet</td>
<td>Johnny Chavez</td>
<td>307-775-6286</td>
</tr>
<tr>
<td>Safety</td>
<td>Matthew Clementi</td>
<td>307-775-6269</td>
</tr>
<tr>
<td>Acquisition/Contracting Contract Claims</td>
<td>Kelly Palmer</td>
<td>307-775-6056</td>
</tr>
<tr>
<td>Human Resource Officer</td>
<td>Vacant</td>
<td>307-775-6037</td>
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### Shoshone National Forest, Cody WY

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
<th>Location</th>
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<tbody>
<tr>
<td>Forest Supervisor</td>
<td>Lisa Timchack</td>
<td>307-878-5187</td>
<td>307-899-5020</td>
<td>Cody, WY</td>
</tr>
<tr>
<td>Fire Management Officer</td>
<td>Clint Dawson</td>
<td>307-578-5180</td>
<td>307899-2442</td>
<td>Cody, WY</td>
</tr>
<tr>
<td>Forest Administrative Officer</td>
<td>Helen Sagner</td>
<td>307-578-5115</td>
<td>307-250-3610</td>
<td>Cody, WY</td>
</tr>
<tr>
<td>Support Services Specialist</td>
<td>Vacant</td>
<td>307-578-5202</td>
<td></td>
<td>Cody, WY</td>
</tr>
<tr>
<td>Support Services Specialist, Wind River RD</td>
<td>Connie Mock</td>
<td>307-455-2446</td>
<td></td>
<td>Cody, WY</td>
</tr>
<tr>
<td>Support Services Specialist, Washakie RD</td>
<td>Tia Groenewold</td>
<td>307-355-2171</td>
<td></td>
<td>Lander, WY</td>
</tr>
<tr>
<td>Contracting Officer</td>
<td>Brenda Dwyer</td>
<td>307-578-5146</td>
<td></td>
<td>Cody, WY</td>
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### Bighorn National Forest, Sheridan WY

<table>
<thead>
<tr>
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<th>Name</th>
<th>Office</th>
<th>Cell</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Supervisor</td>
<td>Andrew Johnson</td>
<td>307-674-2612</td>
<td>307-752-4782</td>
<td>Sheridan</td>
</tr>
<tr>
<td>Fire Management Officer</td>
<td>Jon Warder</td>
<td>307-674-2631</td>
<td>307-752-2614</td>
<td>Sheridan, WY</td>
</tr>
<tr>
<td>Forest Administrative Officer</td>
<td>Kim Albea</td>
<td>307-674-2648</td>
<td>307-752-7337</td>
<td>Sheridan, WY</td>
</tr>
<tr>
<td>Support Services, Medicine Wheel RD</td>
<td>Angie Anson</td>
<td>307-367-4435</td>
<td></td>
<td>Greybull, WY</td>
</tr>
<tr>
<td>Support Services, Tongue RD</td>
<td>Lisa Balch</td>
<td>307-674-2606</td>
<td></td>
<td>Sheridan, WY</td>
</tr>
<tr>
<td>Contracting Officer</td>
<td>Sue Lacroix</td>
<td>307-684-4623</td>
<td></td>
<td>Buffalo, WY</td>
</tr>
</tbody>
</table>

### Wind River/Big Horn Basin District, Worland, WY

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Manager</td>
<td>Vacant</td>
<td>307-347-5243</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Management Officer</td>
<td>Brent Meisinger</td>
<td>307-347-5188</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant FMO- Operations</td>
<td>Brian Cresto</td>
<td>307-578-5947</td>
<td>307-254-8372</td>
<td></td>
</tr>
<tr>
<td>Assistant FMO- Fuels</td>
<td>Rance Neighbors</td>
<td>307-347-5148</td>
<td>307-431-9878</td>
<td></td>
</tr>
<tr>
<td>Radio Technician</td>
<td>Travis Gallo</td>
<td>307-332-8452</td>
<td>307-431-4543</td>
<td></td>
</tr>
<tr>
<td>Support Services Supervisor</td>
<td>Jeffery Aaron</td>
<td>307-347-5152</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispatch Center Manager</td>
<td>Katie Williamson</td>
<td>307-578-5757</td>
<td>307-921-1422</td>
<td></td>
</tr>
<tr>
<td>Fire Clerk</td>
<td>Rose Montanez</td>
<td>307-347-5201</td>
<td>307-431-6677</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B – Incident Business Advisor Delegation of Authority

Date: ________________

Route To: ______________________________________________________

Subject: Delegation of Authority, Incident Business Advisor (INBA)

To: Incident Business Advisor, (Host Agency) _____________

This letter authorizes (name)_________________________________________ to act as an Incident Business Advisor (INBA) for the _____________________________ (district name). 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.
- Coordinates with the 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 cost planning, transitions or significant changes in status.
- Provides guidance to administrative representatives or agency administrators 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 will monitor, track and document 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.
- 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.
• Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.

The INBA is the primary point of contact, but coordination will be maintained with ______________________.
(Agency Administrator)

cc: District Managers; Incident Management Team
<table>
<thead>
<tr>
<th>Common Claim Examples</th>
<th>Employee Claim for Loss or Damage to Personal Property, DI-570 or AD-382</th>
<th>Motor Vehicle Accident Report, SF-91</th>
<th>Statement of Witness, SF-94</th>
<th>Claim for Damage, Injury or Death, SF-95</th>
<th>Fire Property Loss or Damage Report, OF-289</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Employees Personal Property</td>
<td>Form/s will be completed for all Employee Claims for personal property loss or damage.</td>
<td></td>
<td></td>
<td></td>
<td>OF-289 should be completed at the incident. Approval is required before replacement or repair per federal guidelines.</td>
</tr>
<tr>
<td>State Employees Personal Property</td>
<td>The state may have their own form or process, but either of these forms may be used to formally begin the claim process.</td>
<td></td>
<td></td>
<td></td>
<td>OF-289 is recommended to be completed at the incident.</td>
</tr>
<tr>
<td>Cooperator Equipment of Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OF-289 should be completed at the incident. Approval is required before replacement or repair.</td>
</tr>
<tr>
<td>Contractor Equipment or Property</td>
<td></td>
<td>Statement of Witness form may be completed for vehicle accidents and other property loss or damage.</td>
<td></td>
<td>Claim for Damage form should be completed by private property owners to start the process of filing Tort Claim.</td>
<td></td>
</tr>
<tr>
<td>Private Land Owner Property Damage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Claim for Damage form should be completed by private property owners to start the process of filing either a Tort or Non-Tort Claim (FS only).</td>
</tr>
<tr>
<td>P O V Damage – Responsibility of vehicle owner and personal insurance company.</td>
<td>Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.</td>
<td>Optional Form: Statement of Witness form may be completed for vehicle accidents and other property loss or damage.</td>
<td></td>
<td>Claim for Damage form should be completed by the owner(s) to start the process of filing a Tort or Non-Tort (FS only) Claim.</td>
<td></td>
</tr>
<tr>
<td>Cooperator Vehicle Damage</td>
<td>Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.</td>
<td>Statement of Witness form may be completed for vehicle accidents and other property loss or damage.</td>
<td></td>
<td></td>
<td>Form should be completed at incident. Repair or replacement of damage per State and/or local guidelines.</td>
</tr>
</tbody>
</table>
Page intentionally left blank.
INCIDENT AGENCY (name, address, phone number) | AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT

AGREEMENT NUMBER

EFFECTIVE DATES
a. beginning |  

OWNER (name, address, phone number) | INCIDENT NAME:

DUNS:
EIN/SSN:
PAYMENT ADDRESS: [ ] Same as above, or

INCIDENT NUMBER:
RESOURCE ORDER NUMBER:
JOB CODE (P#) AND OVERRIDE:

TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES)

SMALL BUSINESS | LARGE BUSINESS | SMALL DISADVANTAGED OWNED | WOMEN OWNED | HUBZone | SERVICE DISABLED VETERAN | PUBLIC ENTITY

The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as

DESCRIPTION OF LAND/FACILITIES: Address or specific location. If street or highway address is unavailable, use distance from the nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable.

County: State: Township: Range: Section: 

ORDINARY WEAR AND TEAR: Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.

RATE: For each month that the land/facilities are used, the Government will pay the rate of $________ per month. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be $________, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar.

UTILITIES AND SERVICES: (check only one)
[ ] The above rate includes utility charges for the following:  ☐ GAS ☐ ELECTRICITY ☐ WATER ☐ TOILET SUPPLIES
☐ JANITORIAL SERVICES & SUPPLIES ☐ TRASH REMOVAL ☐ SEPTIC SERVICE ☐ EXISTING TELECOMMUNICATIONS
[ ] The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on:

RESTORATION: Restoration beyond ordinary wear and tear. (check only one)
[ ] The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical.

Restoration work includes:
The above sum excludes restoration of land/ facilities. Reasonable costs incurred by the owner in restoring land/ facilities to their prior condition shall be submitted to the Contracting Officer.

ALTERATIONS: The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/ facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.

ORAL STATEMENTS: Oral statements or commitments supplementary or contrary to any provision of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

CONDITION REPORTS: A joint pre and post-use physical inspection report of the land/ facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.

OTHER: Describe in detail: __________________________________________________________.

TERMS AND CONDITIONS: See attachment.

CHECKLIST(s): See attachment.

Fill in the following drawing showing the land/ facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.
The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

<table>
<thead>
<tr>
<th>OWNER / OWNER'S AGENT SIGNATURE:</th>
<th>DATE:</th>
<th>CONTRACTING OFFICER'S SIGNATURE:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT NAME AND TITLE:</td>
<td></td>
<td>PRINT NAME AND TITLE:</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER (if different from Owner’s)</td>
<td></td>
<td>PHONE NUMBER:</td>
<td></td>
</tr>
</tbody>
</table>
PRE-USE INSPECTION: Description or photos (no digital) or condition immediately prior to the Government’s occupancy. Refer to the attached checklist.

Owner/Agent: ______________________ Government Agent: ______________________
(Print Name) (Print Name)
Signature: ______________________ Signature: ______________________
Date: _________________ Date: _________________

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government’s occupancy.

TOTAL AMOUNT DUE $________

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in ‘total amount due’. Contractor hereby releases the Government from any and all claims arising under this agreement except as reserved in remarks.

REMARKS: 
Appendix E – Rocky Mountain Area Agency Payment Toolkit

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Ads</th>
<th>Payments</th>
<th>Travel</th>
<th>Equipment</th>
<th>WORKERS COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUREAU OF INDIAN AFFAIRS</td>
<td>Sent back with the AD for the home unit to process</td>
<td>Processed by the incident agency and/or a payment team</td>
<td>Home unit processes</td>
<td>NA</td>
<td>Original paperwork goes home with the Crew Home or mailed to the home unit</td>
</tr>
<tr>
<td>BUREAU OF LAND MANAGEMENT</td>
<td>Sent back with the AD for the home unit to process</td>
<td>Processed by the incident agency and/or a payment team</td>
<td>For ELM jurisdictional incidents the IMT should send the payment package to the local office (as directed) for processing</td>
<td>Mail original paperwork to the home unit</td>
<td>POC: Employee home unit compensation coordinator</td>
</tr>
<tr>
<td>NATIONAL PARK SERVICE</td>
<td>Sent back with the AD for the home unit to process</td>
<td>Processed by the incident agency and/or a payment team</td>
<td>Home unit processes</td>
<td>NA</td>
<td>Mail original paperwork to the home unit</td>
</tr>
<tr>
<td>FISH &amp; WILDLIFE SERVICE</td>
<td>Sent back with the AD for the home unit to process</td>
<td>Processed by the incident agency and/or a payment team</td>
<td>Home unit processes</td>
<td>NA</td>
<td>Mail original paperwork to the home unit</td>
</tr>
<tr>
<td>U.S. FOREST SERVICE</td>
<td>Uploaded to ASC via eSlate. Original OP-288 with signatures sent overnight to ASC: Albuquerque Service Center: Incident Finance-Causal Pay: 1048 Sun Avenue NE: Albuquerque, NM 87109 (505) 327-7246</td>
<td>Original invoice with deductions if applicable &amp; agreement are sent overnight to ASC from the incident USDA Forest Service: ASC-incident Finance-REERA: 1048 Sun Avenue NE: Albuquerque, NM 87109 (505) 327-7246 (Does not apply to Cooperator Invoices)</td>
<td>ADS processed on OP-288 via eSlate or the official electronic travel system in accordance with 2015 Casual/Nine Travel Process (505) 327-7246</td>
<td>NA</td>
<td>E-Licensed Forest Service employees can centrally access safety via one link on the ConnectHR dashboard. If you are a non-E-licensed user, you will access safety by clicking a URL link provided by your supervisor. Otherwise, original CA-1 or CA-2 faxed to 505-327-9583 and Federal to USDA Forest Service, ASC-Human Resource Management, 3900 Mainhead Street, NE, WP Annex, Albuquerque, NM 87109. (505) 327-7246 option #2</td>
</tr>
</tbody>
</table>
RMA Standard Finance Electronic Filing Structure

The Rocky Mountain Incident Business Committee and Rocky Mountain Area (RMA) IMT Finance Section Chiefs have collaborated to develop an RMA Standard Electronic Filing Structure to be used by all Incident Management Teams assigned to an incident in the Rocky Mountain Area. Please coordinate with the jurisdictional agency’s incident business representative for additional guidance and to make changes to this structure. Additional folders may be added as needed following the same format outlined below.

Red – standard Incident Management Team folders  
Blue – incident and resource folders  
Black – incident and resource document files within folder  
XX-XX – Date MO/DD

YEAR INCIDENT NAME (ex. 20XX Pine Gulch)

.05 FINANCE SECTION  
01. FINANCE  
   01. Land Use Agreements  
      Land Owner Name LUA Description Resource Order (RO) Number  
      Land Use Agreement  
      XX-XX Final OF-286

02. COMP – CLAIMS UNIT  
   01. Comp for Injury – Logs  
      Injury Log  
      AMPC Log

   02. Property Damage Claims – Logs  
      Claims Log  
      Resource Last Name, First Name XX-XX Damage  
      OF-289 Property Loss or Damage Report  
      Photos
Repair-Replace estimate
General Message
Resource Last Name, First Name XX-XX Accident
OF-289 Property Loss or Damage Report
SF-91 Motor Vehicle Accident Report (one for each vehicle)
SF-94 Witness Statement – Resource Order # - Resource Name (one for each)
Photos
Repair-Replace Estimate
General Message

03. COST UNIT
  01. Aircraft Costs – Rotary-Fixed Wing
      Aircraft Tail Number RO Number
          XX-XX Daily Use Cost Summary
02. Cost Share – Apportionment
  Agreements XX-XX Cost Share Agreement
  XX-XX Final Cost Share Agreement

  Cost Share Spreadsheets
    XX-XX

03. Cost Summary – Cumulative
  Accruals
    XX-XX Accrual
    XX-XX Accrual

04. Cost Management
  Travel Spreadsheet
  Cache Report XX-XX
  Porta-Pot Spreadsheet
  Others as needed

05. Final Statement of Costs – PERM IHF
  XX-XX Incident Number Incident Name Final Cost

06. e-ISuite Daily Cost Printout
  XX-XX Report Name
  XX-XX Report Name

04. PROCUREMENT UNIT
01. Buying Team Purchase Receipts *(may file under COST)*

02. Buying Team Purchase – Equipment Logs *(may file under COST)*

03. EQUIPMENT Time – Records *(may file under TIME UNIT)*
  DEMOBBED Resource Name R/O Number *(resource folder and files would follow structure below)* Resource Name R/O Number
    OF-286
      XX-XX Interim OF-286
      XX-XX Final OF-286

  Shift Tickets
    XX-XX
    XX-XX

  OF-288 (if necessary)
    XX-XX Final Last Name, First Initial
    XX-XX Final Last Name, First Initial
    XX-XX Final Last Name, First Initial

  CTRs (if necessary)
    XX-XX
    XX-XX

  Contract/Agreement
  Inspection Initial
  Inspection Final
Check-In Sheet
Resource Order
Other (Water Test, General message, etc.)

05. Submitted for Payment (Option 1-dependent on jurisdictional agency)
   XX-XX Batch Number
   XX-XX Resource Name Final OF-286

05. Ready for Payment (Option 2-dependent on jurisdictional agency)
   XX-XX Resource Name Final Payment Package

05. TIME UNIT
   01. Resource TIME Records

   01. OVERHEAD – Personnel Time Records
       DEMOBBED Last Name, First Name Resource Order Number (resource folders and files would follow structure below)
       Last Name, First Name Resource Order Number
       XX-XX Final OF-288
       CTRs
       XX-XX
       XX-XX
       Travel-Per Diem Records (if AD)
       XX-XX Receipt Description
       Check-In Sheet
       Resource Order
       Casual Hire Form (if AD)
       Other (Change of assignment, General message, etc.)

   02. CREWS – Personnel Time Records
       DEMOBBED Crew Name R/O Number (resource folders and files would follow structure below) Crew Name RO Number
       OF-288s
       XX-XX Last Name, First Initial Final OF-288
       XX-XX Last Name, First Initial Final OF-288
       XX-XX Last Name, First Initial Final OF-288
       CTRs
       XX-XX
       XX-XX
       OF-286 (if contract)
       XX-XX Interim OF-286
       XX-XX Final OF-286
       Shift Tickets
       XX-XX
       XX-XX
       Travel-Per Diem Records
       XX-XX Receipt Description
       Crew Name Manifest
       Crew Name Contract (if necessary)
Check-In Sheet Resource Order Other (General message, etc.)

Crew Name Equipment Type Subordinate RO Number OF-286
XX-XX Final OF-286

Shift Tickets
XX-XX XX
XX-XX XX

Inspection Initial Inspection Final

03. Excessive Shift Justification XX-XX

04. Work-Rest Justification Worksheet XX-XX
XX-XX

05. Length of Assignment Extension Last Name, First Name

06. Submitted for Payment XX-XX Batch Number

XX-XX Last Name, First Initial Final OF-288

06. ICS-213 FINANCE SECTION (General Message)
01. ICS-213 FINANCE CHIEF XX-XX
02. ICS-213 COMP-CLAIMS
03. ICS-213 COST
04. ICS-213 TIME XX-XX
05. ICS-213 PROCUREMENT

07. ICS-214 FINANCE SECTION (Unit Log)
01. ICS-214 FINANCE CHIEF XX-XX
02. ICS-214 COMP-CLAIMS
03. ICS-214 COST
XX-XX
04. ICS-214 TIME
05. ICS-214 PROCUREMENT
<table>
<thead>
<tr>
<th>STATE</th>
<th>STATE EMPLOYEES</th>
<th>PAYMENTS</th>
<th>TRAVEL</th>
<th>EQUIPMENT</th>
<th>WORKERS COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLORADO</td>
<td>Colorado Division of Fire Prevention and Control</td>
<td></td>
<td></td>
<td>Original Emergency Equipment Use Invoice (OF-286) with print copies of Emergency Equipment Shift Ticket (OF-287) must be given to all Colorado State and cooperative resources at demobilization. Equipment rates will be determined by department CFES and/or CG standard equipment rates schedule.</td>
<td>Injured employee notifies home unit supervisor by fax or email. Each home unit has its own workers compensation plan/program. Colorado cooperators should notify CO delineated on CFES.</td>
</tr>
<tr>
<td>KANSAS</td>
<td>Kansas State University (KSU)</td>
<td>For all fires KSU/KIS assist on, invoices will be processed by KSU/KIS. In state and out-of-state fires are billed to the (jurisdictional) agency.</td>
<td>KSU/KIS will pay for all travel based on the State of Kansas allocation and guidelines. Travel will be included in the invoice for payment.</td>
<td>Original Crew/Equipment Time Report (AS-DCF00/06) &amp; Firefighter Time report (OF-287) are given to all South Dakota state, private contractors, and cooperative resources (not entitled to hazard pay) at demobilization.</td>
<td>Employee on incident personnel need to contact home office. KSU/KIS, 785-532-3101 when injured or illness occurs. KSU/KIS will work with employee/accident personnel to provide notification to KSU/KIS Human Resource Department within 10 days of injury. KSU/KIS office will work with KSU/KIS to file workers compensation. Kansas cooperators should notify home unit.</td>
</tr>
<tr>
<td>SOUTH DAKOTA</td>
<td>SD Wildland Fire Division</td>
<td>Original Crew/Equipment Time Report (AS-DCF00/06) &amp; Firefighter Time reports (OF-287) are given to all South Dakota state, private contractors, and cooperative resources (not entitled to hazard pay) at demobilization.</td>
<td>All I-EPA &amp; ERRA invoices will be processed by SD Wildland Fire, for fires that are on state, private contractors, and cooperative resources (not entitled to hazard pay) at demobilization.</td>
<td>Home unit processes</td>
<td>Electronic First Report of injury forms must be complete and submitted to our Bureau of Human Resources within 72 hours by employees or Chief of Party. On state fires cooperators follow the same rules as state employees. On out of state fires they are under their departments work comp policy. All contractors fall under their own policy. Any questions contact Brenda Ewen.</td>
</tr>
<tr>
<td>WYOMING</td>
<td>Wyoming State Forestry Division</td>
<td>Original Firefighter time reports (OF-268) are given to all Wyoming State and cooperative resources at demobilization. (not entitled to hazard pay)</td>
<td>All I-EPA &amp; ERRA invoices will be processed by Wyoming State Forestry Division for fires that are on state, private contractors, and cooperative resources (ERRA). Payment on multi-jurisdictional fires when state/private lands is included, will be determined on a fire by fire basis.</td>
<td>Home unit processes</td>
<td>Wyoming Cooperators/State employees are covered under Wyoming Workers Comp. Injury must be reported to firefighters employer within 72 hours of the injury and reported on Wyoming Report of Injury. Contact Wyoming Workers Comp at 307-777-7441 for assistance.</td>
</tr>
</tbody>
</table>