



High Desert District Bureau of Land Management Incident Business Operating Guidelines

The following outlines standard Incident Business Operating Guidelines for Bureau of Land Management High Desert District Wyoming (HDD). 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 (SIIBM) 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), Incident Business Advisor (INBA) and the District Incident Business Specialist (DIBS).



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Incident Business Advisor (INBA)

The District Incident Business Specialist (DIBS) will serve as the INBA and will coordinate incident business responsibilities with the AA, unless or until a qualified INBA is assigned.

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, to be a conduit between the Buying Team, Expanded Dispatch, and the IMT, 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 an 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 of 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 or District Incident Business Specialist, 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 Stat level (Contact INBA/DIBS 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.

- Casuals (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 travel will be processed by the home unit and not by the IMT on the OF-288.
- Casuals 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 should be processed by IMTs or hiring units for incident assignments utilizing the OF-288 whenever possible. For additional guidance on items that should and should not be reimbursed utilizing the OF-288, see the 2019 FS Casual Hire Travel Process: https://www.fs.fed.us/sites/default/files/2019-04/2019_usfscasualtravelpolicy.pdf.

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: <https://sites.google.com/firenet.gov/incident-business-toolbox/home>

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 casuals, (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 exceed 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 ASC-OWCP information to ASC-OWCP.

If State employee is injured, refer to the SIIBM 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: SIIBM RMA Chapter 20 Supplement

Placing orders for tactical and support water tenders require the type of tender 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, District Incident Business Specialist, or INBA.

Most items under Equipment Hire have been competitively solicited and should not be signed up outside of the national solicitation process unless the Dispatch Priority List (DPL) has been exhausted. If that is the case resources may then signed up 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/viprreports.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 to determine appropriate use and rates.

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

See Land Use Agreement Template (Appendix D)

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.

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 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" drink (containing caffeine, guarana, ephedra and other stimulants), etc. are not allowed.

Telephones

IMTs will be authorized use of 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 Cost 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 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 cannot 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 motor homes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will need to 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)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	IPad/other "Tablet" type units
Handheld Radios	Printers
Fax Machines	Scanners
Golf Carts	Copy Machines
ATVs/UTVs	

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 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 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 on the incident.

Replacement of non-standard items not procured through mandatory sources of supply (SIIBM 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 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 direction in SIIBM 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 OF-289 and 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: SIIBM RMA Chapter 10 and Chapter 50 Supplements provide detailed information on incident business procedures when resources from the states 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: Contract claims may be settled by the original contracting officer, or a designated successor contracting officer, acting within their delegated warrant authority and limits set by the incident agency. In the event a settlement cannot be reached and a dispute arises, the written final decision shall be made by the contracting officer initiating the EERA or I-BPA or an agency-designated successor contracting officer. Incident personnel shall not advise, comment, or solicit a contractor's claim.

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 DIBS at the end of the incident.

Cost Accounting and Cost Share Agreements

Additional Reference: Rocky 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 upload functions of e-ISuite.

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%2020170112.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>.

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 will 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 District Incident Business Specialist.

The following BLM Incident Business Specialist will be notified and included in the financial closeout of the incident:

High Desert District

Glenda Lindsay

Incident Business Specialist

Rock Springs, WY

w. 307-352-0265, c. 307-209-1729

The AA in conjunction with the District Incident Business Specialist will provide a financial performance rating 60 to 120 days following the incident. The RMA Finance Evaluation can be found at: https://gacc.nifc.gov/rmcc/incident_busn_management.php

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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

Incident Specific Contacts: Name Phone Number

Incident Business Advisor (INBA) _____

Agency Administrator (AA) _____

Duty Officer _____

AD Hiring Contact _____

Acquisition/Contracting _____

IT Contact _____

Law Enforcement _____

Fleet Contact _____

Safety Contact _____

High Desert District, Rock Springs, WY			
Title	Name	Office	Cell
District Manager	Tim Wakefield	307-352-0202	
Fire Management Officer	Frank Keeler	307-352-0282	307-350-6994
Assistant FMO- Operations	Jon Ziegler	307-352-0236	307-350-6996
Assistant FMO- Fuels	Michael Wengert	307-352-0217	307-250-3027
District Fire Business	Glenda Lindsay	307-352-0265	307-209-1729
Radio Technician	James Payne	307-352-0298	307-389-7492
Safety	Robin Wellhouse	307-352-0350	307-389-2786
Dispatch Center Manager	Rob Neibauer	307-233-1145	
Unit Aviation Manager (UAM)	Mark Randall	307-367-5350	307-231-9092

Wyoming State Office, Cheyenne, WY			
Title	Name	Office	Cell
State Fire Management Officer	Paul Hohn	307-775-6100	307-253-8576
Assistant State Fire Management Officer	Richard Putnam	307-775-6443	307-350-2207
State Aviation Manager	Greg Reser	307-775-6237	307-350-2202
State Fuels Program Manager	Vacant	307-775-6086	
State Fire Planner	Gwenan Poirier	303-239-3689	303-945-6709
Prevention and Mitigation	Carmen Thomason	307-352-0320	
State Fire Budget/Incident Business Program Lead	Kayla Davin	307-775-6054	307-256-2565
Radio Program Contact	Vacant	307-775-6488	307-431-4709
Compensation/OWCP (HIPPA)	Missy Cook	307-775-6352	
Fleet		307-775-6285	
Safety	Matthew Clementi	307-775-6269	307-343-0495
Acquisition/Contracting Contract Claims	Kelly Palmer	307-775-6056	
Human Resource Officer	Randy Warren	307-775-6037	

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 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 representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA 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 items.
- 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: Field Office Managers; Incident Management Team

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 (beyond ordinary wear and tear) in restoring land/facilities to their prior condition shall be submitted, in writing, 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 provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

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.

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.

OTHER: Describe in detail: _____.

TERMS AND CONDITIONS: See attachment.

INSURANCE/ INDEMNIFICATION: The United States Federal Government is self-insured and does not have the authority to indemnify and hold harmless the _____, from any and all claims, liabilities, losses, damages, charges, etc. The _____ does not have the authority to indemnify and hold harmless the United States Federal Government from any and all claims, liabilities, losses, damages, charges etc. The _____ will be responsible for errors, omissions and negligence of its employees. The United States Federal Government will be responsible for errors, omissions and negligence of its employees to the extent provided by Congress under the Federal Tort Claims Act [28 U.S.C. 1346(b), 2401(b), 2671-2680, as amended by P.L. 89-506, 80-Stat. 306].

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.

FEDERAL ACQUISITION REGULATION CLAUSES:

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.arnet.gov/far/ or www.usda.gov/procurement/policy/agar.html

FAR 52.213-4 Terms and Conditions -- Simplified Acquisitions (Other Than Commercial Items) (Jan 2019)

FAR 52.222-3 Convict Labor (June 2003)

FAR 52.232-1 Payments (APR 1984)

FAR 52.232-11 Extras (APR 1984)

FAR 52.232-17 Interest (MAY 2014)

FAR 52.232-25 Prompt Payment (JAN 2017)

FAR 52-233-1 Disputes (MAY 2014) ALT I (DEC 1991)

FAR 52.243-1 Changes—Fixed Price (AUG 1987)ALT I(APR 1984)

FAR 52.249-4 Termination for the Convenience of the Government (Services)(Short Form)(APR 1984)

FAR 52.249-8 Termination for Default (Fixed-Price Supply and Service)(APR 1984)

Loss, Damage or Destruction: The Government will assume liability for the loss, damage, or destruction of facilities furnished under this Agreement, provided that no reimbursement will be made for loss, damage, or destruction when due to (1) ordinary wear and tear, or (2) the fault or negligence of the owner or the owner's agent(s).

OWNER / OWNER'S AGENT SIGNATURE:	DATE:	CONTRACTING OFFICER'S SIGNATURE:	DATE:
PRINT NAME AND TITLE:		PRINT NAME AND TITLE:	
PHONE NUMBER:		PHONE NUMBER:	
EMAIL:		EMAIL:	

**ROCKY MOUNTAIN AREA AGENCY CLAIMS
MATRIX**

Common Claim Examples	Employee Claim for Loss or Damage to Personal Property, DI-570 or AD-382	Motor Vehicle Accident Report, SF-91	Statement of Witness, SF-94	Claim for Damage, Injury or Death, SF- 95	Fire Property Loss or Damage Report, OF-289
Federal Employees Personal Property	Form/s will be completed for all Employee Claims for personal property loss or damage.				OF-289 should be completed at the incident. Approval is required before replacement or repair per federal guidelines.
State Employees Personal Property	The state may have their own form or process, but either of these forms may be used to formally begin the claim process.				
Contractor Equipment or Property			Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by private property owners to start the process of filing Tort Claim.	
Private Land Owner Property Damage				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).	
POV Damage – Responsibility of vehicle owner and personal insurance company.		Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Optional Form: Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	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.	
Cooperator Vehicle Damage		Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.		Form should be completed at incident. Repair or replacement of damage per State and/or local guidelines.
Rental Vehicle Damage		Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damage form should be completed by owner to start the process of filing a Tort or Non-Tort (FS only) Claim. (Subrogation Claim by the rental car company).	Form should be completed at incident.

ROCKY MOUNTAIN AREA AGENCY PAYMENT TOOL KIT					
AGENCY	ADs	PAYMENTS	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
BUREAU OF INDIAN AFFAIRS	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Original paperwork goes home with the Crew Boss or mailed to the home unit. POC: Employee home unit
BUREAU OF LAND MANAGEMENT	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	For BLM jurisdictional incidents, the IMT should send the payment packages to the local office (as directed) for processing.	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
NATIONAL PARK SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team.	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FISH & WILDLIFE SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FOREST SERVICE	Uploaded to ASC via eSuite. Original OF-288 with signatures sent overnight to ASC Albuquerque Service Center Incident Finance-Casual Pay 101B Sun Avenue NE Albuquerque, NM 87109 (877) 372-7248	Original invoice with deductions if applicable & agreement are sent overnight to ASC from the incident. USDA Forest Service ASC-Incident Finance-EERA 101B Sun Ave NE Albuquerque, NM 87109 (877) 372-7248 (Does not apply to Cooperator Invoices)	ADs processed on OF-288 via elsuite or the official electronic travel system in accordance with 2018 Casual Hire Travel Process. (877) 372-7248	NA	eAuthenticated Forest Service employees can centrally access eSafety via one link on the ConnectHR dashboard. If you are a non-eAuthenticated user, you will access eSafety by clicking a URL link provided by your supervisor. Otherwise, original CA-1 or CA-2 faxed to 866-339-8583 and FedEx'd to USDA Forest Service, ASC-Human Resource Management, 3900 Masthead Street, NE-WC Annex, Albuquerque, NM 87109. (877) 372-7248 option #2

STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
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<p>COLORADO Colorado Division of Fire Prevention and Control, Building 1049 5060 Campus Delivery Fort Collins, CO 80523- 5060 Questions contact: Erin Claussen Work: (720) 544-2262 Cell: (303) 263-5937 Fax: (720) 544-2277</p>	<p>Original Firefighter time reports (OF-288) and yellow Crew Time Report copies are given to Colorado State employees (not entitled to Hazard Pay) and cooperators resources at demobilization.</p>	<p>I-BPA & EERA invoices will be processed for payment through the CDFPC Office in Fort Collins for Colorado State Responsibility fires. Multi-Jurisdictional fires on both private and federal land - payment office will be determined on a fire by fire basis.</p>	<p>Processed by home unit. CDFPC will reimburse travel based on policies and guidelines. Travel will be included in invoicing for payment.</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Colorado State and cooperator resources at demobilization. Equipment rates will be determined by department CRRF and/or CO standard equipment rates schedule.</p>	<p>Injured employee notifies home unit supervisor by fax or email. Each home unit has its own workers compensation plan/process. Colorado cooperators should notify home unit as identified on CRRF.</p>
<p>KANSAS Kansas State University (KSU) /Kansas Forest Service (KFS) 2610 Clafin Road Manhattan, KS 66502- 2798 Questions contact: Aimee Hawkes Work: (785) 532-3302 Fax: (785) 532-3305</p>	<p>Original firefighter time reports (OF-288) are given to KSU/KFS employees (not entitled to hazard pay) and cooperator resources at demobilization. State Employees are paid by KSU/KFS</p>	<p>For all fires KSU/KFS assists on, invoices will be processed by KSU/KFS. In-state and out-of-state fires are billed to the jurisdictional agency.</p>	<p>KSU/KFS will pay for all travel based on the State of Kansas allocation and guidelines. Travel will be included in the invoicing for payment.</p>	<p>Cost of equipment used will be billed per KSU/KFS Schedule of Charges for mileage charge. Includes vehicles and trailers.</p>	<p>Employee or incident personnel need to contact home office, KSU/KFS, 785-532-3300 when injury or illness occur. KSU/KFS will work with employee /incident personnel to provide notification to KSU/KFS Human Resource Department within 10 days of injury. KSU/KFS office will work with KSU/KFS to file workers compensation. Kansas cooperators should notify home unit.</p>
<p>SOUTH DAKOTA SD Wildland Fire Division Fire Business Staff 3305 West South Street Rapid City, SD 57702-8160 Questions Contact: Brenda Even Work: (605) 393-8115 Cell: (605) 430-0044 or Samantha Vadnais Work: (605) 393-8157 Cell: (605) 430-5675</p>	<p>Original Crew/Equipment Time Reports (AS-DCF100/96) & Firefighter time reports (OF-288) are given to all South Dakota state, private contractor and cooperator resources (not entitled to hazard pay) at demobilization.</p>	<p>All I-BPA & EERA invoices will be processed by SD Wildland Fire, for fires that are on state, private and county land. Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis.</p> <p>South Dakota State, VFD, and Contractor resource Invoices should be forwarded to SDWF for payment. State, Cooperator, and Contractors should bring all original paperwork home, for processing.</p>	<p>Home unit processes</p>	<p>Original Crew/Equipment Time Report's (AS-DCF100/96) & Firefighter time reports (OF-288) are given to all South Dakota state, and VFD personnel assigned to the incident as overhead or operating a piece of equipment, upon demobilization. Original Crew/Equipment Time Reports (AS-DCF100/96) & Emergency Equipment Use Invoice (OF-286) are given to all South Dakota state, private contractors, and VFD resources at demobilization.</p>	<p>Electronic First Report of injury form need to be complete and submitted to our Bureau of Human Resources within 72 hours, by employee or Chief of Party. On in- 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 Even.</p>
<p>WYOMING Wyoming State Forestry Division 5500 Bishop Blvd Cheyenne, WY 82002 Questions contact: Shielah Esterholdt Office: 307-777-7060</p>	<p>Original Firefighter time reports (OF-288) are given to all Wyoming State and cooperator resources at demobilization. (not entitled to hazard pay)</p> <p>Original Crew Time Reports (SF-261) for last day of travel.</p>	<p>All I-BPA & EERA invoices will be processed by Wyoming State Forestry Division for fires that are on state, private and county land qualifying as Emergency Fire Suppression Fires (EFSA). Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis. Out of State Fires - Billings should go to the Fire Business Manager at Wyoming State Forestry - they should not go directly to the Federal payment centers.</p>	<p>Home unit processes</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Wyoming State and cooperator resources at demobilization.</p>	<p>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.</p> <p>Contact Wyoming Workers Comp at 307-777-7441 for assistance</p>