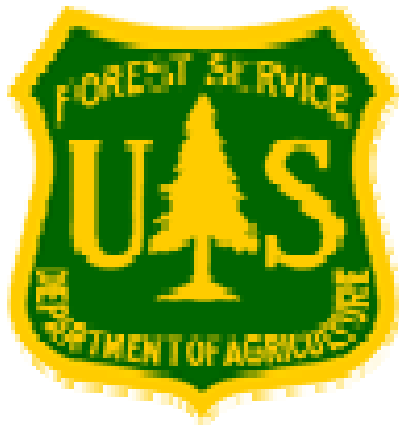


# Rocky Mountain Region 2020



## Incident Business Management Guidelines

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**Overview:**

The following outlines standard Incident Business Operating Guidelines for the USDA Forest Service within the Rocky Mountain Geographic Area. 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.

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

**Finance Calls** – during fire season (ordinarily June through September) the Rocky Mountain Area Incident Business Committee (IBC) agency - leads will host a finance call. Depending on the need, the calls will occur Monday/Wednesday/Friday, 1100 MDT. Call in # 866-655-8206, passcode # 3478091. The intent is for all Finance Section Chief's (FSC), INBA, Buying Team Lead's (BUYL) and agency finance personnel an opportunity to share lessons learned, provide IBC with pertinent information about each incident. This also provides a platform for the IBC to share new and emerging fire management updates to the incident business community within the geographic area.

*Local units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the SIIBM handbook.*

## Reference Material:

- NWCG Standards for Interagency Incident Business Management (SIIBM)
- National Buying Team Guide
- NWCG Supplemental Food and Drink Guidance
- Guide to Service Animals on Incidents
  - <https://www.nwcg.gov/committees/incident-business-committee>
  
- Albuquerque Service Center, Incident Finance, Incident Payments, Accruals
  - <https://www.fs.usda.gov/managing-land/fire/ibp>
  
- SIIBM Regional Supplements
- Incident Service and Supply Plan (ISSP)
- RMA Quick Cost Calculator (RMA References)
- Lend / Lease Guidance and Tracking Spreadsheet
  - [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php)
  
- Regional Interagency Mobilization Guide
  - <https://gacc.nifc.gov/rmcc/publications.php>
  
- E-Isuite
  - <https://famid.nwcg.gov/applications/elSuite>
  
- National Interagency Mobilization Guide
- Modular Airborne fire Fighting System (MAFFS)
- Military Use Handbook
  - <https://www.nifc.gov/nicc/logistics/references.htm>
  
- FEMA
  - <https://www.fs.usda.gov/managing-land/fire/ibp/all-hazard>
  
- Casualty Assistance Program
  - <http://fsweb.wo.fs.fed.us/cap/>

## Personnel

The incident host agency is responsible for either retaining the authority for hiring of Administratively Determined (AD casuals) or delegating it to IMT. If the host agency chooses to delegate the authority to an IMT member, [Appendix B](#) must be completed and given to the delegated resource and resource supervisor.

AD pay/position change at an incident - The incident supervisor will record any pay rate/position changes at the incident on the Crew Time Report (CTR) and finance will document the change in the remarks block of the OF-288. A new Single Resource Casual Hire Form (PMS 934) is not necessary.

All Forest Service AD exception positions must be approved by the Regional Incident Specialist ***before*** being hired.

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

### **Human Resource Specialist**

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

### **Union Representative: Council Vice President (CVP) will be notified**

Master Agreement between FS and National Federation of Federal Employees (NFFE)

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

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

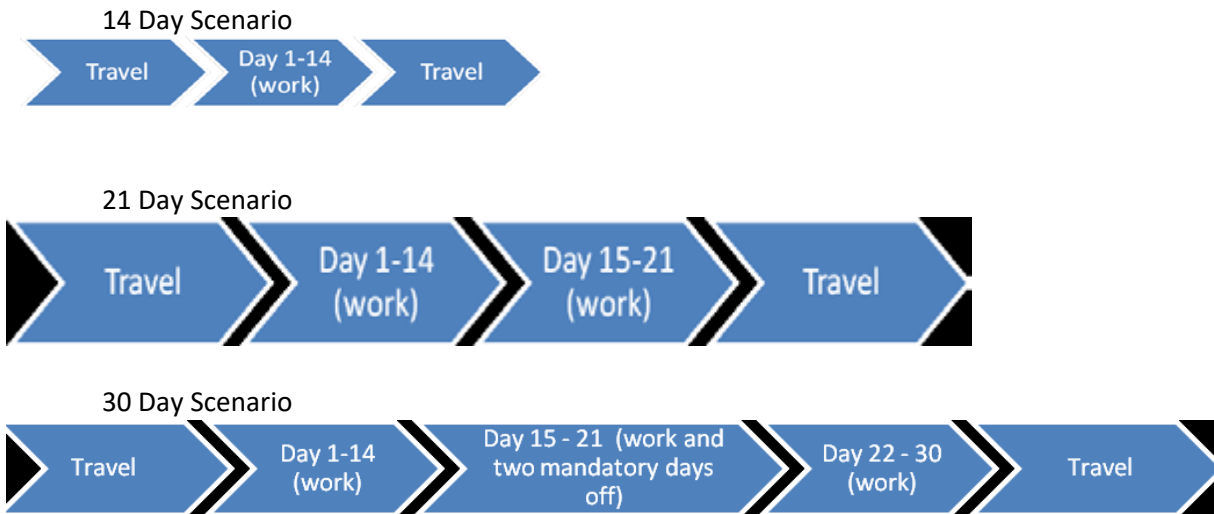
All driver's, including AD's, of government owned, rented, or leased vehicles, must adhere to employing agency specific certification/licensing requirements. All agencies require a valid state driver's license. See [Appendix C](#) for Forest Service Requirements.

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

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

Employees must comply with length of assignment and work/rest requirements outlined in the NWCG SIIBM, Chapter 10.

Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, 2 mandatory days off will be provided prior to the 22nd day of the assignment. When personnel are required to take a mandatory day off, which falls on their normal day off, there will be no pay compensation.



## Acquisition

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

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

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

All resources under an Incident – Blanket Purchase Agreement (I-BPA) or EERA will be processed in e-ISuite for payment purposes.

Region 2 Fire Procurement Share Point Link: <https://usdagcc.sharepoint.com/sites/fs-r02-aqm/Contracting/SitePages/Fire%20Procurement.aspx>

### Release of Contract Resources

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

### Land Use and Facility Agreements

If no agreement exists, the IMT will coordinate with the agency's procurement personnel to obtain current rates being paid to landowners and local perspective on price reasonableness. All facilities and land used for the incident will be under agreement. ***'No cost' land use agreements (LUA) are not binding or valid unless consideration is given.*** Any exceptions will be approved by the AA or AR/INBA. The procurement official will use the Emergency Facilities and LUA form. Forest Service LUA's must be paid by the Albuquerque Service Center (ASC) Incident Finance. ***All LUA's must have a Vendor Code Worksheet included with the payment packet if the land owner is not registered in SAM ([www.sam.gov](http://www.sam.gov)).***

### Supplemental Food/Drinks and Restricted Supplies

The IMT will follow the Supplemental Food Policy as stated in the NWCG SIIBM handbook, Chapter 20. Any supplemental food provided will require Incident Commander (IC) or INBA justification AND concurrence from the AA.

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

See [Appendix D](#) for a listing of restricted and prohibited items.



## **Leasing vs Purchasing of Equipment**

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

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

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

- Total cost of purchase versus rental/lease
- Cost of handling, storage, and disposal
- Potential for use on future incidents
- Capability and availability of fire cache storage
- Maintenance and other service costs
- Technical approvals, if needed

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

## **Rental Vehicles**

Rental vehicles continue to be a high cost resource. It is the responsibility of the incident agency to provide local transportation to incoming incident personnel. IMT's are expected to keep the number of rental vehicles to a minimum.

The Rocky Mountain Region will utilize the National Emergency Rental Vehicles (NERV) agreement.

<https://sites.google.com/a/firenet.gov/nerv/home>

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

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

Acquisition guidance for rental vehicles is provided in the RMA Supplemental Chapter 20, NWCG SIIBM supplement.

### **Agency Contract Payment Procedures**

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

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

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

### **Buying Team Procedures**

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

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

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

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

### **Cell Phones**

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

Agencies, IMT's or incident support units should not establish Emergency Equipment Rental Agreements (EERA) or other federal contracts for personal computers, laptops, cellular phones, tablets, cameras, global positioning systems (GPS), or other electronic devices.

## **Property Management**

Incident Management Teams will emphasize good property management. The IMT Logistics / Finance section will review property checkout and return procedures to ensure proper accountability. Special consideration should be given to accountable and sensitive items, (E.g.) flight helmets, flight suits, GPS units, satellite phones and items loaned to the IMT, road barricades, road cones, safety vests, etc.

### **Property Issued to Contractors**

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

### **Government Owned Property**

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to review property issuance.

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

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

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

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

**IMT's will not keep items purchased with fire funds, box fans, power drills/bits, circular saws/blades, pop up canopies, etc. These items will be transferred to the local host agency.**

### **AD-107 Report of Transfer or Other Disposition or Construction of Property**

<https://usdasearch.usda.gov/search?utf8=%E2%9C%93&affiliate=usda&query=AD-107&commit=Search>

## **Incident Business Advisor**

The INBA is supervised by the AA and serves as a liaison and advisor to the AA, IMT and other incident support functional areas. Provides recommendation on incident business issues. Specific responsibilities are further defined in the Delegation of Authority, [Appendix E](#).

In the absence of an INBA, the AA is responsible for coordinating incident business responsibilities on their unit. One or more fully qualified INBA's may be brought in to assist the AR on Type I or II incidents. Contact information for the INBA and AA staff is listed in [Appendix A](#).

## **Cooperative Relations**

Rocky Mountain Chapter 50 Supplement provides detailed information on incident business procedures when resources from the states of Colorado, Kansas, Nebraska, South Dakota and Wyoming are assigned on federal incidents or when an IMT is assigned to a state fire.

## **Lend / Lease**

See Lend / Lease Guidelines and Tracking Spreadsheet in the RMA Toolkit, [Reference Material](#)

## **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. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). At the end of the incident, all actual and potential claims will be fully documented, submitted to, and reviewed with the responsible incident agency procurement official identified in [Appendix A](#).

### **Tort/Employee Claims**

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

## Cost Accounting and Reporting

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources (Aircraft, Type I crews, Mobile Sleepers, etc.), under-utilized equipment, extravagant purchases, sensitive items and property accountability issues.

IMT's will document and summarize key strategic decisions that affect incident costs. The documentation should include decisions made by the IMT that increased or decreased the overall cost of the incident.

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

## e-Isuite

e-Isuite program will be utilized for Type I and II incidents. The IMT should have in place or adopt, standard e-Isuite operating procedures.

Upon demobilization of the final IMT and when the IMT will transition the database to the incident host agency, it is recommended that the IMT Incident Technology Support (ITSS) meet with the host agency representative to load the database onto a computer of the agency's choice and ensure the representative is able to successfully enter and exit the database with the passwords provided.

e-Isuite Helpdesk #866-224-7677

## Cost Share Agreements

Whenever multiple jurisdictions are affected due to the location of a fire, it is **mandatory** to develop and implement a Cost Share Agreement (CSA), regardless of whether or not funds will be exchanged between the agencies.

CSA's will be negotiated and finalized between jurisdictional incident agencies AA's. IMT members and INBA may be asked to assist in the development of the CSA. CSA's must be easily understood and correspond to agency cost accounting/tracking methods in order to facilitate the billing process.

Incident complexity changes frequently and may affect the terms and conditions of the CSA. Therefore, the agreement may be amended as necessary. CSA amendments must be numbered consecutively following the original. (E.g. 1, 2, etc.)

## Incident Accruals

In order to accurately reflect the accrual of resources in the Forest Service financial management system and ensure sufficient funds are available for emergency incidents Type 1 and 2 IMTs must generate accruals daily in the e-ISuite COST module when there are Forest Service expenses involved. (E.g. National Caterers, Showers, National Crews, etc.). The accruals will be sent using the daily export and upload functions of e-ISuite.

## Prepositioned Contract Crews and Equipment

The Forest Service is the lead agency for processing prepositioned contract crews and equipment invoice packets through Albuquerque Service Center, Incident Finance.

If the contract resources are reassigned to an incident, the finance section can process the payment packets for the prepositioned time.

See Checklist [Appendix H](#)

## Close Out

The final finance package will meet the uniform scheme for incident management records policy and guidance, <https://www.nwcg.gov/committees/incident-planning-subcommittee>

Prior to close out the FSC will meet with the AR/INBA/Procurement (PROC) to review the complete finance package.

If requested, copies of the final incident finance package will be provided to requesting agency or agencies. In addition to the original documentation package, the preferred method is to scan **all** incident files. Region 2 has purchased 2 scanners with specifications for scanning incident documents, (kept on the ARF & PSICC). Contact the Regional Incident Business Specialist for additional information.

## Appendix A

### Incident Business and Agency Contacts

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

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

#### AGENCY CONTACTS

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

## Appendix B

### Delegation of AD Hiring Authority

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

**Date:**

**Subject: Delegation of AD Hiring Authority**

**To:**

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

All hiring of casual employees will be in accordance with the NWCG Standards for Interagency Incident Business Management and its RMCG supplements.

Responsibilities of the hiring official are:

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

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

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

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

(Agency Administrator)



## Appendix C

### Forest Service Driver License Requirements

#### Licensing Requirements

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

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

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

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

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

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

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

The following regulations apply to Forest Service

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



**United States Department of Agriculture**

## Appendix D

### Restricted/Prohibited Items

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

#### Restricted Items

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

#### Prohibited Items

- Alcoholic beverages
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos
- Plants & Flowers
- Fees for the use of recreational facilities (E.g. hot springs)
- Awards and/or gifts of appreciation, certificates of appreciation
- Massage or other therapistservices
- Concessionaire payments for use of Federal Lands
- Supplemental Vitamins and Minerals, (Emergen-C, Airborne, essential oils, etc.)

## Appendix E

### Specialty Items/Services

#### Specialty Items/Services

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

Item	Approval Level	Item	Approval Level
Cameras (digital, still, video)		Cellular telephones	
GPS units		Satellite telephones	
Scanners		Printers	
Handheld radios and LMR		Laptop/computers	
Tablets		Copiers/printers	
Non-standard cache items			

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

**When ordering mobile GIS, Office Services and Mobile Sleepers, due to the high cost, IMTs are required to provide written justification to support the necessity of these resources.**

## Appendix F

### Incident Business Advisor Delegation of Authority

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

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

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

Specific responsibilities include:

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

- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA monitors, tracks and documents their involvement in cost containment items such as WFDSS, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The INBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.
- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The INBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
- Other:

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

(Agency Administrator)

cc: Unit Managers  
Incident Management Team

## Appendix G

### Cost / Incident Accruals

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

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

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

RMA Quick Cost Calculator is located within the RMA Toolkit, link is in [Reference Material](#) above

## Appendix H

### Prepositioned Contract Crews and Equipment

Document Checklist for Prepositioned Contract Crews and Equipment

Crew or Equipment Name: \_\_\_\_\_

Dates Assigned to Preposition: \_\_\_\_\_

Documents to Include in Payment Package:

1. CTR's
2. OF-297
3. OF-286
4. Lodging receipts
5. Copy of rates
6. Copy of resource order

Resource Contact Information:

Primary Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Send document package, including a copy of the checklist to:**

Rocky Mountain Regional Office

1617 Cole Blvd. Bldg.17

Lakewood, CO 80401

Attn: Carol Robinson, Incident Business Specialist

(w) 303-275-5316, © 720-357-2744, [carol.robinson@usda.gov](mailto:carol.robinson@usda.gov)

## Appendix I

### Local Unit Requirements

Considerations for local unit:

- Local unit operating guidelines
- Local incident business contact
- Issuance of block of S and EERA numbers for BUYT
- Determination of approval levels of specialty items (AA, AR, INBA, FSC)
- Agency Provided Medical Care (APMC)
- Local Medical / Family Liaison program protocols
- Local recycling requirements
- Local Political Matters
- Final incident package



## Appendix J

### Rocky Mountain Regional Contacts

#### 2020 Safety, Fire and Aviation Management

<u>Name</u>	<u>Title</u>	<u>Office #</u>	<u>Cell#</u>
Bryan Karchut	Regional Fire Director	303-275-5736	970-821-5434
Vacant	Regional Deputy Fire Director	303-275-5758	
Clark Hammond	Regional Fire Aviation Officer	303-275-5756	720-305-8841
Lea Weinkauf	Fire Aviation Safety Officer	303-275-5711	720-512-1677
Robby Cline	Air Tanker Base Manager	303-275-5756	303-941-6359
Vacant	Helicopter Operations Specialist	303-275-5756	
Troy Hagan	Assist. Director FAM Operations	303-445-4331	720-390-2407
Kris Paxson	Fire Operations Specialist	303-445-4369	719-660-8281
Flint Cheney	Fire Mgmt. Specialist Information Systems & Technology	303-445-4365	303-886-2179
Carol Robinson	Assist. Director, Incident Business Specialist	303-275-5316	720-357-2744
Sandra Bearden	Assist. Director Safety Officer	303-275-5197	720-594-0095
Brian Keating	Assist. Director Fuels and Fire Ecology	303-275-5307	720-822-6397
Sarah Synowiec	Fuels Management Specialist	303-275-5104	231-631-8590
Vacant	Smoke Management Coordinator	303-275-5243	
Mark Nelson	Assist. Director, Strategic Planning	303-275-5748	970-203-4870
Alison Richards	Fire Mgmt. Planning Specialist	303-275-5336	970-319-3609
Scott Sugg	Assist. Director COOP Fire	303-275-5748	303-941-2779
Sheryl Page	Fire Protection Specialist	719-553-1638	303-809-9860
Shane Greer	Assist. Director, Risk Management	303-275-5336	720-315-5626
Scott McDermid	Assist. Director Training and Workforce Development, Program Specialist	303-275-5758	970-799-1175
Heather Gonzalez	Training Support Specialist	303-275-5260	575-430-0176
Travis Hartsburg	RMACC Center Manager	303-445-4300	
Glenn Bartter	RMACC Deputy Center Manager	303-445-4301	303-883-0080