

# INCIDENT BUSINESS TIDBITS

FALL 2019

EMPLOYEES FUNDED BY FIRE PREPAREDNESS PROGRAMS - BOTH AGENCIES.

Both agencies will track their base time charged to a fire.

BLM - LF1000000.HU0000 LFSP(FIRE)0000 LLCOU00000 \* (FIRE) is charge code

FS - B replaces the P. - B2EKU9 override is always 0216

Per orange book and FS incident charge code guidance

**S Number Replacement for Government Property Lost or Damaged.**

Fill out OF 289 and have the IC sign in support of it. Send to the Duty Officer or Business Specialist for final approval. Situational dependent - could need to turn over item in order to get an S number for replacement.

Once approved - request S number from Dispatch.

Final Payment Package

Receipt of Supply

OF 289

S Number for Supply

In order to be provided M&IE when in travel status, location must be more than 50 miles from duty station.



## Supplemental Food

There were a few circumstances this year the local unit was providing food for fire fighters. In the instance where a vendor can provide us something such as a breakfast burrito or sandwich that does not meet the caloric need of a firefighter, we can supplement that meal with supplemental food and drinks with a purchase card.

When doing this, please refer to the supplement food guide <https://www.nwcg.gov/sites/default/files/memos/eb-m-16-010a.pdf>

There is criteria in this guide in regards to food and drinks, please refer to this guide when purchasing supplemental food.

Also per the yellow book - you do need IC justification AND concurrence from the Agency Administrator. This is simply a general message from the IC, and put with the purchase card package.

References: Yellow Book Page 20-10, Feeding the Wildland Firefighter, and the NWCG Supplemental Food and Drink Guidance

## CA1 - Federal Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

If the condition happened in the course of one work shift, the condition is an injury. Examples: cut, tripped, hit by a rock, embedded tick.

Basically if you can identify the condition as occurring in the course of one work shift, the condition is still considered to be a traumatic injury.

## CA2 - Notice of Occupational Disease and Claim for Compensation

If the condition happened because of events in more than one work shift, the condition is an occupational disease. Examples: Back strain from unloading trucks for the past two weeks, carpal tunnel from daily use of a keyboard, smoke inhalation over a spring burning season.

## CA16 - Authorization for Examination and/or Treatment

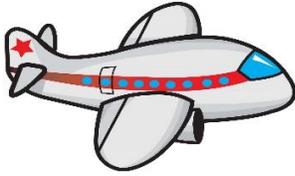
Form needs to be submitted to medical facility within 48 hours of treatment.

**Always contact your supervisor, your agency (ASC, COSO), and incidents never keep medical records, so ensure employees keeps them for their records.**

Reference: <https://www.justice.gov/jmd/hr-order-doj/employees-guide-reporting-work-related-injury-or-disease#tc2-1>

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## Travel

Coordination with home unit and incident agency for pre-authorization is required for an individual to deviate from return travel upon demobilization for an incident. Compensation for return travel ends at the point and time the deviation occurs. Employees will be in a leave or non-pay status if the base hour requirement for the day has not been met. One travel to the home unit resumes, it is considered administratively controllable and those pay provisions apply. SIIBM page 10-10

First Day of Work. To ensure consistency. Pre Carol Robinson R2 Incident Business Specialist.

Example:

Day 1 – Smokey Bear travels to ABC Fire. RON – over nights on the way.

Day 2 – Smokey Bear completes travel from 0600–0800. He checks in, gets on IAP and works the rest of the shift on the line. Off shift at 2200.

Day 3: Full operational shift with no travel.

Question: Is Day 2 considered a work day or travel day.

Answer – Regional Stance is Day 2 is a travel day. Any travel will be considered a travel day.

### Over Per Diem in Lodging - BLM

When it is not possible to attain lodging at a hotel that is within the maximum lodging rate allowed for the applicable location, the traveler should request a waiver through their supervisor and approved by the State Director or delegated official within your state (reference BLM Delegation of Authority Manual 1203, Subject Code 1382).

The request should be in the form of a memorandum and should contain the following 10 information.

- Traveler's name
- Location of hotel and maximum allowable lodging rate for that location
- Lodging rate of the applicable hotel
- Dates of travel
- Reason(s) lodging will exceed allowable rate.

A copy of this memo must be attached to your travel voucher when it is submitted.

### Over Per Diem in Lodging - Forest Service

Remember when over per diem, make notes such as double occupancy and claiming actual lodging expenses.

If lodging is over 130% approving official /supervisor needs to approve it in ETS2.

If lodging is over 150% Chief of the Forest Service needs to approve it, you can find that process by clicking on the link below.

<https://usdagcc.sharepoint.com/sites/fs-cfo-bfp/travelhd/Help%20Articles/Actual%20Expenses.aspx>

## Great References

ORANGE BOOK - BLM Standards for Fire Business Management -

<https://fire.ak.blm.gov/content/Incident%20Business%20Management/Other%20Finance%20Links/2019%20BLM%20Standards%20for%20Fire%20Business%20Management.pdf>

NWCG ICS FORMS (OF 289)

<https://www.nwcg.gov/publications/ics-forms>