

# INCIDENT BUSINESS TIDBITS

## SPRING 2019

### »» MICRO-PURCHASE LIMITS HAVE INCREASED! ««

Remember Accountable Property is anything over \$5K or a Sensitive Item.

Please use the proper documentation AD-107 for FS and DI-105 for BLM

Ensure you put the appropriate agencies stickers on the item

For personnel in support positions and fireline personnel after control of the fire a meal period of a least 30 minutes must be ordered and taken for each work shift.

Justification will be needed if no meal break is being shown.

OF 288 is the official time reporting document!!

Fill out an OF Fill out an OF 288 for all hours outside of your base hours and/or any hazard pay for all suppression or severity charge codes, i.e. overtime and hazard pay. Ensure they are signed by you and your supervisor and send them to your respected time keeper. Jeff Frimel - BLM & Courtney Murray - FS!

Per Diem Rates are found here:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

OF 288's must be retained for 7 years!



## NERV

### National Emergency Rental Vehicles

- ❖ Vehicle Traveling Off Road or needs to be 4x4
- ❖ Vehicle will be managed by ground support or buying team
- ❖ Renter is not self sufficient
- ❖ Vehicle will be requested electronically through the home page which is listed below - Mostly likely Dispatch or Buying Team will be doing this for us
- ❖ If damage or an accident happens, please contact your dispatch center to work through the proper paperwork and documentation

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

Additional Rental Thoughts...

Always get GARS insurance

Never let the rental company fuel up the vehicle

Fuel up your rental on your travel card, and get reimbursed through the travel system

## Incident Charge Card Reminders

- ✚ Get Documentation - S Number, Property Loss or Damage Report - OF-289, Approved S Number Replacement Form
- ✚ Charge card holder maintains all original documentation for 7 years.
- ✚ It is unethical to use your personal rewards card i.e. Safeway, City Market while supporting the incident /government



- ✚ Drip Drop is not authorized for procurement, it does not meet the NWCG Supplemental criteria
- ✚ Meals are considered a good; therefore, the supply limit is \$10K
- ✚ Lodging is considered a service; therefore, the service limit is \$2,500
- ✚ Reminder if you support a crew with either meals or lodging, ensure you have a manifest of the individuals
- ✚ When you pay for meals, stay within the per diem rate for that meal and you can pay up to 15% in gratuity as long as you are still within the per diem rate
- ✚ Do not pay for gratuity if the meal is being picked up
- ✚ If the items is normal wear and tear, suppression funds should not replace it i.e tires, clothing, etc.

<https://www.nwcg.gov/sites/default/files/memos/eb-m-16-010a.pdf>

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### Driving

No driver will drive more than 10 hours behind the wheel within any duty-day. Multiple drivers in a single vehicle may drive up to the duty day (16 hours) limitations, provided no driver exceeds the individual 10 hour limitation. Driver must have at least 8 consecutive hours off before shift.

Credit Hours - Employee can earn up to 24 hours, Credit hours is an election of the employee with supervisor's approval.

Comp Time - Employee and Supervisor both agree that any hours in excess of 8 hours a day or 40 hours a week will be earned as comp time in lieu of overtime.

GS employees whose basic rate of pay is equal to or less than the maximum rate of a GS-10 may request compensatory time off in lieu of overtime

FLSA Exempt Employee - whose rate of pay exceeds the maximum rate of GS-10

Code your time accordingly BLM - 113

FS - Prefix of 11 with Transaction code of 21

Non-Exempt Employee - whose rate of pay is equal to or less than the maximum rate of GS-10 - no extra code is needed. BLM - 110 & FS-21

Employee must use comp time before they are granted to use annual leave, unless it would cause them to forfeit their annual leave at the end of the year.

Comp time expires 26 pay periods from the pay period it was earned. Once Comp time expires it will be paid at the overtime rate against the local preparedness dollars.

<https://www.opm.gov/policy-data-oversight/labor-management-relations/>

Working on a Holiday - Code 8 hours holiday leave, 8 hours holiday worked and all other overtime to the appropriate suppression code.

Travel interruptions exceeding 3 hours where individuals are free to sleep, eat, or to a limited degree, pursue personal activities including waiting at an airport or other transportation site are not compensable.

So anything over the 3 hours will not be compensable.

Annual Earning Limitation- This in regards to a GS employee not making more than a GS-15 step 10 in one pay period. This is why we need to put RSEL - 4 in paycheck 8 on FS side - BLM doesn't need to do anything. This limitation is waived for employees that are supporting wildland fire suppression activities.

OWCP

FS - ASC- 1-877-372-7248, Option 1

BLM - Paul Sienkiewicz - 303-239-3938

### Claims -

The contracting officer who set up the original agreement has the final resolution & can obligate funds for settling unresolved claims.

Another thing to keep in mind about claims... ask yourself, did the government or the fire display any negligence or liability that directly resulted in the cause of damage?

Only Contracting Officers can obligate funds!

## Great References

NWCG Standards for Interagency Incident Business Management - <https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>

UCR Website - [https://gacc.nifc.gov/rmcc/dispatch\\_centers/r2gjc/](https://gacc.nifc.gov/rmcc/dispatch_centers/r2gjc/)

Rocky Mountain Area Coordination Center - [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php)