

STANDARD OPERATING PROCEDURES

NON FEMA ALL HAZARD INCIDENT OCCURRING ON NATIONAL FOREST LANDS, USFS

General Standard Operating Procedures

In a Non-FEMA All Hazard event that occurs on National Forest Lands, regular appropriation procedures shall be followed. For services and supplies that are required to be processed by a warranted procurement officer (i.e., disaster recovery BPAs), obtain funding approval from an authorized official on the hosting forest (i.e., budget officer), enter the action in the Integrated Acquisition System (IAS, our contract writing system), and have it obligated by a warranted procurement officer. All regular procurement competition requirements are applicable, unless justified through a warranted procurement official.

It is important to understand that the funding determines the procurement process.

- For an All Hazard incident on federal land, regular appropriated dollars are used, thus regular procurement regulations and processes are used. FEMA does not cover expenses for work performed on national forest lands.
- For an All Hazard incident on state/local land, FEMA provides the funding, and emergency procurement processes and regulations apply. Refer to the 2018 NWCG Standards for Interagency Incident Business Management Handbook:
<https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>

For non-FEMA all hazard incidents on federal lands, being funded with regular appropriated funds, we cannot order state resources (personnel, equipment, etc.), as the USFS do not have the authority to reimburse the states for such expenses. The Coop Fire agreement between the state and the USFS do not cover non-FEMA all hazards activities. On a case-by-case basis, if authorized by the Agency Administrator, state resources may be ordered/hired as Administratively Determined Casual Hires (ADs).

DOI resources (personnel, equipment, etc.) can be ordered through ROSS for non-FEMA all hazard incidents which are being funded by regular appropriated agency funds. The Southern Region USFS has established interagency agreements, under Service First, with DOI agencies such as NPS, FWS, and BIA. These agreements give us the authority to reimburse DOI

Incident Management (IMT) and Buying Teams may be ordered in response to Non-FEMA all hazard events. Procurement Unit Leaders on IMTs ordered by dispatch for such incidents will work in conjunction with the host unit's designated procurement official. Procurement Officials or their AQM teams (local and/or virtual, depending on the situation) assigned to the affected forest shall support the hosting Forest for all purchasing/contracting needs, using and tracking disaster codes expenditures.

Forests will be required to commit funds and make requisitions for recovery activities and operations during a period when they may still be using Regional disaster codes (or using appropriated supplemental funds). Account adjustments may be necessary if supplemental funds are available at a later date.

FEMA does not fund response and recovery work on national forest lands following all-hazard events. Forests use their local procurement, agreement, and hiring authorities to accomplish any activities related to non-FEMA all-hazard incidents such as hurricanes, floods, or other natural disasters. Virtual Incident Procurement Agreements (VIPR) are the primary method of procurement for initial response to all-hazard incidents.

Initial Response

During the initial response to a natural disaster, forests will use Incident Management Team (IMT) ordering procedures (VIPR agreements, and purchase orders) for procuring equipment and services. Emergency Equipment Rental Agreements (EERA) shall not be used to procure services or supplies. In the case that a local resource needs to be acquired, a warranted procurement officer shall award a purchase order. When resources are required outside of the VIPR agreements, IMT Finance Sections shall work with locally assigned Procurement Officials to issue simplified acquisition purchase orders.

Recovery

Following initial response, the resources procured through VIPR shall be transitioned and demobilized as long term recovery needs are defined. IMTs may continue to use VIPR and purchase orders while these solutions are being procured.

As the forest moves from responding to the immediate impacts and identifies long term recovery objectives, call-orders against the Gulf Coast Disaster Recovery Blanket Purchase Agreement (BPA) should be prepared. These call orders are procurement packages that define the contract requirements, provide comprehensive details regarding conditions, deliverables (i.e., restoration of damaged roads, trails, facilities, and other resources to pre-disaster conditions), and period of performance. Pricing for recovery activities is competitive and should not include the costs of risks associated with emergency operations. The intent of recovery is to restore damaged roads, trails, facilities, and other resources to pre-disaster conditions if possible.

These procurement packages will be sent to the Region 8 Senior Procurement Officer for Disaster Recovery who will assign the contract action to the AQM team (purchasing agent, ordering contracting officers, etc.) that supports the specific forest in order to create the call order against the Disaster Recovery BPA.

During disaster recovery operations, regular appropriations are used for payments. Procurement regulations apply that include competition, fair and reasonable pricing, and properly registered vendors. The Disaster Recovery BPA streamlines this process.

Initially (CY2019), the Region 8 Senior Procurement Officer will solicit requirements through the Disaster Recovery BPA to replace demobilizing equipment and supplemental staffing utilized during response. A call order may be filled with a 1-2 week turn-around.

The BPA allows for up to \$10 million in call orders per state over a five (5) year period. Individual call orders cannot exceed the simplified acquisition threshold of \$250,000.