

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. Purchases and expenses will draw down a unit's current allocation. Use of "D/disaster" codes allow for tracking of expenditures that utilized appropriated allocations. Work with the unit's budget officer and Regional Disaster Recovery Budget Analyst for a list of D codes. For services and supplies that are required to be processed by a warranted procurement officer * (i.e., disaster recovery BPAs), coordinate approval with the Regional Disaster Recovery Budget Analyst and the 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. *

- 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. Do not set up or use F codes for these activities. Work with your forest and/or Regional Budget staff to set up/use appropriate "D" codes.
- For an All Hazard incident on state/local land, FEMA provides the funding, and emergency procurement processes and regulations apply. (The authorities for federal agencies to respond to a Presidential emergency or major disaster are contained in the Robert T. Stafford Disaster Relief and Emergency Assistance Act "Stafford Act" P.L. 93-288.) "F" codes are used for incidents managed under FEMA/ESF4, once established/approved by the by R8-FAM ESF4 Program Manager and Regional Incident Business Coordinator.
- Refer to Chapter 80 of the 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 IROC 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--NPS, FWS, BLM, and BIA. These agreements give us the authority to reimburse DOI. Before ordering any DOI resources, contact the R8-SACC Duty Officer to identify which interagency agreement applies, and to ensure they are funded. These agreements are needed before ordering IMT members from any of the DOI agencies.

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. * PPS will assign procurement officials or other warranted PPS personnel to support the hosting Forest for all purchasing/contracting needs exceeding the micro purchase threshold and will use and track disaster codes expenditures.

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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). Accounting 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. Do not use WFSU codes. Coordinate with the Regional Disaster Recovery Budget Analyst for appropriate Budget Line Items (BLIs) to charge response expenses. 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, work with the Regional Disaster Recovery Coordinator and Regional Disaster Budget Analyst to define what "recovery" blanket purchase agreements (BPAs) exist. Call orders from established BPAs 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 designated PPS-Procurement Officer for Disaster Recovery servicing the Southern Area, who will assign the contract action to a purchasing agent or ordering contracting officer that supports the specific forest to create the call order against the Disaster Recovery BPAs.

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.

The PPS 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.

** Currently, the Procurement and Property Services (PPS) organization provides aforementioned procurement/CO/warranted services.*

**Check with Region 8 Budget staff to identify the Regional Disaster Budget Analyst*