



NATIONAL
WILDLIFE
REFUGE SYSTEM

Fire Business Guide

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Introduction

This guide contains specific business rules, definitions, and standard operating procedures to ensure compliance with accounting and reporting requirements set forth by the U.S. Fish and Wildlife (FWS; Service), Department of the Interior (DOI), and Congress. Station Managers, Regional Fire Management Coordinators (RFMC), and Fire Management Officers (FMO) must be aware of the responsibilities and limitations on the use of the Wildland Fire Management (WFM) Appropriation.

This guide does not provide new policy or supersede existing policy; it has been developed as a resource to provide helpful information in the various actions and processes in the implementation of existing policy within incident business.

For current detailed guidance documents, policy memoranda, and URL links see Section 6, References.

For additional guidance, please consult your Region as noted below:

Region	Position	Employee	Email	Phone
1	Regional Fire Management Coordinator	Josh O'Connor	Josh_OConnor@fws.gov	(503) 872-2756
1	Budget Analyst	Heather Fitzpatrick	Heather_Fitzpatrick@fws.gov	(503) 231-6144
1	Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174
2	Regional Fire Management Coordinator	Thad Herzberger	Thad_Herzberger@fws.gov	(505) 248-6821
2	Fire Program Specialist	Mary Blake	Mary_Blake@fws.gov	(505) 248-6484
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3	Fire Budget Analyst	Kimberly Muirhead	Kimberly_Muirhead@fws.gov	(218) 464-7801
4	Regional Fire Management Coordinator	Vince Carver	Vince_Carver@fws.gov	(404) 679-7225
4	Budget Analyst	Rachel Pearson	Rachel_Pearson@fws.gov	(912) 660-0914
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5	Regional Fire Management Coordinator	Art Canterbury	Art_Canterbury@fws.gov	(413) 253-8589
5	Budget Analyst	Mary Elliot	Mary_Elliot@fws.gov	(410) 228-2692 x 1192
6	Regional Fire Management Coordinator	Michael Haydon	Michael_Haydon@fws.gov	(303) 236-8125
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7	Budget Analyst	LoRae Helms	LoRae_Helms@fws.gov	(907) 842-8415
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8	Regional Fire Management Coordinator	Jennifer Hinckley	Jennifer_Hinckley@fws.gov	(279) 202-7551
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8	Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174
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Branch	Fire Budget Officer	Gillian Fay	Gillian_Fay@fws.gov	(208) 387-5536
Branch	National Incident Business Lead	Kelin Crill	Kelin_Crill@fws.gov	(208) 386-0637
Branch	Fire Budget Analyst	Sara Randolph	Sara_Randolph@fws.gov	(208) 608-3392

CHAPTER 1: OVERVIEW OF FWS FIRE BUDGET

A. Appropriations

Fire Management Program funding originates from a single Congressional appropriation to the Department of the Interior (DOI) within the Wildland Fire Management (WFM) section of the Appropriations Bill. The DOI Office of Wildland Fire (OWF) then transfers funding based on an established allocation methodology that was collaboratively established through interagency groups. Transfers are then made to the Bureau of Indian Affairs, Bureau of Land Management, National Park Service, and U.S. Fish and Wildlife Service.

B. Allotment

Funding transferred to the agencies from OWF could consist of two types of funds: current fiscal year appropriations (as enacted by Congress) or carryover funds (funds OWF did not expend in the previous Fiscal Year (FY)). In accordance with the WFM appropriation language, funding remains within DOI until expended. This is referred to as no-year funding and any unexpended balance at fiscal year-end is carried over to the next fiscal year. However, it is the discretion of OWF and DOI Budget Office to offset current year appropriations with carryover funding.

Once funding is transferred from DOI's OWF to the Service, the Fire Management Branch (FMB), applies allocation methodologies established and agreed upon by the National Fire Leadership Team (NFLT) and/or as required by Departmental prioritization processes. NFLT includes representation from each region through the eight Regional Fire Management Coordinators (RFMC).

C. Fire ("No-Year") Fund Policy

Fire funds are appropriated with language, "available for obligation without fiscal year limitation". It is acceptable to pay for prior year expenses with current year funds; e.g. paying for payroll charges occurring in FY 2020 with FY 2021 funding, or using current year funding to pay state fire invoices from previous years' fires.

OWF was consulted for interpretation of this language; guidance is below:

Excerpt from OWF email response:

The GAO-04-261SP Appropriations Law information identifies No-Year Appropriations as “available for obligation without fiscal year limitation.”

In 40 Comp. Gen. 694, 696, and more recently B-326945 dated 9/28/15 it states that “Because the bona fide needs rule does not apply to no-year appropriations, no-year funds are available for any need, whether past, present, or future, provided that the use of such funds is consistent with any other limitations upon the appropriation’s availability.”

In addition, 31 U.S.C. 1553(b) requires that obligations and adjustments properly made to closed accounts may be charged to any current appropriation, so it would also follow that an obligation for a prior fiscal year in an account where funding is “available until expended” would also have the same requirement.

Obviously we don’t want to have, nor should we have, surprises in our Preparedness, Fuels, BAR, Facilities, and JFSP accounts; however, in the unfortunate event that it does occur, the fund fiscal year that we charge it to will not cause us to have an Anti-deficiency Act violation due to the bona fide need requirement not applying to our WFM account.

For our Suppression activity, I believe we are also on firm ground charging old State, local, and tribal invoices to current year Suppression funding, based on CG Decision B-160998, which reviews the use of appropriations related to the Federal Fire Prevention and Control Act and payment of invoices for the cost of fighting fires on federal land.

CG Decision B-160998 and GAO Decision B-326945 documents are located in Section 6:
References

CHAPTER 2: FIRE SUBACTIVITIES

Each subactivity has governing policies on the appropriate use of funding for the subactivity. A brief description of each activity can be found below:

WFM Activity	Subactivity	Subactivity Number	Activities Funded
Preparedness	Preparedness	F1000	Actions taken to prepare to respond to a wildland fire
Preparedness	Infrastructure Preparedness	F1110	Bipartisan Infrastructure Law (BIL) funding that focuses on workforce compensation, resiliency, and Mental Health
Emergency Suppression	Emergency Suppression	F2000	Response to wildland fire or other types of emergencies
Emergency Suppression	Severity	F2100	Actions to prepare for anticipated events above the normal preparedness level
Emergency Suppression	Emergency Stabilization	F2200	Repair/replace/construct physical improvements necessary to prevent degradation of land or resources
Emergency Suppression	CAP Suppression Funding	F2400	Emergency Funding available after Suppression funding is expected to be exhausted
Other Operations	Fuels Management	F3100	Management of flammable vegetation to reduce risk of wildland fire
Other Operations	Disaster Recovery - Fuels Management	F3110	Funds appropriated through Disaster Recovery Law to provide additional Fuels Management support
Other Operations	Infrastructure - Fuels Management	F3120	BIL funding for additional Fuels Management Projects
Other Operations	Burned Area Rehabilitation (BAR)	F3200	Repair of fire-damaged lands unlikely to recover naturally to management approved conditions
Other Operations	Disaster Recovery - Burned Area Rehabilitation	F3210	Funds appropriated through Disaster Recovery Law to provide additional BAR support
Other Operations	Infrastructure - BAR	F3220	BIL funding for additional BAR Projects
Other Operations	Facilities	F3300	Deferred maintenance of fire-related facilities
Other Operations	Supplemental	F3700	Supplemental funding received in addition to normal appropriations; i.e. CARES Act
Non-Appropriated Funds	Collections	F4600	Funds received by the Service as repayment for fire protection assistance
Non-Appropriated Funds	Reimbursable	F6900	Funds received as payment to perform work or furnish materials to other Agency/Bureau

The following chapters elaborate on these subactivities.

Reconciliation and Tracking of Fire Accounts

Due to tightened Departmental scrutiny, particular attention should be paid to the procedures and limitations applicable to the use of wildland fire appropriations. Everyone is responsible for ensuring proper administrative practices are implemented for the efficient reconciliation of funds to achieve fire management objectives. Be mindful of key business areas such as: the appropriation purpose, timekeeping, procurement, and personal property management.

Regional Offices monitor fire accounts to ensure that fund targets are being met and that expenditures are for legitimate fire management activities, as defined in this chapter and official policy. Formal fiscal reviews of field stations will be conducted by the Regional Office on a rotating basis once a year.

Antideficiency Act

The Antideficiency Act prohibits Federal agencies from obligating or expending Federal funds in advance or in excess of an appropriation. The FMB monitors to ensure that all regions and the Fire Program as a whole adheres to this law.

Accountability

The Budget Allocation Process signed into action in August 2016 addresses accountability in subparagraph A below. This section states, in the case of a region over-expending its prior year allocation, the new year allocation of appropriation funds would be reduced by an amount equal (100%) to the prior year over-expenditure. The reduction of funds would be retained by the FMB and used for unfunded priorities.

A. Allocation

Allocation methodology varies depending on Subactivity. Preparedness and Fuels Management have set methodology while Severity, Emergency Stabilization, Burned Area Rehabilitation, and Facilities are based on projects. More information on the approval process for projects with project specific funding can be found in subsequent sections. Suppression funding is not allocated to specific regions, it remains at Headquarters level for the regions to expend against as necessary.

Fiscal Year 2019 was the first of a three-year cycle in which the allocation percentages for Preparedness were locked. The Preparedness allocation methodology and allocation percentages for FY 2022-2024 were approved by the NFLT in June ,2021.

The Fuels Management Allocation and Accountability System (FAAS) was fully implemented in FY17 to set regional fuels management allocations and has been used every year since.

Additional information regarding Fuels Management allocation can be found in the *Establishment of a Fuels Management Three-Year Program of Work* memorandum and accompanying documentation. See Exhibit 6-B-3, FMB 202015, Establishment of a Fuels Program Three Year Program of Work.

FY 2023 Allocation Percentages

Region	Preparedness	Fuels Management
1	13.30%	9.78%
2	21.73%	15.17%
3	8.61%	17.31%
4	27.57%	27.37%
5	3.89%	6.52%
6	8.85%	12.91%
7	6.88%	3.31%
8	9.17%	7.63%

B. Carryover and Over-Expenditures

In FY 2017 a new policy was implemented to allow a region to retain two percent of its original allocation to be available in the next FY. This funding allows regions to clean up charges and payroll accrual issues after year-end close out. Any funding remaining above the region's two percent will be held back by the FMB for unfunded priority projects that will be voted on and approved by the Chief of the FMB and NFLT. If an over-expenditure occurs, the amount of the over-expenditure will be deducted from the regions next FY allocation. For more detailed information regarding the carryover policy please see memo FMB160021. *Fire Management Branch Budget Allocation Process*.

In Fiscal Year 2023 the carryover policy has been waived and all carryover will be returned to the regions.

CHAPTER 3: PREPAREDNESS FUND

A. Subactivity F10000 – Preparedness

The Preparedness subactivity consists of all actions needed to prepare for response to wildland fire ignitions. This includes staffing, training, and equipping forces to be ready and available to respond to wildland fires and provide appropriate management response.

Preparedness funds provide significant support to overall management and planning of the Fire Management Program. Preparedness includes readiness and capability to provide safe, cost-effective fire management programs in support of land and resource management plans. The Preparedness activity includes: hiring and training of personnel; prevention activities; provisioning and maintenance of support facilities; purchase and contracting of equipment, supplies, and support; planning, coordination, policy development and oversight; and research, as well as interagency coordination and direction which may include establishment and funding of interagency agreements and interagency fair share contributions.

Appropriate and prohibited uses for the preparedness account are described below, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Program oversight and management; particularly those activities associated with Readiness and Program Management for expected annual wildland fire season workloads
- Routine operating expenses.
- Interagency cooperative fire planning and management.
- Fire prevention activities including, but not limited to, outreach activities and other prevention materials.
- Training and travel for wildland fire related qualification needs.
- Purchase of training materials.
- Development of training courses.
- Purchase of capitalized property and equipment (greater than \$15,000) used for wildland fire preparedness including firefighting equipment such as fire engines, tractor plow units, remote automated weather stations, pumps, radios, and computers. These purchases must be approved by RFMC's and appropriate contracting channels, and supported by fire management plans.
- Interagency Agreements.
- Fair share contributions for interagency shared resources such as dispatch centers and tanker bases.
- Support for interagency coordinating groups at National and geographic levels.

Prohibited Uses:

- Funding of non-fire positions or work.
- AD pay, travel & training.
- All non-fire related expenditures.

B. Subactivity F33000 – Facility Construction and Maintenance

While this fund is in the Preparedness fund, it has a subactivity that is in the F3 series. The budget for facilities maintenance and construction is based on the DOI Five-Year Plan for Deferred Maintenance and Capital Improvement.

- Attachment G (DOI Facilities Deferred Maintenance and Capital Improvements Current Plan).
- Project Data Sheet (Current Year)
- DOI Fire Facilities 5-year plan
- DOI Memorandum- Freeze the Footprint
- DOI Memorandum- Reduce the Footprint

CHAPTER 4: SUPPRESSION FUND

A. Subactivity F20000 – Emergency Suppression

The Emergency Suppression fund pays for resources needed to respond to and manage an ongoing wildfire, including escaped prescribed fires declared wildfires (Suppression Operations). These costs may include time, travel, and subsistence for firefighters and support personnel; supplies; equipment rental; replacement of lost or damaged capitalized equipment (as a direct result of the incident); contracts for goods and services; dispatch; and logistical support.

Emergency Suppression funding also pays for costs of assessing and repairing damage *caused by suppression operations*. Wildfire damage assessments and actions should be completed as soon as possible, usually within one year, after a wildfire has been contained. Repairs may not improve the condition of the site beyond the condition that existed prior to the wildfire. The local line officer is responsible for documentation and completion of wildfire damage assessment and repair.

All wildfires on any Government lands will receive a project code from the interagency system known as FireCode. This project code will then be incorporated into the Financial and Business Management System's (FBMS) Work Breakdown Structure (WBS). Refer to the FWS FireCode Business Management Direction, the Standards for Interagency Incident Business Management (SIIBM), and the reference section for detailed guidance on FireCode and WBS.

For Preparedness activities outside of normal parameters, such as preparation for public activities, or unexpected events such as weather, arson, or accidental ignitions, please see the Severity section for requirements and approval process.

Appropriate uses for the suppression account are described below, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Appropriate management response taken on wildfires and on prescribed fires that have exceeded prescription and have been declared a wildfire.
- Base 8 for Fuels Management funded employees engaged in wildfire suppression actions.
- Base 8 for FWS non-Fire funded employees engaged in wildfire suppression actions.
- Overtime, hazard pay, or environmental premium pay for all personnel engaged in wildfire suppression actions or support for these actions.
- Travel and transportation costs associated with pre-positioning initial attack personnel, organized crews, overhead teams, and aircraft for a specific wildfire.
- Travel and per diem directly related to a wildland fire action.
- Transportation of associated equipment and supplies.

- Hiring of emergency firefighters (AD) until the additional workload created by the wildfire event has been reduced to a level that can be managed with regular permanent and seasonal staff (refer to current [AD Pay Plan](#)).
- Supplies required for specific suppression actions.
- Emergency equipment leases/contracts/rent for staging facilities for the duration of a specific fire or to meet Step-Up Plan or Fire Management Plan and severity needs.
- Repairs (directly caused by the wildfire) and maintenance of equipment used on a wildfire. These types of expenditures require host unit approval.
- Replacement of equipment destroyed or consumed by a wildfire. Accountable equipment lost, damaged, or destroyed on a wildfire may be replaced only if it has been approved under Board of Survey procedures. Board of Survey procedures can be found in the FWS Service Manual (Service Manual), [310 FW 6 Report of Survey and Boards of Survey](#) (refer to SIIBM Chapter 30 for detailed information on reporting requirements at the incident.)
- Travel and other routine costs associated with fire reviews.
- Payments to suppression cooperators under interagency agreements.
- Wildfire cause determination and arson investigation.
- Wildfire effects monitoring – up to one year after the date of containment.
- Training of ADs using the AZA1 training WBS as outlined in Section .5 Administratively Determined Hires

Prohibited Uses:

- Accountable equipment, except as authorized by the Fire Management Branch. Accountable equipment either lost, damaged or destroyed on a wildland fire may be replaced only if there is an approved Report of Survey, Form [DI-103](#) and Property Loss and Damage Report for Suppression Incidents, [OF-289](#) .
- Base 8 salaries and benefits for Preparedness (F1000) funded personnel.
- Any costs not associated with an approved severity request, wildland fire, or emergency preparedness action.

B. Subactivity F21000 – Fire Severity

At times when it is anticipated that there is a need for elevated levels of emergency preparedness necessary to respond to short term increases in fire activity, additional funding can be obtained from the Fire Severity subactivity. Fire Severity funds are Emergency Suppression funds intended to support extraordinary preparedness activities, both short and long-term, consistent with approved preparedness plans. Fire severity funding is not intended to raise preparedness funding levels to cover differences that may exist between funds actually appropriated and those identified in the fire planning process. Examples of Severity activities identified in the fire planning process include movement of additional firefighting resources into the area, lengthening the duty day, and increasing coverage from five to seven days weekly to provide extended initial attack.

Units and Regions may request Fire Severity funding, designated as either short- or long-term, to support additional resources required when wildfire response resources are insufficient to meet the predicted fire workload on Service lands. The increase in predicted fire workload may be due to increased fire potential or danger, or fire seasons that start earlier or last longer than historically occurred. Each Regional Fire Management Coordinator (RFMC) is authorized to approve the expenditure of short-term fire severity funds up to the annual \$300,000 Regional cap. The RFMC must receive specific authorization from the Chief, Branch of Fire Management for Long-Term Fire Severity funding.

Short-Term Fire Severity Funding

Short-Term Fire Severity funding can be requested to implement preplanned actions from an approved preparedness or Step-Up plan when:

- A unit anticipates being at Preparedness Level (PL) 4 or PL5 (or equivalent) *for less than seven consecutive days*, or
- The need is only for extending the days/hours of existing staff, or
- In rare instances, local interagency resources may be used to cover Service short-term severity events; however, if local interagency resources are required to support Service severity activities *for a period longer than 4 days*, long-term severity funds must be requested.

Each unit must submit a request to their RFMC for authority to expend Short-Term Fire Severity funds by detailing the conditions necessitating the increase in preparedness activities. Short-Term Fire Severity funding approvals are valid for the short-term event detailed in the request and do not constitute a blanket annual approval to expend short-term severity funds. Upon conclusion of short-term preparedness actions, Fire Management Officers (FMOs) are required to submit a report to the RFMC detailing the funds expended and activities conducted during emergency preparedness.

Long-Term Fire Severity Funding

Long-Term Fire Severity funding can be requested by a local unit when additional outside resources are needed beyond four days. The need for additional resources must be based upon existing approved preparedness plans or documentation of extraordinary conditions that were not anticipated in the existing preparedness plans. Long-Term Fire Severity Funding requests are initiated by the FMO using the FWS Severity Request Template. Severity funding templates, job aids, and checklists are located on the [Severity page](#) of the Fire Management Program's SharePoint site.

The Fire Management Branch will review all requests and notify the RFMC of its decision within two business days of receiving the signed package by fax or email. A preliminary authorization may be provided if the Region e-mails the unit's long-term severity request and completed Regional Review Worksheet to the Branch while the official package is going through the surname process. The Branch, after discussions with the Region, may elect to approve a request at a reduced funding level.

Severity requests for additional resources that are due to increased fire potential or danger, or fire seasons that start earlier or last longer than planned in the fire management plan, require specific authorization from the Chief, FMB.

Fire Severity Type	Level of Approval	Required Authorization	Additional Resources (as specified in preparedness plans)
Short-Term Events (Severity conditions and expected Staffing Level (SL) 4 or 5 for less than one week)	Regional level by Regional Office by the RFMC or designee	Regional level severity funding (unless a national level severity funding request has to be prepared for other resources) Work Breakdown Structures are provided by the National Office to each Region on an annual basis	Complete short term severity expense reports
Long-Term Events (Severity conditions and predicted SL 4 or 5 for more than one week)	National level by the Branch of Fire Management	Long-Term Severity funding must be terminated when abnormal conditions no longer exist and may not exceed 30 days per request.	Complete long term severity expense reports

Steps to Request Long-Term Fire Severity Funding Authorization:

The FMO, in concert with the RFMC, develops the severity funding request. Once the Regional Director (or delegate) approves the request, it will be sent to the Chief, FMB. Severity requests should be made in 30-day or less increments, but not less than four days. For needs greater than 30 days in length, additional extensions may be requested in 30-day periods or less, after funds provided through an initial approved request have been exhausted.

In general, Severity Funding will not be approved unless the severity request documents that at least one fire danger indicator is at or above the 90th percentile level, and resource needs identified in the Fire Management Plan or some type of preparedness plan (Step-Up, NFDRS, or similar plans) cannot be met by local resources. Exceptions should be discussed with the FMB before a request is formulated, to determine additional justification needs.

All Long-Term Fire Severity funding requests must include:

- Severity request from the unit using the interagency severity funding request standards and FWS format
- Copy of the requesting unit's Step-Up plan
- Requested and completed resources and cost estimate based on realistic projections of actual need (number and days) rather than the maximum potential need
- A completed and signed Fire Severity Regional Review Worksheet
- Signature page including the following:
 - Prepared by: Unit FMO
 - Reviewed by: Project Leader/Manager
 - Reviewed by: Refuge Supervisor
 - Reviewed by: RFMC
 - Reviewed by: Assistant Regional Director - Refuges
 - Requested by: Regional Director
- A brief transmittal memo from the Regional Director or delegate to the Chief, Branch of Fire Management (FMB)

If more than one Region or agency is involved, a combined request indicating each bureau's/region's/unit's estimate of costs may be made with a copy transmitted to the FMB for consideration.

Additional information on Preparedness Planning and how it relates to severity requests can be referenced in [Chapter 10](#) of the current [Interagency Standards for Fire and Fire Aviation Operations](#) (Red Book).

Fire Severity Over-Expenditure

Requests for cost overruns on long-term severity must be accompanied with an estimate of expenditures.

Fire Severity Project Codes

Once a long-term severity request has been approved by the FMB, a project code will be provided to the RFMC with the severity request approval.

Per NFLT decision, a short-term severity code is established each year at the Fire Branch and then distributed to the RFMCs only. The RFMC distributes among the region as they see fit. Please contact the RFMC for the specific Fiscal Year short-term Severity code.

If a FWS employee assists another agency on a severity request the following charge codes should be used, in conjunction with the employee's home unit cost center/org code found below:

Agency	WBS
BIA	FF.F2100000XBIA0
BLM	FF.F2100000XBLM0
USFS	FF.F2100000D0YY0
NPS	FF.F2100000XNPS0

Fire Severity Reporting Requirements

Units must e-mail a final long-term severity report to the RFMC and the FMB within 30 days of ending severity. The final severity report must include the following:

- Total amount authorized.
- Total amount expended.
- Short narrative of fire activity.

The requesting unit must keep all fiscal documents pertaining to the severity expenditures separate from other fiscal documents for audit purposes. This includes timesheets, both for permanent and any AD hires, travel vouchers, purchase documents, etc.

Appropriate uses for the severity account are described below, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Base 8 for supplemental personnel, i.e., individuals not already funded with preparedness funds.
- Base 8 for fuels (F31000) funded employees.
- Premium pay during overtime hours for all employees engaged in severity operations.
- Maintenance and repairs of equipment which are damaged as a result of the severity assignment. FWS does not have authority to collect proceeds for use (charge per mile driven) which would then be utilized for maintenance of each vehicle.
- Enhance wildland fire initial attack response capability during potentially dangerous situations caused by unusual climate or weather events such as extended drought or strong windstorms.
- Rental or lease of initial attack equipment.
- Expansion of existing fire suppression personnel (seven day coverage).
- Expansion of normal initial attack capability that is included in the Fire Management Plan.
- Aviation resources.

Prohibited Uses:

- Restore lost funding resulting from budget cuts or other reductions
- Meet normal unit needs identified in Fire Management Plans which are not adequately funded through normal program allocations.
- Procurement of capitalized equipment without Fire Management Branch approval.
- Base 8 for preparedness (F10000) funded employees.

For additional information regarding the use of Severity funds please see Chapter 10 – Fire Severity Funding in the current [*Interagency Standards for Fire and Fire Aviation Operations*](#) (Red Book).

C. Subactivity F22000 – Emergency Stabilization

The Emergency Stabilization (ES) subactivity funds ES plan development and implementation for up to one year plus 21 days after the ignition date of a wildfire, or up to three years for treatment effectiveness monitoring and to repair or replace emergency stabilization structures or treatments where failure to do so would imperil watershed functionality or result in serious loss of downstream values.

Units must have approval from their RFMC and FMB to use this account. The FMB will notify the regional Emergency Stabilization/Burned Area Rehabilitation (ES/BAR) Coordinator when funding has been approved. The same project code is used for both the Emergency Stabilization and the associated wildfire.

Example Incident with FireCode #B638:

Cost Center	WBS	Subactivity
Cost Center of Host Unit	FF.F2000000B6380	Wildfire Suppression
Cost Center of Host Unit	FF.F2200000B6380	Emergency Stabilization

Emergency Stabilization (ES) funding cannot be used to continue seeding, plantings, and invasive plant treatments beyond one year plus 21 days from the ignition date of the wildfire. If ES treatments cannot be completed within the above mentioned timeframe due to climatic conditions or similar significant circumstances, a local unit may request an extension from the Director of the U.S. Fish and Wildlife Service. The extension timeframe will be no later than December 31 of the second year following the ignition date. Funding for repair and replacement of emergency stabilization structures beyond the first year requires an approved ES plan amendment including monitoring documentation, justifying the additional funding request, and data entry into NFPORS Restoration and Rehabilitation module. Emergency stabilization plans and expenditures will conform to Interagency Burned Area Emergency Response Guidebook standards and guidelines.

Appropriate uses for the emergency stabilization account are described below, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Assessments to determine need for treatment.
- Treatments to prevent detrimental invasion of invasive plants.
- Treatments of invasive plants introduced or aggravated by the wildfire.
- Monitoring of treatment effectiveness.
- Repair or replacement of minor assets.

Prohibited Uses:

- Systematic inventories or surveys of the burned area.
- Treatments designed to achieve historic conditions or conditions described in an approved land management plan, but did not exist immediately prior to the fire.
- Heritage site restoration.
- Repair or replacement of major facilities and assets.
- Emergency stabilization of any trail to a standard above its pre-fire condition.
- Monitoring not related to an emergency stabilization treatment, including the decision not to treat an area.

For more specific guidance, see [*FWS Fire Management Handbook Chapter 11*](#), [*Departmental Manual 620 DM 3*](#), and [*Interagency Burned Area Emergency Response Guidebook*](#).

D. Subactivity F24000 – CAP Suppression Adjustment

The Branch will manage which expenses are charged against this funding. *Throughout the year we will be transitioning to or from CAP Suppression. Please check [here](#) to determine what funding to use for Suppression Operations.*

The Consolidated Appropriations Act, 2018 (P.L. 115-141,) amended the Balanced Budget and Emergency Deficit Control Act to provide additional new budget authority for Fiscal Years 2020 through 2027. Under this provision, otherwise known as the Stephen Sepp Wildfire Suppression Funding and Forest Management Activities Act, DOI and the Department of Agriculture are provided additional new budget authority for wildfire suppression operations. This funding becomes available when it is expected that all Suppression funds will be exhausted within 30 calendar days.

Limitations and restrictions of funding:

- Funding is available for transfer to the Wildland Fire Management account upon notification to the House and Senate Committees on Appropriations that all Suppression funds are expected to be obligated within the next 30 days.
- Due to the Emergency Funding Designation CAP Suppression Adjustment has a separate fund than Suppression funding.
- In the authorizing legislation, there are reporting requirements in which all expenditures must be documented and submitted to the House and Senate Committees on Appropriations.

CHAPTER 5: FUELS AND OTHER OPERATIONS FUND

A. Subactivity F31000 – Fuels Management

Overview

The Service’s Fuels Management program mitigates the risk of wildfire to communities and their values; emphasizing coordination, cooperation, and collaboration among Federal agencies, State, local, and tribal governments, and other stakeholders. The Fuels Management program plays a significant role in removing or modifying wildland fuels to reduce the risk of intense wildfire behavior; decrease post-fire damage; limit the spread and proliferation of invasive species and diseases; and to restore and maintain healthy, diverse ecosystems. Values associated with fuels management projects should be identified in a Community Wildfire Protection Plan (or equivalent) or an agency prepared plan.

- A community includes “human improvements such as homes, business, and essential infrastructure”.
- Community values “may also consider other areas of community importance, such as critical wildlife habitat; significant recreation and scenic areas; and landscapes of historical, economic, or cultural value that would benefit from treatment to reduce wildfire risks. Additional recommendations from local stakeholders should be incorporated as appropriate”. Additional information can be found in: [*Preparing a Community Wildfire Protection Plan: A handbook for wildland-urban interface communities*](#)

DOI has provided strict oversight that managers may only use fuels management project allocations to implement approved fuels management projects. Reference Service Memorandum FMB202015 *Establishment of a Fuels Management Three-Year Program of Work* for specific direction for Fuels Management projects. Memoranda and guidance for the Fuels Management Program can be found on the [FWS Fuels Management Program Teams SharePoint site](#) and are updated annually.

Fuels Management allocations maybe spent treating private lands outside Service boundaries, for approved projects, or for personnel cost for in-kind services. Please reference FWS Fire Management Handbook Chapter 17 and Service Manual [645 FW 1](#), *Prescribed Fire Policy for Non-Service Lands* for more detailed information about treating fuels on private lands.

Reporting for Fuels Management Funding

It is important that Regions allocate and track Fuels Management funding by Wildland-Urban Interface (WUI) and Non-WUI. This reporting requirement used by the DOI Office of Wildland Fire (OWF), affects performance metrics, and is recognized as highly relevant by the Government Accountability Office (GAO). Planned costs associated with projects include

funding for labor and operations costs directly related to specific projects and should account for no less than 60% of regional allocation.

Fuels Management personnel generally spend time associated with base 8 funding completing either project or programmatic work. Regions need to ensure personnel costs are charged and tracked by correct subactivity for work personnel are actually performing.

- Fuels Management funded person working on a specific project, their base 8 hours should be charged to the specific project, and not a generic programmatic code (e.g., “BASE” or “PROJ”). This project funding should account for no less than 60% of regional allocations.
 - Project-specific work includes planning and implementation of on-the-ground activities such as NEPA compliance, prescribed fire plan development, monitoring, interdisciplinary meetings specific to the project, community outreach, and other similar activities associated with a specific project.
 - Contract costs associated with specific projects should be charged to that specific project and not accounted for by programmatic funding.
- Use “generic” codes (e.g., “BASE” or “PROJ”) only for personnel hours associated with programmatic activities or work that is not related to fuels projects.
 - Programmatic activities are those activities not specific to a single specific project. Prescribed fire planning is not considered programmatic. Examples of programmatic work include updating a fire management plan, developing out year plan, database entries, attending interagency meetings, training, etc.
- Monitor field use of WBS for W (WUI) and N (Non-WUI) indicated by priority project funding.

Additional Fuels Management Program Business Related Information

1. DOI service contracts issued after October 1, 2004 must include an option for biomass utilization provision in service contracts expected to generate woody biomass, generated as a result of land management activities, unless reserved as ecologically inappropriate.
2. Equipment are limited to 10% of the Fuels Management allocation. Exceptions may be granted with Regional approval; in addition any equipment requests over the Regional 10% limit require Headquarters (FMB) concurrence prior to purchase.
3. Support Costs for program infrastructure, (e.g. utilities, leases/rent, purchase of capitalized equipment, vehicle and equipment maintenance), physical exams, and supplies should not be charged to specific project codes or WBS.
4. Work/Rest guidelines for all fuels projects, as found in DOI and Service policy, apply.
5. Additional direction and/or guidance may be provided through annual memos, user guides and/or other documents applicable to Fuels Management funding, business, and/or activity.

6. All other uses of the Fuels Management funding are considered prohibited unless specific approval is received from the Regional and FMB.

Fuels Management Project Codes

In order to track expenditures for FWS Fuels Management Activities, project codes need to be developed. Project codes are not normally generated from FMIS, but requested from the Interior Business Center. These project codes are integrated into the Financial and Business Management System (FBMS) accounting information so that expenditures can be attributed to the proper project.

Fuels Management project codes are requested by regions and shared with the National Fuels Management Specialist and National Budget Officer once generated.

Using 126X for Fuels Management Activities

In order to accurately track non-hazardous fuels funding contributions to Fuels Management projects, memos containing specific guidance have been issued (memos can be found in Section 6, Paragraph B). This action is especially important as Fuels Management funding continues to fluctuate and other dollars are used to supplement fuels treatment activities.

The bullets below describe appropriate uses for the fuels management account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Implementation or planning of Fuels Management treatments related to prescribed fire, mechanical and/or chemical activities (or a combination of methods) meeting objectives set forth in an approved land use, fire management, or treatment plan. These should be developed in collaboration with partners and resource staff and be approved in the fiscal year spend plan (e.g., National Fire Plan Operations and Reporting System (NFPORS)).
- Planning and administrative activities which are required to support Fuels Management treatments including smoke permits, surveys, and cultural/natural resource consultations.
- Risk Assessments and long range (time and space) planning to identify potential Fuels Management projects and strategies.
- Fuels treatments and activities on private lands meeting policy guidelines in Service Manual [645 FW 1](#), *Prescribed Fire Policy for Non-Service Lands* and using proper documentation associated with prescribed fire, mechanical, and/or chemical treatment.
- Providing subject matter expertise in community wildfire protection plans, burn plans, treatment plans, or equivalents.
- Fuels-specific training and travel.

- Charging regular (base 8) hours for Preparedness funded employees against identified fuels project funding (FF31000) when directly contributing to the completion of the project as approved by local or regional fuels managers. If sufficient fuels funding is not available, a preparedness WBS containing the fuels project code should be established and used by those employees
- Administratively Determined (AD) employees for prescribed fire projects. *For information regarding the rules and regulations governing AD's please see the [DOI AD Pay Plans](#).*

Prohibited Uses:

- Non-fire funded employees' base 8 hours against the Fuels Management subactivity (FF31000). These hours are funded from other appropriations and cross charging for base 8 hours would constitute unauthorized augmentation of funds in their regular accounts. This activity should be charged to the employees' regular subactivity (FRS126X) and the fuels project code should be used as noted in "Using 126X for Fuels Activities".
- Hazardous duty pay for prescribed fire work. Prescribed fire generally does not qualify for hazard pay unless it involves flying under 500 AGL, or groundwork beneath hovering helicopters. Refer to 5 CFR 550.901-907 for additional information and approval requirements.
- Purchasing equipment at a cost exceeding 10% of the Regional Fuels Management allocation. Exceptions may be granted with Regional approval; in addition, any equipment requests over the Regional 10% limit will need Headquarters (FMB) concurrence prior to purchase.
- Funding of long-term fire effects monitoring (>5 years) or research activity.
- Fuels Management project funding that does not mitigate wildfire risk to communities and/or associated values.
- WUI funding cannot be spent on Non-WUI projects. However, non-WUI funding can be spent on WUI projects.
- Providing meals to permanent personnel other than by approved exceptions (violation of 5 USC § 5536).
 - An exception was established under 53 Comptroller General 71, that allowed for food to be furnished to employees at their permanently assigned station when a situation existed that involves imminent danger to human life or the destruction of federal property. In addition, such employees must be directed by their supervisor to remain at the site after their normal work schedule.
 - Prescribed fires are administratively controlled events and are not considered to be emergency conditions or involve imminent danger. Therefore, expenditure of government funds for meals during prescribed fire operations is prohibited.
- ADs hired for mechanical or chemical treatments. *For information regarding the rules and regulations governing ADs please see the [DOI AD Pay Plan](#).*

All other uses of Fuels Management funding are considered prohibited unless specific approval is received from the Regional/Headquarters' Branch of Fire Management.

Fuels Management Assistance to Other Federal Agencies (BLM, BIA, NPS, USFS)

Throughout the Fire Program's history, DOI, Congress, and other stakeholders request how much assistance the Service provides to other agencies and states.

The Service has created project codes to track these costs for Fuels Management and Severity.

- Reference Section VI of [the Interagency Agreement for Wildland Fire Management](#) among the Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service of the United States Department of the Interior, and the Forest Service of the United States Department of Agriculture, effective 2017-2022.
- Agencies will enter into separate agreements for personnel and other resources provided for planning and implementation of fuels management program treatments and activities which may or may not result in an exchange of funds subject to the applicable statutory authority used.
- Assistance to other partners (excluding The Nature Conservancy (TNC), BIA, BLM, USFS and NPS) is not covered under national agreements and is only permissible under an applicable regional, state, or local agreement.
- When assisting other Federal agencies or TNC, please utilize the following project codes per agency:

Agency	WBS
BIA	FF.F31000XX#AARX
BLM	FF.F31000XX#DARX
FS	FF.F31000XX#FARX
NPS	FF.F31000XX#PARX
TNC	FF.F31000XX#TNCX

XX= Regional Identifier # = W for WUI or N for Non-WUI

- Do not use the project code "NGOX" for assistance with TNC.
- Fuels reimbursable agreements will be established at the station or regional level. Upon completion and approval of the reimbursable agreement, a project code must be established under the appropriate functional area as defined above.
- If non-fire personnel are used for an interagency assist, a reimbursable account should be established to pay for expenses such as labor, overtime, and travel.
- Please refer to the Joint Administrative Operations (JAO) and Service Manual [264 FW 2](#), "Reimbursable Agreements – Policies and Procedures", for direction regarding reimbursable accounts.

Fuels Management Assistance to States

In FY 2016 the FMB implemented a new way in which to track Fuels Management assistance provided to states. Instead of using a unique identifier for each state as before, there will only be one Service-wide WBS for WUI and Non-WUI assistance. The WBS will be used with each home unit's Cost Center.

Type of Assistance to State	WBS	Cost Center
WUI	FF.F3100000WSTRX	Home Units
Non-WUI	FF.F3100000NSTRX	Home Units

B. Subactivity F32000 – Burned Area Rehabilitation

Burned Area Rehabilitation (BAR) activities are post-fire (up to five years; three years primary with years four and five optional) efforts to repair or improve lands unlikely to recover to a desired management approved condition from wildland fire damage, or to repair or replace minor assets damaged by wildfire.

BAR projects or treatments will be funded on a priority basis as established by the Fish and Wildlife Service. Priority selection for treatments on prior-year fires will occur shortly after the start of the fiscal year. Funding will be distributed after the appropriate budgetary legislation has been signed into law. Rehabilitation plan development is not funded by the BAR functional area but by the local unit. Implementation will be provided by the BAR functional area. Burned Area Rehabilitation plans will conform to Interagency Burned Area Rehabilitation Guidebook standards and guidelines.

Funding for BAR treatments is provided in one-year increments for no more than five years from 21 days following the ignition date of a wildfire; therefore, obligating funds in one fiscal year for use in another is only done when there is not sufficient time to initiate and complete the contracting necessary to begin treatment work identified in an approved plan.

The project code used for rehabilitation activity will be the same as the wildfire project code assigned through FireCode. Example of BAR accounting information:

Wildfire at Buenos Aires NWR where FireCode is B638

Cost Center	WBS	Subactivity
Cost Center of Host Unit	FF.F2000000B6380	Wildfire
Cost Center of Host Unit	FF.F3200000B6380	Burned Area Rehabilitation

The Fire Management Branch (FMB) will notify the regional ES/BAR Coordinator when funding has been approved. The FMB will establish the WBS and the region or the host unit will use the host unit cost center. The Region or host unit will fund target projects in FBMS.

The bullets below describe appropriate uses for the Burned Area Rehabilitation account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Treatments to prevent detrimental invasion.
- Treatments of invasive plants introduced or aggravated by the wildfire.
- Monitoring of treatment effectiveness.
- The repair or replacement of minor assets.

Prohibited Uses:

- Systematic inventories of burned areas.
- Replacement of major assets.
- Monitoring to determine if the decision not to implement any treatment was appropriate.

See also the [*FWS Fire Management Handbook Chapter 11*](#), [*Departmental Manual 620 DM 3*](#), and [*Interagency Burned Area Emergency Response Guidebook*](#).

CHAPTER 6: Other Appropriations

A. Disaster Relief

Division B of the Disaster Relief (Disaster Relief) Supplemental Appropriation Act, 2022 and Division N of the Disaster Relief Supplemental Appropriations Act, 2023 includes supplemental appropriations for Disaster Relief. Below is a summary of the funding that the Service will receive under this Appropriation. The Service received this funding in Fuels and Burned Area Rehabilitation subactivities in FY 2022 and Preparedness, Suppression Operations, and Supplemental Suppression in FY 2023. This funding is subject to the same guidance as the regular subactivities appropriated funds. Carryover will be returned to the region and available until expended.

FY 2023 Appropriations did not appropriate all

Fiscal Year	Activity	Subactivity Number	Follows Guidance for
2022	Fuels Management - DR	FF31100	FF31000
2022	Burned Area Rehabilitation	FF32100	FF32000
2023	Preparedness	FF12200	FF10000
2023	Suppression	FF25000	FF20000
2023	Severity	FF25100	FF21000
2023	Emergency Stabilization	FF25200	FF22000
2023	Supplemental Suppression	FF25300	FF20000

B. Subactivity F37000 – Supplemental

Subactivity F37000 was established with the passing of Coronavirus Aid, Relief, and Economic Security (CARES) Act. This Subactivity will house CARES Act funding received by the Fire program and potentially other future supplemental funding. Since these funds were distributed to Fire through the Service instead of through OWF as other subactivities are, they are two-year funds instead of no year funds like the rest of Fire's Appropriations. Each disbursement of funding received in this subactivity will be assigned a specific purpose as designated by the Service's Division of Budget and Performance. Examples of these purposes include funding to

pay to additional quarters arrangements to abide by social distancing guidelines. The funding will be tracked by unique Work Breakdown Structures (WBS), for each funding purpose.

CHAPTER 7: COLLECTIONS FUND

A. Subactivity F46000 – State Cooperative Agreements (Suppression Assistance)

Authority resides within DOI appropriations language which states, “Sums received by bureau or DOI for fire protection rendered pursuant to 42 U.S.C. 1856 et. seq., protection of United States property, may be credited to the appropriation from which funds were expended to provide that protection and are available without fiscal year limitation.” 42 U.S.C. 1856 refers to the Reciprocal Fire Protection Act and under this Act we may enter into State Cooperative Agreements.

Regions collect funds from a State according to the terms outlined in the cooperative agreement and operating plan. The collecting Region receives 75% of the total collection (deposited funds); remaining 25% to the Fire Management Branch for National priorities.

The bullets below describe appropriate uses for the Collections account, i.e., Fire Program Management; however, it is not all-inclusive.

For more details on the Collections process, see Section 4: Agreements.

Appropriate Uses:

- Funds may be used only for non-recurring contracts, interagency activities, and one-time purchases not requiring continued monetary commitment beyond the level of this account. Some examples are:
 - Heavy equipment needs.
 - Supplemental non-permanent staffing.
 - Activities appropriate for use of Preparedness funds (see Preparedness sections above). These activities should provide benefit to the FWS fire programs/units identified as Category 1 or 2 within the region.
- No indirect costs and/or assessments will be made to protection assistance agreements unless agreed to in specific state agreements.
- Funding derived from fire protection assistance reimbursements are no-year funds and will be managed accordingly. Carryover funds will remain and be available in the account until expended, as established in the agreement.

Authorities:

- Fish and Wildlife Coordination Act, 16 U.S.C. 661 et seq., and the Fish and wildlife Act of 1956, 16 U.S.C. 742a et seq.
- National Wildlife Refuge System Administration Act (16 U.S.C. 668dd et sec.)
- Wyden Amendment, 16 U.S. Code 18 Section 1011, Public Law 104-208 Watershed and Restoration Enhancement Agreements

B. Subactivity F46000 – Fire Trespass

Fire trespass is occurrence of unauthorized fire on agency-protected lands where the source of ignition is tied to human activity. Where negligence is determined, trespass cost recovery actions are to be taken to recover costs of suppression activities, land rehabilitation, and damages to the resource and improvements. The Service's authority to charge Trespass is currently under review and development. Any changes in policy will be updated through a Supplement to this Guide.

CHAPTER 8: REIMBURSABLE FUND

A. Subactivity F69000 – Reimbursable Fire

The Economy Act (USC 31 § 1535), one of several legislative authorizations, allows Federal agencies to perform work or furnish materials to each other on a reimbursable basis. In addition, the annual Wildland Fire Management appropriations language authorizes reimbursable agreements with non-federal entities: "...as mutually agreed on by the affected parties..."

The Reimbursable account for the FWS Fire Management Program has been created in an effort to accurately report and track fire management activities. The primary intent of this account is to provide a funding transfer mechanism with other Federal partners for fire activities agreed to through an Interagency Agreement and/or FEMA tasking for fire assistance. The Service will continue using a fire reimbursable functional area for fire related "work", i.e., Joint Fire Science Program (JFSP), California wildfire assistance, Australia suppression assistance, etc. Currently, our interagency partners do NOT establish separate reimbursable agreements for the same tasking (one for fire staff and one for other staff) and have agreed to this fire business rule.

Reimbursable accounts for All Hazard and/or FEMA mission assignments supporting response/recovery to hurricanes, floods, etc. will be established through normal FWS reimbursable accounting procedures typically by the region in which event occurs. Reimbursable accounts for other large (non-fire) incidents such as an oil spill will be established through normal FWS reimbursable accounting procedures by the region where the event initially occurs.

Specific procedures and forms used for creating reimbursable agreements can be found in Section 4: Agreements.

Overhead

As amended on May 14, 2012, certain wildland fire reimbursable agreements where the statement of work meets the conditions of the Interagency Agreement for Wildland Fire Management and is with one or more of the partner agencies of Bureau of Land Management, Bureau of Indian Affairs, National Park Service, or Forest Service, the Agreement must be sent to the Service's FMB Administrative Officer, and to the FWS Division of Financial Management for concurrence that conditions are met for a zero percent rate. The reimbursable code for these zero percent agreements is D-11 and must be approved by FWS Branch of Fire Management, Budget and Planning and the FWS Division of Financial Management prior to submitting to the finance center. See Section 4: Agreements.

Grant Funds

Grant funds awarded to the fire program will be deposited into the fire reimbursable account (F6900000) with a WBS that identifies the grant. In order for the grant funds to be exempt from an overhead assessment, a 0% overhead waiver request will need to be submitted by the region

receiving the grant funds and approved by the National Fire Budget Officer and the FWS Division of Financial Management.

B. Subactivity F69100 – All Risk

The performing agency may incur obligations or expenditures for another party after a reimbursable agreement is executed and before payment is received. The paying agency will determine the format of the written contractual reimbursable agreement.

CHAPTER 9: ASSESSMENTS

U.S. Fish and Wildlife Service program assessments cover Service-wide bills for the fiscal year. Fire Program assessments can include Enterprise-wide costs, GrantSolutions, and Non-RM User Pay.

FWS uses a process called the User-Pay Cost Share Methodology, formerly known as Cost Allocation Methodology (CAM), to fund its general operational expenses, including both administrative and certain facility support services that are essential to support all Service programs. Each non-resource management program contributes towards paying their portion of the projected costs based on its actual use of fixed costs and/or the number of Full Time Equivalents (FTEs) benefiting from these support services.

For example, these costs include the Service's nationwide GSA leasing costs for office and storage space, Federal Telecommunication System communications costs, workers and unemployment compensation, postage, printing and several other cost elements. In addition, essential support services such as personnel management, contracting and procurement, financial management operations, and facility and property management are also provided at the Regional and national levels.

At the beginning of each fiscal year, Headquarters conducts a comprehensive analysis of the general operations funding requirements covering the Service's fixed costs and the provision of support services. At the same time, the FWS Division of Financial Management analyzes programmatic usage of fixed cost items such as leased space and Federal Telecommunication System costs, Financial Business Management System (FBMS) usage and workers compensation.

The FWS Division of Budget analyzes actual FTE usage for each appropriation and program. These FTE usage patterns are then used to assess general operational costs to each Service appropriation and program. In sum, each non-resource management program shares in paying the projected costs based on its actual use of fixed costs elements and/or the number of FTE's benefiting from these support services. For FWS fire management, there are two User-Pay Cost-Share Accounts -- one for Preparedness (1001C) and one for Fuels (3106C).

A. Non-Resource Management User Pay

Non-Resource Management Programs continue to pay annually for the administrative services they consume. The funding received from Non-Resource Management Programs supplements central, regional and Service-wide support operations. Specifically, the Non-Resource Management Programs pay for their actual use of communication services and Workers'

Compensation. Other costs, such as Washington and Regional office administration and Service-wide costs, such as Unemployment Compensation are measured through FTE usage.

B. Enterprise-wide Cost Share

Enterprise-wide costs (Enterprise-wide) provide funding for services that benefit all regions and headquarters. The shared cost assessment covers expenses for Emergency Management and Physical Security, Information Technology, Joint Administrative Operations and Service-wide projects., and Wildlife and Sports Fish Restoration (WSFR) program support. Examples of services covered under the Enterprise-wide assessment include, QuickTime, software licenses, and the Human Capital Management System. The methodology used to calculate each respective program's share of enterprise-wide costs is based on Prior Year FTE Actuals at the program level.

C. GrantSolutions

The Department migrated its financial assistance management software platform from PRISM to GrantSolutions in an effort to significantly improve the management and oversight of grants and cooperative agreements through the entire life cycle, including pre-award, award, post award, and close-out. The Department directed that beginning in FY2021, each Bureau absorb their share of the costs. The Wildlife and Sportfish Restoration (WSFR) program manages the GrantSolutions bill, the allocation decisions are made concurrently with other Service-wide Assessments. The allocation is aligned with the Department's algorithm which includes a blend of the estimated number of users of the new system (40%) , the total dollars obligated for financial assistance (25%), and the number of financial assistance transactions (35%) based on FY2021 data.

CHAPTER 10: ACCOUNTING

A. Funds

The Office of Wildland Fire transfers funding in four Wildland Fire Management Program Activities (WFM Activity): Preparedness, Suppression Operations, Fuels Management, and Other Operations. Each WFM Activity contains specific Subactivities, which indicate the types of allowable expenditures for that funding. Every Subactivity has a unique number, called a Budget Program, within the Financial and Business Management System (FBMS) used to track expenditures in each subactivity. FMB will communicate regional allocations by Fund and Subactivity after funding is transferred from OWF. A chart of activities is below:

WFM Activity	Subactivity	Subactivity Number	Fund
Preparedness	Preparedness	F1000	##XF1125PR
Suppression Operations	Suppression	F2000	##XF1125SU
Suppression Operations	Fire Severity	F2100	##XF1125SU
Suppression Operations	Emergency Stabilization	F2200	##XF1125SU
Suppression Operations	CAP Suppression Adjustment	F2400	##XF1125FC
Disaster Relief	Multiple	Multiple	##XF1125DR
Fuels Management	Fuels Management	F3100	##XF1125HF
Other Operations	Facilities Construction	F3300	##XF1125PR
Other Operations	Burned Area Rehabilitation	F3200	##XF1125BA
Other Operations	Supplemental	F3700	201F0102CA
Non-Appropriated	Collections	F4600	XXXF1125CO
Non-Appropriated	Reimbursable	F6900	XXXF1125FR

= the FY in which the funding was appropriated; e.g., 23 for FY 2023

FBMS Codes includes additional Fund and accounting code information, see [FBMS Master Data](#).

It is important to remember to reference all parts of the correct accounting information. If a fund and subactivity do not agree, this creates a cross charge of funds (see table above). Crossing funds essentially changes the purpose of the funding and can be considered a reprogramming of funds. By Congressional mandate, funding cannot be reprogrammed without prior Congressional approval. Any cross charges must be fixed before close out of a FY as FBMS will not allow close out to occur if any accounts have a negative balance. The Fire Management Branch (FMB) will also be monitoring balances.

Carryover recovery is funding that becomes available throughout the year when a region de-obligates a transaction from a prior year, i.e., any fiscal year prior to the current fiscal year.

Regions will be responsible for expending these funds in the Fuels Management (Fuels) and Preparedness accounts only. The recovery funding from a source year that is over two FY old will be available to the region until August 1st of the current FY. Any carryover recoveries funding remaining in those prior FY accounts after August 1st will be cleaned up by the FMB. For example, on September 30, 2017 (FY 2017) Region X had a carryover recovery balance of \$20,000 in FY 2015 funding (15X). This funding is now available for use by the FMB.

Carryover recoveries made in the Emergency Stabilization and Burned Area Rehabilitation accounts are centrally monitored and managed by the Headquarters, FMB, for reprioritization and/or redistribution.

FBMS WBS Codes for Emergency Suppression

To track all expenditures related to specific FWS wildfires, fire severity activities, or burned area rehabilitation activities, the Service utilizes the Fire Management Information System (FMIS), hosted on the Environmental Conservation Online System (ECOS) platform.

A new WBS accounting string must be generated in the FBMS for each suppression incident, which must be done through an FMIS request once a fire code is generated through the interagency FireCode system. The FMIS record includes the request to generate and activate the accounting string in FBMS through an automatic email sent to the WBS helpdesk.

Step by Step Process for Activities that use FireCode:

1. User checks FireCode.gov to see if a fire code has been opened for the incident.
2. User checks FMIS/ECOS to see if a WBS has already been opened on the [FMIS](#) site.
3. If no WBS has already been opened, the user will create the fire report in FMIS; enter fire code in appropriate field and answer “yes” when prompted in the “Open an Account Code” in FMIS. A WBS accounting string will be opened so that expenses can be charged against it. Turn-around is usually within 24 hours.

For non-suppression WBS requests, there are separate business rules on how project codes are developed depending on the type of funding. Please see the appropriate funding section to see business rules for using project codes with that type of funding.

B. FBMS Codes

The Financial and Business Management System (FBMS) uses Master Data which contains information that can easily be broken down to track where funding is being spent. Below is a breakout of the core Master Data used with in FBMS. For more detailed information please see [JAO's FBMS Basics SharePoint](#) page on [Master Data](#). Below is the breakout of Fire specific Funds and WBS.

Fund

Example: 23XF1215PR

Partial Fund	Agency	Treasury Symbol	Type of Funding
23X	F	1125	PR

Type of Fire Funding	Identifier
Preparedness	PR
Emergency Suppression	SU
Fuels Management	HF
Burned Area Rehabilitation	BA
Disaster Relief	DR
Bipartisan Infrastructure Law (BIL)	DI
CAP Suppression	FC

Work Breakdown Structures (WBS)

The Work Breakdown Structure identifies what specific funding is being used. The WBS has five components that allow you to identify which funding will be used.

Example: FF.F3100009EXMPL

	Project Type	Subactivity/Functional Area	Regional Identifier	Project Code
F	F	F31000	09	EXMPL

Budget Object Codes (BOC)

Additionally, each expenditure is classified by the Budget Object Code (BOC) also known as the commitment item. A BOC labels each transaction to identify what the funding was used for. This aids in reporting costs such as travel, supplies, fuel, etc. Each year the Department's Budget Object Class Team reviews the BOC and makes changes as necessary. For more information on wand a current list of the BOC's please visit the [Department's BOC website](#).

C. Payroll Accrual

The Joint Administrative Operations (JAO) initiates a payroll accrual at the end of each fiscal year. This accrual estimates funding required for the Service to post payroll costs without over-expending for the fiscal year. JAO starts payroll accruals three pay periods before the end of the fiscal year. Previous pay period actual costs are used to project payroll costs to fiscal year-end. When actual payroll is posted, the accrual is reversed and a new accrual is posted based on the current actual pay period costs. This accrual process continues through fiscal year-end.

Below is a table provided from JAO in FY22 as an example. The most up to date payroll accrual information can be found in the [FBMS End of Year Close Out Guidance](#).

FY 2022 Year-End Labor Accrual Process Accrual Date	Based on Pay Period	Percent Used	Reverse Accrual Date
08/30/2022	2022-17	350%	09/02/2022
09/06/2022	2022-18	250%	09/16/2022
09/16/2020	2022-19	150%	10/06/2022

Note: each accrual is reversed before the next accrual is created.

Fire payroll accruals can be complex due to the fact that many employees are on fire assignments during year end. Please be cognizant that an employee may have been on a fire assignment when the accrual was created. Therefore, their salary will not accrue under their normal account and will need additional base funding to cover their pay when they return from fire assignment. Starting in FY 2017 any Suppression funding (F20000, F21000, F22000) will no longer be part of payroll accruals.

CHAPTER 11: HEALTH AND SAFETY

A. Boot Stipends

A \$167 annual boot stipend is authorized for employees holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and/or who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards described in the *Interagency Standards for Fire and Fire Aviation Operations* (Red Book). This authorization includes permanent full-time, term, career conditional, pathways, temporary, collateral duty, and casual employees hired using the Administratively Determined (AD) hiring authority. *For information regarding AD boot stipends please see the next section.*

The Unit's Fire Management Officers (FMOs) are responsible for:

- Determining who is eligible for the boot stipend.
- Offering the boot stipend to all eligible employees including ADs.
- Tracking who receives the boot stipend each calendar year.

To prevent duplicate payments, supervisors of transferred employees should check with the employee's previous home unit before authorizing the annual boot stipend.

The boot stipend payment is considered a taxable fringe benefit. The taxable amount of the boot stipend will be a separate line item on the payroll report. Currently the amount is approximately \$12.77.

Boot Stipend for Federal Employees

Permanent Full Time (PFT), Term, Career Seasonal, Pathways, and Temporary employees complete Form A-18 and email it to pod_pob_wip@ibc.doi.gov and cc Sara_Randolph@fws.gov and Kylee_Payne@fws.gov. The Branch works with IBC to ensure timely payment of boot stipends. IBC cannot access the FBMS vendor number. To ensure timely payment, include the last four digits of the Social Security Number and the employee's legal name. This information should only be transmitted through Bison Connect email system and have all other safeguards for Personally Identifiable Information. Use the employee's home unit for the cost center and the appropriate WBS below based on the employee's base salary. For collateral duty employees whose base salary is non-fire funded, use the appropriate WBS based on activity performed. If the employee's home unit cost center does not receive fire funding, charge the FMO's unit cost center.

Funding Type	WBS
Preparedness	FF.F1000000FFBT0
Fuels - WUI	FF.F3100000WFFBT
Fuels – Non-WUI	FF.F3100000NFFBT

For additional information regarding boot stipends please visit the Fire Management [Incident Business site](#).

Boot Stipends for Administratively Determined (AD)/Casual Employees

Personnel hired under the AD authority who qualify will receive the stipend at time of payment following their first fire assignment in an IQCS qualified position that meets the requirements listed above. The Casual Payment Center (CPC) will automatically pay boot stipends to any casual hire who qualifies. AD boot stipends will be charged to their home unit and the appropriate WBS listed below:

Funding Type	WBS
Emergency Suppression	FF.F2000000ADBT0
Fire Severity	FF.F2100000ADBT0
Emergency Stabilization	FF.F2200000ADBT0
Fuels Management – Non-WUI	FF.F3100000NADBT
Fuels Management - WUI	FF.F3100000WADBT

If the CPC cannot determine which approved WBS to use they will contact the FMB for clarification.

Boot Stipend Payments

Boot Stipends are paid to employees through the Federal Personnel and Payroll System (FPPS). Due to limitations of FPPS, there are no fields to enter the correct line of accounting for boot stipend charges. Therefore, it will charge to the default line of accounting for the employee's assigned FFPS station. To mitigate the impact on the field, FMB runs a report of these charges. The report is then distributed through regional Fire Budget Analysts to get corrections for the region. The region has the option to utilize this or to redistribute the charges manually.

B. Fire T-Shirts

FWS Uniform guidelines apply to all programs. Funding of Nomex pants and the FWS uniform t-shirt purchased through the official uniform vendor is allowed (at the discretion of the line officer), along with other NWCG standard personal protective equipment, to ensure fire readiness. Appropriation law prohibits purchases of apparel with Federal funds unless it 1) uniform components 2) Personal Protective Equipment 3) deemed necessary under Occupational Safety and Health Administration regulations and standards. Non-uniform t-shirts, ball caps, or other clothing items are considered ordinary and reasonably furnished by the employee and may not be purchased with government funds, unless authorized by FWS policy and/or directive.

C. Medical Exams

FWS and Department of the Interior Wildland Firefighter Medical Standards Program (DOI MSP) Policy can be found in Chapter 13 of the [Red Book](#) and on the [DOI MSP website](#). Medical exams performed under this policy are paid for by a Departmental agreement. The employee is typically responsible for the cost of additional testing or medical follow-up necessary to change their medical determination. In rare cases, when the Service specifically requests the additional exam(s) or information, the local unit may cover the additional cost using the employee's base funding. Please coordinate with your [Regional Wildland Firefighter MSP Lead](#) before approving payment.

For additional information on the DOI MSP, please contact:

- FWS Wildland Fire Safety Program Manager, Eric Fransted, at 208-387-5210 or Edward_Fransted@fws.gov
- The DOI MSP Customer Service at 1-888-286-2521 or wlfcsr@blm.gov

CHAPTER 12: SUPPRESSION INCIDENTS

D. FWS Guidance on the DOI Base 8 Funding Policy for Suppression

This section provides direction for applying DOI Base 8 funding policy when employees normally funded by the fire preparedness, fuels management, emergency stabilization, burned area rehabilitation, and non-fire programs are assigned to wildfire suppression incidents.

Employees charge their home station Cost Center when coding Base 8 and/or premium pay unless otherwise directed. WBS guidance below uses “XXXX” to indicate the 4-digit Fire Code from the Fire Management Information System (FMIS). FMIS opens Preparedness, Suppression, and CAP Suppression WBS codes. Please see 2022 Fire Account Salary Guide.

Fire Preparedness funded Employees (FF10000): Fire Preparedness funded employees charge regular base 8 hours to Preparedness when assigned to a wildfire suppression incident (including initial attack, FF.F1000000XXXX0). Overtime, premium pay, etc., will be charged to Emergency Suppression (FF.F2000000XXXX0 or FF.F2400000XXXX0 depending on funds availability).

Fuels Management funded Employees (FF31000): Fuels Management funded employees whose: base 8 hours are funded with Fuels Management program funds are either:

- Fully (Fuels Management) funded: employees charge to their normal Fuels Management account for base 8 hours unless they are working on wildfire incidents, at which time they will charge their base 8 hours to the Emergency Suppression account (FF.F2000000XXXX0 or FF.F2400000XXXX0 depending on funds availability).
- Split (Preparedness/Fuels Management) funded: employees charge to their normal Fuels Management account for base 8 hours when working on fuels projects. When deployed to a wildfire incident, fuels funded employees charge base 8 hours to suppression if it occurs during times when their home unit is normally conducting fuel treatments. They charge to Preparedness at all other times. Overtime and premium pay will be charged to Emergency Suppression accounts during the deployment.

NOTE: Managers ensure employees are charging to the appropriate fund (Fuels or Preparedness) in relation to the work being performed at the home unit e.g. fuels season. Reference OWF Memorandum 2019-006, *Funding of Base Salaries for Personnel Assigned to Wildfire Incidents*

Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) funded Employees (FF22000/FF32000): ES/BAR funded employees charge regular base 8 hours and overtime or premium pay to Emergency Suppression (FF.F2000000XXXX0 or FF.F2400000XXXX0 depending on availability of funds).

Non-Fire funded Employees: Non-fire funded employees charge regular base 8 hours and overtime or premium pay to Emergency Suppression (FF.F2000000XXXX0 or FF.F2400000XXXX0 depending on availability of funds).

Reference OWF Memorandum 2019-006, *Funding of Base Salaries for Personnel Assigned to Wildfire Incidents* in Section 6: References, Paragraph B, REF 6-B-10.

E. Assignment Schedules

Tour of Duty

Most employees have an 8-hour workday (basic and flexible tours), while others have either a 9 or 10-hour workday (compressed tours) as their regular work schedule at their home unit. Enter specific incident tour of duty work schedules in QuickTime Remarks. Hours worked should match Crew Time Report (CTR) or OF-288 hours.

One-Day Assignment (0001-2400)

No changes are made to an individual's regularly assigned tour of duty when the emergency incident assignment, including travel, is contained within one calendar day (0001 to 2400 hours). All compensable hours are covered under FLSA and Title 5 U.S.C. provisions.

Multi-Day Assignments and Spot Change Tour of Duty

Employees remain on their current tour of duty through the first day of an incident assignment, which may be incident travel or a combination of incident travel and work. At 0001 hours on the second day of the assignment, regardless of whether the employee is in travel status or has arrived at the incident, the employee "spot changes" to a **first 8, 9, or 10-hour** schedule based on their weekly tour of duty at their home unit (see table below).

WEEKLY TOUR OF DUTY (TOD)	SPOT CHANGE
First 40 or Regular	First 8
5-4/9	First 9 (or 8)
4-10's	First 10
Maxiflex (No matter what schedule you work within maxiflex)	First 8

Employees remain on spot change schedule through the last day of work associated with the incident. Travel days to/from the assignment are compensated under the normal weekly tour of duty and not the spot change tour of duty. Document “spot change” schedule on CTR to communicate to the timekeeper. Timekeepers use Remarks tab in QuickTime and select “Employee working under temporary tour of duty change” and document date of spot change. Select “Emergency response activities” and add the name of the fire, fire code, and any relevant remarks.

Regularly Scheduled Work, Overtime, and Night Pay Differential

Emergency suppression activities **only**; for non-fire incidents refer to DOI All Hazards Supplement to the Interagency Incident Business Management Handbook.

Retaining Regular Shift Differential on the Incident – Federal Wage System employees (WG, WL, WS) whose daily tour of duty at the home unit includes a shift differential continue to receive the differential while assigned to the suppression incident even though the temporary assignment does not include shift work. General Schedule (GS, GL) employees are not entitled to retain night differential pay on the suppression incident.

For GS, GL employees, this “temporary assignment to a different daily tour of duty” aka “Spot Change” becomes the employee’s regularly scheduled hours for the duration of the assignment unless the schedule is changed by the supervisor/incident commander. Saturday and Sunday are included in this new schedule.

A temporary assignment to a different daily tour of duty is distinguished from a period of irregular or occasional overtime work and may be assigned before OR during the administrative workweek. Under these circumstances, once an employee spot changes to the new schedule (see “Multi-Day Assignments and Spot Change” paragraph above), the employee is eligible for the night pay differential beginning on the first official full day under the “spot change” schedule, in addition to overtime, Sunday or holiday pay.

Crossing Time Zones

Record all travel time on a CTR using the time zone of departure (both to and from an incident assignment). Time should be recorded in the clock hours of the time zone of departure until off shift for the day. The next work shift is recorded in the new time zone.

Travel and Related Waiting Time

All temporary duty (TDY) travel to an emergency incident is compensable because it results from an event which could not be scheduled nor controlled administratively by agency management. Travel time starts when employee leaves home to report to an incident, unless employee first reports to their duty station. Travel to their duty station would be considered normal home to work travel and is not compensable; travel time would start when the employee leaves their official duty station to report to an incident.

Note: Compensation for travel time does not begin at the time of notification by dispatch if received outside of normal working hours, and any time spent at the employee's residence preparing for the assignment is not compensable.

Travel interruptions exceeding two hours domestic; three hours international (i.e., air travel delays) where employees are free to sleep, eat, or to a limited degree pursue personal activities are considered not compensable and must be shown on the CTR as a travel interruption. Waiting time of more than three hours should be noted in Block 11 of the CTR or OF-288.

If the employee completed their daily tour of duty, excess hours of travel are compensated as overtime. Incident travel time compensation can only be via overtime (pay codes 110 or 113), not travel comp time unless specifically requested in writing by the employee to their supervisor.

Always refer to the JAO site for the most recent information.

Ordered Standby

Ordered standby is limited to situations when employees are held by direction or orders at a specific location, fully outfitted, and ready for assignment. Standby hours are compensable only to the extent needed to complete base hours (8, 9, or 10) for that calendar day. No pay authority exists to guarantee individuals more than their base hours. Reference: [Standards for Interagency Incident Business Management \(SIIBM\)](#), Chapter 10, commonly called the Yellow Book.

Work/Rest, Length of Assignment, and Paid Days Off

The work/rest, length of assignment, and days off guideline is to manage fatigue and provide flexibility for Incident Commanders and Agency Administrators managing initial attack, extended attack, and large fires. "Agency Administrator" in this guide refers specifically to the representative of the organization managing the land where the incident occurs.

Work/Rest - To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for personnel. Reference: [SIIBM](#), Chapter 10.

- The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records. Extended Work Shift Documentation shall include mitigation measures used to reduce fatigue.

Length of Assignment - Standard assignment length is 14 days, exclusive of travel from and to the home unit, with possible extensions as identified below. Time spent in staging and pre-position status counts toward the 14-day limit, regardless of pay status, for all personnel including incident management teams.

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). Extensions need to be approved by the employee's supervisor and incident supervisor. Reference: [SIIBM](#), Chapter 10.

Paid Days Off - There are two types of paid days off in relation to emergency response assignments: Mandatory and Management Directed.

Mandatory Paid Days Off - After completion of a 14-day assignment and return to the home unit (exclusive of travel), two mandatory days off will be provided (2 after 14). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident. If an assignment is extended, two mandatory days off will be provided prior to the 22nd day of the assignment.

Employees cannot be compensated for a paid day(s) off occurring at the home unit or on an incident on the individual's regular day(s) off or on a holiday.

Compensation on a paid day off cannot exceed the base hour requirement. The base hour requirement is met by any hours recorded in a calendar day, e.g., work, travel, administrative leave, etc.

If necessary, to reduce fatigue, the Type 1 or Type 2 Incident Commander (IC), or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements. For Type 3, 4, and 5 incidents, additional paid days off should be the exception. However, if necessary, the Agency Administrator may authorize days off with pay.

Use Pay Code 061, Weather and Safety Leave for a paid day off occurring on a regular workday. The timekeeper will enter "paid day off authorized for (month/day)" in QuickTime Payroll Remark.

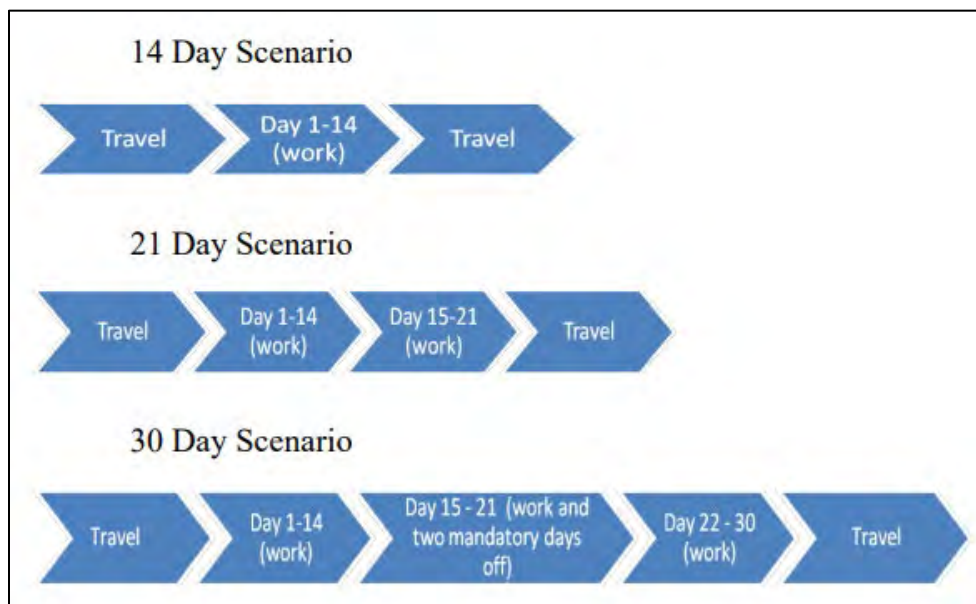
Management-Directed Paid Days Off - Supervisors must manage work schedules for initial attack, dispatch, and incident support personnel during extended incident

situations. During periods of non-routine or extended activity, these employees will have a minimum of one day off in any 21-day period. Reference: [SIIBM](#), Chapter 10.

A management-directed day off occurs only on a regular government employee's normal workday while at the home unit. Required days off for all employees are non-compensable when they occur on the employee's scheduled day(s) off or on a holiday.

Home unit supervisor or incident Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If the home unit superior authorized management-directed days off, home unit program funds will be coded to Pay Code 061. The incident will only pay for management-directed days off if the Agency Administrator of the incident authorizes additional days. It is the responsibility to get documentation of this approval to provide their home unit.

Timekeeper will enter "paid day off authorized for (month/day)" in QuickTime Payroll Remarks.



Reference: [SIIBM](#), Chapter 10.

CHAPTER 13: RECORDING TIME IN QUICKTIME

Time and Attendance is entered and approved in QuickTime (e- Payroll system). Records and documentation for all Fire assignments, including Resource Orders, CTRs and OF-288s must be retained and available for retrieval for 7 years after the close of the fiscal year when created. (FWS File Number ADMI-160, GRS 2-7). For additional information on documentation requirements for time please see next chapter.

Fair Labor Standards Act (FLSA) Exemption Modifications for Emergency Assignments

Non-exempt employees are always non-exempt whether the incident is emergency suppression or all-hazards.

Exempt employees do not need to annotate “Exempt working as Non-Exempt” on emergency suppression incidents; use of overtime Pay Code 113 pays true time and a half. However, for all hazard incidents if an exempt employee is assigned a non-exempt position, it must be annotated in QuickTime by the timekeeper.

Please refer to the [SIIBM](#), Chapter 10 for guidance.

F. Base Time

Pay Code 010, Regular Time – This is used to record the regularly scheduled tour of duty hours an employee worked during the basic work week, excluding compensable meal breaks.

Per the [SIIBM](#), Chapter 10, meal breaks are compensable only if all of the following are met:

- Fire is not controlled.
- Operations Section Chief determines it is critical to the effort of controlling the fire that personnel remain at their duty post and continue to work as they eat.
- Compensable meal break is approved by the supervisor at the next level and is documented by a break in hours worked on the CTR. If the OF-288 does not show a lunch break, the timekeeper may not add one.

Pay Code 020, Annual Leave Used – Record hours of annual leave used that are to be charged against the employee’s accrued annual leave balance.

Pay Code 030, Sick Leave Used – Record hours of sick leave used that are to be charged against the employee’s accrued sick leave balance.

- A regular government employee who has been determined by their incident supervisor to be unable to perform work due to non-work-related illness is placed in leave status, e.g., sick, annual, or leave without pay, if the day is within the individual's weekly tour of duty at the home unit. If outside the individual's weekly tour of duty, the individual is not entitled to compensation. If the employee is in sick leave status as result of a non-work-related illness, the leave is charged to the employee's home unit and not the incident.
- Casuals are not entitled to sick leave. They are guaranteed 8 hours for each day held by the incident. Management has the option to pay the guarantee or return them to their point of hire.

Pay Code 040, Compensatory Time Earned – A supervisor may not force an employee to earn comp time in lieu of overtime, but an employee CAN request comp time in lieu of overtime in advance and in writing. This is not a recommended practice as comp time used cannot be charged to suppression and the home station will incur the expense.

Pay Code 050, Holiday Not Worked – Record hours paid to the employee for all federally declared holidays. The employee will claim hours based on their normal work schedule.

Pay Code 051, Holiday Worked — Record hours of work performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay. This must be used in conjunction with 050 or the employee will only receive the premium part of the pay and not receive the base pay. If employee is on an alternative work schedule, a minimum of 2 hours and not more than 9 or 10 hours, depending upon the employee's schedule, may be recorded using Pay Code 051 (see example 4 in Chapter 7: Scenarios).

Pay Code 060, Administrative Leave — Record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time used. This includes time off given by the Director in advance of a holiday.

Pay Code 061, Weather and Safety Leave – Record mandatory days off and Management directed days off occurring on an employee's regularly scheduled workday, or weather-related closures. Mandatory days off following a fire assignment are coded to suppression funds. For weather situations not related to an incident, normal funding is used.

- From Personnel Bulletin NO: 18-04, Weather and Safety Leave, para 12:

Post-Incident Rest and Recuperation. Consistent with established DOI-U.S. Department of Agriculture interagency policy as documented, for example, in the “Interagency Incident Business Management Handbook,” employees who have completed a 14-day assignment responding to a wildfire or other hazardous incident may be granted two paid days off as a rest/recuperation period to mitigate the safety risks of extreme fatigue, when the two days immediately following such assignment would otherwise be their regular workdays. If granted, the two-day rest/recuperation period will be recorded as weather and safety leave.

- For full document see: Section 6: References, Paragraph B, REF 6-B-11.

G. Premium Pay – Overtime, Night Pay, Holiday Pay, Sunday Pay

For information on Bi-Weekly Caps on Premium Pay see [2023 Bi-weekly pay cap information](#)

Pay Code 110, Overtime Regular – Record overtime hours performed outside the basic 40-hour workweek. Use Pay Code 110 to record emergency suppression activities for all **non-exempt** employees:

- For Suppression activities the bi-weekly pay cap is waived by checking the “LB” box in the Timekeeper Payroll Remarks section and entering “Fire Assignment – Fire Name” in the “Message to Payroll” section.
- Pay code 110 is used for exempt and non-exempt personnel for regular overtime situations (non-wildland fire incidents) and for All-Hazard incidents.
 - All-Hazard refers to anything OTHER than emergency fire suppression activities; i.e. hurricanes, floods, natural disasters, oil spills, pandemic situations, etc.
 - On all-hazard incidents, Fair Labor Standards Act (FLSA) non-exempt personnel are always FLSA non-exempt.
 - In certain situations, FLSA exempt personnel may be assigned to a FLSA non-exempt position, and this will need to be annotated on the individual’s QuickTime payroll screen by the timekeeper.
 - When FLSA exempt employee works 20% or more of the workweek in a FLSA non-exempt position, code all overtime hours to pay code 110, and add in Payroll Remarks, Message to Payroll “non-exempt for week 1 and/or week 2”.

- Overtime is paid at time and a half only when the rate of pay does not exceed the rate of a GS10, step 1.
If the employee's overtime rate exceeds the GS-10 step 1 overtime rate, overtime is paid at straight time.
- Pay Code 113, Premium Pay for Work in Connection with “emergency suppression” activities – Used by FLSA exempt employees **ONLY** for emergency fire suppression activities and National Transportation Safety Board (NTSB) investigations. Emergency fire suppression activities include suppression and emergency stabilization following a fire.
 - On wildfire suppression incidents, FLSA exempt employees are always FLSA exempt, even if working in a FLSA non-exempt position, and FLSA non-exempt employees are always FLSA non-exempt.
 - Pay code 113 is paid at true time and a half, and the use of 113 automatically overrides the biweekly maximum pay cap.

See [DOI Time and Attendance Guide](#), Section 14.4, Overtime, Fire Fighting and Accident Incident Overtime

This also applies to employees involved in the preparation and approval of emergency stabilization plans and virtual incident assignments. The overtime provisions apply only during the initial emergency assessment period until the emergency stabilization plan is submitted for approval, or 21 days after fire containment (whichever is less).

- **Note:** This overtime pay provision does not apply to personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or all-hazards incidents, including pandemic response.

Pay Code 120, Overtime, Holiday – Holiday Overtime is the result of work performed on a holiday that does not fall within the employee's regular tour of duty. Overtime work performed on a holiday is paid at the same rate that the employee receives for overtime work on other days. Intermittent employees are eligible for Holiday Overtime after completing 8 hours of regular work on a holiday.

- Example: An employee who normally works 8 hours Monday through Friday works for 10 hours on a holiday: The first 8 (or normal) hours would be coded using 050 - “Holiday Not Worked” and 051 - “Holiday Worked”; and the additional two hours as 120 “Overtime Holiday”.

Pay Code 121, Overtime, Sunday wage-grade Intermittent employees only) – Overtime work performed on Sunday is paid at the same rate the employee receives for overtime work on other days. Only be used by wage-grade employees, which are eligible for Sunday Overtime after completing 8 hours of regular work on a Sunday.

Pay Code 130, Night Pay Differential – Payment employees receive for regularly scheduled hours worked, including regularly scheduled overtime and time spent on Continuation of Pay (COP), light duty, between 1800 hours and 0600 hours. An employee is entitled to night differential for night work performed during temporary assignment to a night tour of duty. Night pay differential is paid to regular (GS) government employees at a rate of 10% of their base pay. Night pay **can** be paid in addition to overtime, Sunday, or holiday pay. See 5 CFR 550.122 (para c and d).

The number of night pay differential hours claimed per day is limited to the number of normal daily hours worked at the employee's home station. For example, an employee on a straight 8 schedule at their home unit can only claim 8 hours of night pay differential per day; an employee on a 5/4/9 schedule can claim 9 hours night pay differential on their regular days of work, but none on their normal day off, as there are no base hours on that day.

“Night pay is paid for regularly scheduled work performed at night. This generally means work scheduled before the beginning of the administrative workweek. However, night pay is also paid for night work on a temporary assignment to a different daily tour of duty **during** the administrative workweek. Night pay is paid in addition to overtime, Sunday, or holiday premium pay.” From OPM Fact Sheet: Night Pay for General Schedule Employees (See Section 6, References, Item F).

General Schedule (GS) government employees deployed to a fire incident who have been spot changed to a first 8, 9, or 10 hour tour of duty are entitled to night differential pay on both base and overtime hours worked between 1800 and 0600 starting the first full day of the new schedule. This is only night hours included in the new schedule, not extra hours added day by day.

However, shifts that are extended on a day-by-day basis are considered irregular/occasional overtime and are not eligible for night differential (for either base or overtime hours).

Example: If an employee receives instruction that their work schedule will be 0600 hours to 2200 hours each day, the employee is eligible for overtime pay from 1430 hours (assuming a “first eight” and ½ hour lunch break is taken) to 1800 hours, and overtime **and** night pay from 1800 hours to 2200 hours.

Example: If an employee on a 0600 hours to 2200 hours schedule is directed to work from 2200 hours to 0000 hours for two nights, the employee is entitled to overtime on those additional hours but is not entitled to night pay differential.

The coding of night-pay differential/overtime does not apply during periods of travel time to/from an incident or periods of time an employee is in travel status, when the employee is officially checked out, or when demobilized from the incident. Travel days are based on the employees permanent “official” administrative work schedule.

Wage Grade (WG) employees are not eligible for Night Pay Differential; they receive differentials based upon shift work or code. A differential for working evening and overnight hours is allowable when the majority of the non-overtime hours are between 3pm and 12am (Swing Shift); or between 11pm and 8am (Graveyard Shift). A WG employee may NOT claim a shift differential AND overtime hours at the same time; the shift differential is for non-overtime hours only. For more information, refer to [DOI Time and Attendance Guide, Introduction para 1.6: T&A Data Fields](#).

Pay Code 140, Sunday Premium Worked – Sunday Premium is paid at a rate of 25% of the base pay for both GS and WG employees for non-overtime work performed between midnight Saturday and midnight Sunday. Employees are entitled to Sunday Premium **only** if the regular basic tour of duty at their home unit includes Sunday as part of their basic workweek. These employees retain the Sunday Premium on the incident as long as they perform work on Sunday. Personnel spot changed on an incident do not qualify for Sunday Premium pay.

H. Hazardous Duty/Environmental Differentials

- 090 Environmental/Hazard Differential
- 091 Environmental/Hazard Differential Not Worked
- 092 Environmental/Hazard Differential Overtime Worked
- 093 Environmental/Hazard Differential Overtime Not Worked
- 094 Environmental/Hazard Differential Sunday Overtime
- 095 Environmental/Hazard Differential Sunday Overtime Not Worked
- 096 Environmental/Hazard Differential Holiday
- 097 Environmental/Hazard Differential Holiday Not Worked
- 098 Environmental/Hazard Differential Sunday Premium
- 099 Environmental/Hazard Differential Sunday Premium Not Worked

Definition and criteria for entitlement to hazardous pay is covered in the [SIIBM](#), Chapter 10, the [DOI Time and Attendance Guide](#) (Appendix B) and [5 CFR](#) 550.901 through 907 (GS employees) and 5 CFR 532.511 and 513 (WG employees).

See Reference Section 6-B-12, *Hazard/Environmental Charts* for:

- Hazard Pay Code Indicators – used to record Environmental/Hazard Differential QuickTime
- Environmental/Hazard Pay Chart – full description of the indicators
- Environmental/Hazard Pay Differential for Conditions Chart – description of conditions, percentage paid, and percentage code.

The Hazard Pay Differential is not considered a type of Premium pay; it falls in a category by itself and therefore can be combined with Premium pay such as overtime. From 5CFR 550.907: “Hazard pay differential is in addition to any additional pay or allowances payable under other statutes.”

Prior to entering Environmental pay in QuickTime, A "Y" (the other option is "N" for no) should be entered as the Environmental/Hazard Duty indicator code in FPPS so that hazard pay will be processed when an employee completes QuickTime. This usually becomes an issue when a collateral duty firefighter goes on a wildfire assignment, but without the "Y" in FPPS they won't be paid hazard pay, thus leading to additional QuickTime amendments. QuickTime must also indicate that the employee is eligible for Environmental/Hazard.

All pay entitlements, e.g., regular time, overtime, hazard pay, will be charged to the recorded cost structure (common account number) of the regular or overtime hours.

When recording hazard pay, show the category of hazardous exposure, e.g., firefighting, rough terrain, hover hookup, on a CTR, SF-261. The Incident Time Report, OF-288, should show an “H” for the on-shift hours (GS) and “E” (WG). Quick reference guides for selecting the correct Hazard Code based on the pay code used; and for selecting the correct Alpha Hazard Indicator can be found in Section 6: References, Para B.

Prescribed fire operations do not meet the definition of “firefighting” for hazard pay eligibility; however, when hazardous conditions identified in CFR 550, Subpart I, Appendix A are present during prescribed fire operations, then a hazard pay differential may be authorized.

General Schedule Employees (GS)

General Schedule (GS) employees may be eligible for hazard pay on emergency suppression incidents if working in the following conditions: performing firefighting on uncontrolled fires, climbing above 50 foot structures, tree climbing, low level flying, groundwork beneath hovering helicopters, and work in rough and remote terrain. *Personnel engaged in logistical support, service and non-suppression activities are not eligible for Environmental/Hazard Differential Pay.* For full descriptions of these conditions see Reference Section 6-B-12.

GS employees receive hazardous pay (marked as “H” on the CTR) in addition to the base rate of pay for all hours in a pay status on the day when hazardous duty is performed. (Example: A GS employee works in a hazardous situation for one hour and regular non-hazardous duty for the

remaining hours of their scheduled tour. The employee will receive an additional 25% of their base salary for all hours worked that day.) 5 CFR 550.905

A GS employee working through 2400 hours into the next day is entitled to hazard pay differential for all hours worked for those two (2) calendar days, only if exposed to the hazard before and after 2400 hours.

Coding Environmental/Hazard Pay in QuickTime

The justification for hazard pay must be documented on a signed CTR and/or OF-288 and submitted to home unit timekeeper.

The hazardous conditions associated with emergency suppression are typically rated at 25% of base rate of pay, which is indicated by the use of a “V” in Column E of the payroll screen in QuickTime. The indicator is placed on the same line as the appropriate hazard pay code as outlined below.

GS personnel on a suppression incident will record the regularly scheduled tour as usual, i.e. 010 for base hours, 110 (non-exempt) or 113 (exempt) for overtime hours; and, if eligible, 130 for night pay differential.

Additional line/s should be created to indicate hazard pay, using 090 for base hours and 092 for overtime hours, with the hazard indicator of “V” entered in Column E. For GS employees, the 090 code MAY be used for all hazard pay hours; however the preferred method is to create one line for 090, base hours and one line for 092, overtime hours.

In situations other than emergency suppression response, when personnel are using their normal WBS coding, and hazardous conditions are present, then the 090-098 series is not required, and the Hazard indicator is inserted in Column E on the QuickTime lines with 010 and/or 110 as applicable. This is extremely rare and it is important to not duplicate hazard pay by using 090/092 AND 010/110 with the hazard pay indicator on the same day. One or the other should be used but not both. See Scenario 8 on page 23 of this section.

Pilots (GS-2182) operating aircraft in flight and Full-Time Smokejumpers (GS-0462) performing parachute jumps do not receive hazard pay. This hazard pay has already been considered in the classification of these positions. If they are performing other than authorized hazardous duties as outlined in their “official” position descriptions, they are eligible.

To determine hazardous duty and environmental differentials (percentage rates) for other types of exposure, see 5 CFR 532, Subpt. E, App. A.

Prevailing Rate (Wage Grade) Employees

Wage Grade (WG) employees receive a 25% environmental differential (marked as “E” on the CTR) for either: All hours in a pay status for a day in which they are: 1) fighting a fire on the fire

line; 2) participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing wildfires; OR actual exposure time to the environmental conditions listed in Reference Section Paragraph B. See 5 CFR 532.511.

Same as GS employees above, a WG employee working through 2400 hours into the next day is entitled to hazard pay differential for all hours worked for those two (2) calendar days, only if exposed to the hazard before and after 2400 hours.

The environmental/hazard differential must be documented with a reason for hazard and the number of hours working under the hazardous conditions.

Timekeepers will use the appropriate Pay Code(s) per the Environmental/Hazard pay chart in Reference Section 6-B-12. Note that there may be times when an employee will receive multiple environmental/hazard codes for the same day.

For suppression incidents, do not use a “V” with base hours (010) rather than coding “090”; it will charge the hazard pay to base 8 funding rather than suppression funds. See Example 3 below.

I. Scenarios for Coding Incident Pay in QuickTime

Notes:

- There are several possible scenarios for coding incident time depending on whether the employee is GS or WG; exempt or non-exempt; and whether they are preparedness, fuels, or split-funded employees. (See Chapter 11, Paragraph A, p. 54)
- Pay code 113: GS Exempt employees always use pay code 113 for overtime on emergency suppression incidents. This code is **ONLY** used for emergency suppression and NTSB accident investigations. For All-Hazard incidents GS employees use pay code 110; pay code 113 **MAY NOT** be used on All-Hazard incidents.
- Pay code 110: GS Exempt employees use pay code 110 for All-Hazard incidents; GS Non-exempt, and WG employees use pay code 110 for overtime on both emergency suppression incidents and All-Hazard incidents.
- All GS employees are eligible for Night Pay Differential, pay code 130, for hours worked on an emergency suppression incident from 1800 to 0600 hours. Night Pay is not payable on travel days and begins the first full day of the assignment.
- WG employees are not eligible for Night Pay Differential, they receive Shift Differentials.

- Adding annotations/Payroll Remarks when bi-weekly maximum cap waiver has been issued. Emergency Suppression activities already have this waiver in place, but for All-Hazard incidents, a waiver will be issued for each event and is issued by the Department of Interior and cannot be delegated to a lower authority.
 - When employees are assigned to situations where the bi-weekly maximum salary cap has been waived, the timekeeper will need to make notations in the “Remarks” screen:
 - Under Special Pay Calculations, check the “LB – Emergency Response (OPM approved) biweekly max waiver granted”
 - In “Message to Payroll”, add incident name and any details
 - Click save
 - See Exhibit 3, QuickTime Payroll Remarks Screen capture
- For all emergency suppression incidents, timekeepers will need to add information in the Payroll Remarks including:
 - Check the box for “LB – Emergency Response (OPM approved) biweekly max waiver granted”
 - Add in “Message to Payroll”: “Emergency suppression assignment” and any other helpful information.

REMARKS page

Special Pay Calculations

☐ DE - Death of Employee.
 ☒ LB - Emergency Response (OPM approved) biweekly max waiver granted
 ☐ HF - Fegli to be calculated at a higher rate
 ☒ AW - Employee is working under a temporary tour of duty change
 ☐ 4D - Daily withholding proration for FEHB and FEGLI

Advanced Leave

☐ Annual ALC
☐ Sick ALC

Message to Payroll

- Timekeepers may not question the legitimacy of hours posted in QuickTime including whether or not meal breaks were taken. Signed documentation from the incident, CTR signed by the incident supervisor and is the official record of time. The OF-288, is produced at the incident as a summary of the official record of time. However, if the

QuickTime entry does not match the OF-288, the timekeeper may coordinate with the employee and supervisor to ensure the correct time is posted.

- Errors when coding 110: If an employee is unable to code 110 when completing their payroll screen, the timekeeper will need to ensure the Overtime indicator in the employee's profile is checked "Y":
 - Timekeeper obtains approval from the employee's supervisor authorizing overtime.
 - Go to QuickTime, select timekeeper role
 - Enter employee's name in search box
 - Select Employee Profile
 - Change Overtime indicator to "Y", click Save

Scenarios

Scenario #1: Exempt employee (Fuels-FF31000 funded) assigned to wildland fire incident with regular, overtime, and night pay

Scenario #2: Exempt employee (Preparedness-FF10000 funded) assigned to wildland fire incident with regular, overtime, hazard, and night pay

Scenario #3: Non-Exempt GS employee (Preparedness-FF10000 funded) assigned to wildland fire incident with regular, overtime, and hazard pay

Scenario #4: Wage grade employee assigned to wildland fire incident with regular, overtime, and hazard pay

Scenario #5: Exempt GS employee (Preparedness-FF10000 funded) working on a holiday during a wildland fire incident, exempt and non-exempt employees

Scenario #6: Exempt employee working all-hazards incident in non-exempt position

Scenario #7: GS employee working at home unit and/or under their normal cost structure when performing hazardous duties

Scenario #8: Incorrect hazard pay coding

Scenario #1: Exempt employee (Fuels-FF31000 funded) assigned to wildland fire incident with regular, overtime and night pay

Fuels (FF31000) funded employee, base hours, overtime, any premium pay charged to emergency suppression (FF20000), Fire code XXXX, home cost center.

Exempt employees use overtime pay code 113 on fire suppression incidents regardless of whether they are assigned in an exempt or non-exempt position.

Employee arrives at the fire on Saturday, briefed that new tour of duty for duration of the assignment is 0600 hours to 2130 hours daily with a ½ hour lunch break. Beginning Sunday (the first full day of the assignment), employee is authorized night pay for all hours worked between 1800 hours and 0600 hours as employee’s regularly scheduled hours for duration of the assignment. 1800-2130 are daily tour of duty hours eligible for night pay.

Select	Hours Code	Sun 03/19	Mon 03/20	Tue 03/21	Wed 03/22	Thu 03/23	Fri 03/24	Sat 03/25	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010		08:00	08:00	08:00	08:00	08:00		40:00		FFF2000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	113	15:00	07:00	07:00	07:00	07:00	07:00	15:00	65:00		FFF2000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	130	03:30	03:30	03:30	03:30	03:30	03:30	03:30	24:30		FFF2000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>																	

Scenario #2: Exempt employee (Preparedness-FF10000 funded) assigned to wildland fire incident with regular, overtime, hazard, and night pay

Preparedness (FF10000) funded employee, base hours charged to preparedness (FF10000), Fire code XXXX, home cost center. Preparedness (FF10000) funded employee, overtime, hazardous duty and night pay (premium pay) charged to emergency suppression (FF20000), Fire code XXXX, home cost center.

Exempt employees use overtime pay code 113 on fire suppression incidents regardless of whether they are assigned in an exempt or non-exempt position.

Hazardous duty - CTR/OF-288 will show an “H” by hazardous duty hours for GS employees. Timekeeper uses hazard pay codes 090-098 and enter a “V” in the Environmental/Hazard column (E) in QuickTime. Most common hazard codes are 090 for base hours and 092 for overtime hours. GS employees may use pay code 090 for all hazard duty hours, it is preferred to separate base hazard hours as 090 and overtime hazard hours as 092.

Select	Hours Code	Sun 03/19	Mon 03/20	Tue 03/21	Wed 03/22	Thu 03/23	Fri 03/24	Sat 03/25	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010		08:00	08:00	08:00	08:00	08:00		40:00		FFF1000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	113	14:00	06:00	06:00	06:00	06:00	06:00	14:00	58:00		FFF2000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	090		08:00	08:00	08:00	08:00	08:00		40:00		FFF2000000XXXX0	22X	FF09R22000				V
<input type="checkbox"/>	092	14:00	06:00	06:00	06:00	06:00	06:00	14:00	58:00		FFF2000000XXXX0	22X	FF09R22000				V
<input type="checkbox"/>	130	04:00	04:00	04:00	04:00	04:00	04:00	04:00	28:00		FFF2000000XXXX0	22X	FF09R22000				

Scenario #3: Non-Exempt GS employee (Preparedness-FF10000 funded) assigned to wildland fire incident with regular, overtime, and hazard pay

Preparedness (FF10000) funded employee, base hours charged to preparedness (FF10000), Fire code XXXX, home cost center. Preparedness (FF10000) funded employee, overtime, and hazardous duty pay (premium pay) charged to emergency suppression (FF20000), Fire code XXXX, home cost center.

Non-exempt employee overtime pay code 110 for on fire suppression incidents.

Hazardous duty – CTR/OF-288 will show an “H” by hazardous duty hours for GS employees. Timekeeper uses hazard pay codes 090-098 and enter a “V” in the Environmental/Hazard column (E) in QuickTime. Most common hazard codes are 090 for base hours and 092 for overtime hours. GS employees may use pay code 090 for all hazard duty hours, it is preferred to separate base hazard hours as 090 and overtime hazard hours as 092.

Select	Hours Code	Sun 03/19	Mon 03/20	Tue 03/21	Wed 03/22	Thu 03/23	Fri 03/24	Sat 03/25	Total	Fav Key	WBS	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010		08:00	08:00	08:00	08:00	08:00		40:00		FFF1000000XXXX0	22X				
<input type="checkbox"/>	110	15:00	07:00	07:00	07:00	07:00	07:00	15:00	65:00		FFF2000000XXXX0	22X				
<input type="checkbox"/>	090		08:00	08:00	08:00	08:00	08:00		40:00		FFF2000000XXXX0	22X	FF09R22000			V
<input type="checkbox"/>	092	15:00	07:00	07:00	07:00	07:00	07:00	15:00	65:00		FFF2000000XXXX0	22X	FF09R22000			V

Scenario #4: Wage grade employee assigned to wildland fire incident with regular, overtime, and hazard pay

Wage grade (WG) employees are not entitled to night pay differential, as they receive shift differentials. WG employees do however receive an environmental/hazard pay differential for either: all hours in a pay status for a day in which they are: 1) fighting a fire on the fire line; 2) participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing wildfires; OR 3) actual exposure time to the environmental/hazard conditions listed in 5 CFR 532.511.

Hazardous duty - CTR/OF-288 will show an “E” by the hours for WG employees. The timekeeper will place a “V” in the Environmental Hazard column (E) in QuickTime.

Wage grade employees MUST differentiate the codes in the hazard pay series: 090 must be used for base hours and 092 for overtime hours.

In this scenario the employee started hazardous duties at noon.

Select	Hours Code	Sun 06/12	Mon 06/13	Tue 06/14	Wed 06/15	Thu 06/16	Fri 06/17	Sat 06/18	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010		08:00	08:00	08:00	08:00	08:00		40:00								
<input type="checkbox"/>	110		07:00	07:00	07:00	07:00	07:00		35:00								
<input type="checkbox"/>	090		08:00	08:00	08:00	08:00	08:00		40:00								V
<input type="checkbox"/>	092		07:00	07:00	07:00	07:00	07:00		35:00								V

Scenario #5: Exempt GS employee (Preparedness-FF10000 funded) working on a holiday during a wildland fire incident, exempt and non-exempt employees

Preparedness (FF10000) funded employee, base hours and holiday worked charged to preparedness (FF10000), Fire code XXXX, home cost center. Preparedness (FF10000) funded employee, overtime and night pay (premium pay) charged to emergency suppression (FF20000), Fire code XXXX, home cost center.

When an employee is required to work on a holiday, both pay code 050 (holiday not worked) and code 051 (holiday worked) must be entered. If not, the employee will receive the holiday premium pay and not receive the holiday base pay.

Select	Hours Code	Sun 03/19	Mon 03/20	Tue 03/21	Wed 03/22	Thu 03/23	Fri 03/24	Sat 03/25	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010		08:00	08:00	08:00		08:00		32:00		FFF1000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	113		06:00	06:00	06:00	06:00	06:00	14:00	44:00		FFF2000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	050					08:00			8:00		FFF1000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	051					08:00			8:00		FFF2000000XXXX0	22X	FF09R22000				
<input type="checkbox"/>	130		03:00	03:00	03:00	03:00	03:00	03:00	18:00		FFF2000000XXXX0	22X	FF09R22000				

Scenario #6: Exempt employee working all-hazards incident in non-exempt position

Exempt employee assigned to an all-hazards incident who works 50% or more of the pay period in a non-exempt position, code ALL overtime hours, regardless of activity, to pay code 110, and add Payroll Remarks, in Message to Payroll “non-exempt for week 1 and/or week 2”.

Select	Hours Code	Sun 03/19	Mon 03/20	Tue 03/21	Wed 03/22	Thu 03/23	Fri 03/24	Sat 03/25	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010		08:00	08:00	08:00	08:00	08:00		40:00		FXRS126109FM13H	234	FF09R22000				
<input type="checkbox"/>	110	14:00	06:00	06:00	06:00	06:00	06:00	14:00	58:00		FXRS126109FM13H	234	FF09R22000				
<input type="checkbox"/>																	
<input type="checkbox"/>																	

Scenario #7: GS employee working at home unit and/or under normal cost structure when performing hazardous duties

If required to perform hazardous duties at the home unit or if charging to the normal cost accounting structure, the alpha Environmental/Hazard Indicator can be recorded on the time sheet with the normal Pay Code under which the hazard work was performed, e.g., Pay Code 010 for regularly scheduled time and Pay Code 110 for overtime, etc., for all hours in a pay status.

The codes (usually “V”) are entered in QuickTime in the Env/Haz column “E”. The system will automatically generate the proper pay entitlement based on the recorded alpha Hazard Code for actual exposure time (Wage only), or ALL hours in pay status for the day of exposure for GS employees. In this example, an employee worked in hazardous conditions on Monday and Tuesday.

Select	Hours Code	Sun 03/19	Mon 03/20	Tue 03/21	Wed 03/22	Thu 03/23	Fri 03/24	Sat 03/25	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010				08:00	08:00	08:00		24:00		FFF310009WBASE	22X	FF09R22000				
<input type="checkbox"/>	010		08:00	08:00					16:00		FFF310009WBASE	22X	FF09R22000				V
<input type="checkbox"/>																	
<input type="checkbox"/>																	

Scenario #8: Incorrect Hazard Pay Coding

Do not use the 090 pay code series on the same days you code the T&A with regular pay codes and the appropriate alpha Hazard Indicator. In the example below an employee has worked under hazardous conditions on Monday and Tuesday. The “V” has been placed in both the 010 row AND the 090 row, this is incorrect. If working at home unit or under normal default accounting, use 010 with the “V” in Column E; if working on a suppression incident use the 090 series and the “V”. Do not put the V in both rows; use one or the other.

Incorrect coding of hazard pay:

Incorrect coding

Select	Hours Code	Sun 06/12	Mon 06/13	Tue 06/14	Wed 06/15	Thu 06/16	Fri 06/17	Sat 06/18	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010				08:00	08:00	08:00		24:00		FFF310009WBASE	22X	FF09R22000				
<input type="checkbox"/>	010		08:00	08:00					16:00		FFF310009WBASE	22X	FF09R22000				V
<input type="checkbox"/>	090		08:00	08:00					16:00		FFF310009WBASE	22X	FF09R22000				V
<input type="checkbox"/>																	

Correct coding of hazard pay:

Select	Hours Code	Sun 06/12	Mon 06/13	Tue 06/14	Wed 06/15	Thu 06/16	Fri 06/17	Sat 06/18	Total	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010				08:00	08:00	08:00		24:00		FFF310009WBASE	22X	FF09R22000				
<input type="checkbox"/>	010		08:00	08:00					16:00		FFF310009WBASE	22X	FF09R22000				
<input type="checkbox"/>	090		08:00	08:00					16:00		FFF310009WBASE	22X	FF09R22000				V
<input type="checkbox"/>																	

CHAPTER 14: GENERAL

J.Required Documentation

Regional Offices and field stations follow established procedures to ensure:

- Adequate documentation of time worked in support of emergency incidents, including initial attack;
- Supervisor review/verification of all employee time records;
- Proper application of overtime and special pay regulations (e.g., night differential, hazard pay, environmental/hazard differential); and
- Signed Emergency Firefighter Time Report (OF-288) and/or CTR (S-261) are retained in the home unit's time & attendance files and available for retrieval per records management requirements (6 years and 3 months after fiscal year created).

Suppression incident time and travel documentation may be requested in future for inclusion in a billing package or lawsuit discovery and must be available for retrieval. Retention of complete and organized documentation is very important.

Firefighting time hours must be supported by authorization/documentation signed by the incident supervisor. Documentation includes: resource orders; overtime/hazard pay requests approved by the supervisor in QuickTime; CTRs signed by the incident supervisor or the OF-288 signed by the incident timekeeper.

Employees on incident assignments away from their home units submit original Emergency Firefighter Time Report, OF-288, or a Crew Time Report (S-261) to their home station through their supervisor for processing of T&A and related payroll deductions. The employee's supervisor approves time not posted at the incident or work that is not documented on a CTR or OF-288, such as travel time or Multi-Agency Coordinating Group (MAC) group representation.

Note: In order to get QuickTime entries processed by the submission deadline at the end of a pay period, timekeepers may use a CTR or unsigned draft OF-288 to enter and/or validate time entries into the QuickTime system. In this situation, it is the individual's responsibility to provide a final signed OF-288 to the timekeeper as soon as possible following the assignment, and the timekeeper shall review the signed OF-288 to ensure it matches the documentation previously provided. If there are discrepancies, an amended timesheet will need to be generated.

The home station timekeeper, or employee if they are posting time into QuickTime, codes incident time per the DOI Time and Attendance Guide, the [SIIBM](#), FWS Service Manual 225 FW 7, and this reference guide.

Changes: Timekeepers entering time from a **signed** OF-288 may not question the time submitted or make any changes other than to correct mathematical errors. When OF-288s or other agency pay documents have an authorized signature, it certifies that the required documentation is accurate and on file at the incident, and no further documentation is required for pay purposes.

Time is recorded on an OF-288 using military time. Each workday involves a 24-hour period, and each day starts and stops at midnight. Every day (Sunday through Saturday) is considered a workday during an incident until the incident is over or the employee is officially released from the incident. Time may be recorded in 15-minute, 30-minute, 45-minute, and one-hour increments.

OF-288s and/or CTRs will have fire related activities identified as follows:

- a) Regular time – by military hours – no initial shown.
- b) Travel time – by military hours – initial “T”
- c) Hazardous Duty time – by military hours – initial “H” with justifying action noted in Payroll Remarks
- d) Environmental Duty time – by military hours – initial “E” with justifying action noted in Payroll Remarks

K. Other Pay Provisions

Biweekly Earning Limitation

The Code of Federal Regulations (CFR 550.105(a)) limits General Schedule (GS) employee’s bi-weekly pay to the greater of the maximum step of a GS-15 Step 10 or Level V of the Executive Schedule. The maximum salary includes all overtime, comp time, Sunday premium and night differential pay. Hazardous duty pay is not included.

The bi-weekly maximum earnings limitation is waived for employees working in support of emergency wildland fire suppression activities. In order to qualify for the bi-weekly maximum earnings limitation waiver, an employee’s overtime work must be charged to wildland fire, Emergency Stabilization and Burned Area Rehabilitation (ES/BAR), Severity, or wildland fire suppression funds tied to the support of suppression operations; the overtime work must be recorded on a timesheet utilizing pay code 113, and approved by an appropriate supervisor.

Maximum Annual Earning Limitation

The annual maximum earnings limitation rule limits GS employee’s basic and premium pay to the annual salary of the greater of the maximum step of a GS-15 grade level, including locality and/or special salary rate pay or level V of the Executive Schedule (5 CFR 550.106(c)(1)). Annual maximum earnings limitation can NOT be waived.

For Wildland fire suppression activities, exempt GS employees who use Pay Code 113 are automatically exempt from the biweekly limitation on pay. GS Employees who code overtime For All-Hazard incidents, a Memorandum signed by the head of an agency (or designee) must be issued for each incident waiving the limitation. This Memorandum may not be delegated to a lower level.

Injury Leave – Continuation-of-Pay (COP)

Continuation-of-pay (COP) rates are established according to Federal Employee Compensation Act (FECA) regulations. Directions for coding the OF-288 are found in the [SIIBM](#), Chapter 10, 10-77. For Office of Workers Compensation Program (OWCP) technical direction on coding OWCP lost time, coordinate with your local compensation specialist. The compensation specialist is responsible for verifying the continuation-of-pay rate and that other compensation disability reporting requirements are met. More information can be found on the [JAO OWCP site](#).

OF-288s will be received by the home station with any CA-1 (injury) or CA-2 (illness) documentation completed during the incident assignment.

Administratively Uncontrollable Overtime (AUO)

Administratively Uncontrollable Overtime (AUO), Pay code 810, is a form of premium pay in which the hours of duty cannot be controlled administratively and which require substantial amounts of irregular or occasional overtime work (e.g. Refuge Law Enforcement). This is distinguished from a fire assignment, where the employee is temporarily assigned to a new daily tour of duty.

L. Records Management

Best practice: use QuickTime Payroll Remarks with information visible to employee, timekeeper, and Interior Business Center (IBC). Employees use Employee Comments; Timekeepers use Timekeeper Comments with information visible to FWS users, but not IBC. Timekeepers retain Source Records in local files (electronic or digitized physical records) with accurate labeling and retrieval access throughout the retention period.

CHAPTER 15: FIRE ACCOUNT SALARY GUIDE

The Fire Account Salary Guide helps identify how to charge an employee's time to a project or incident based on how their base labor is funded. The most current [Fire Account Salary Guide](#) is available on SharePoint.

CHAPTER 16: PERSONNEL

M. Incident Training and Qualifications

Description

This section outlines steps necessary to obtain an Incident Qualification Card (Red Card) and designating availability in the Interagency Resource Ordering Capability (IROC). Minimum requirements for incident management positions can be found in the guidance and authorities listed below.

Guidance/Authorities/Resources

[NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1](#)

[Federal Wildland Fire Qualifications Supplement 2022](#)

[DOI Incident Positions Qualification Guide – March 2021](#)

[JAO Travel and Charge Card Guidance](#)

Process

Mobilization to support incident management requires adherence to agency and interagency guidance, training, and documentation to become qualified in specific positions. Individuals interested in incident support need to establish communication with a training officer (typically a local or regional fire manager).

Open a position task book. Consult the [NWCG Position Task Book Catalog](#) site which includes NWCG and Agency Specific Position Task Books.

After identifying the Position Task Book to complete:

1. Download the position task book
2. Complete front page including supervisor signature
3. Provide copy to unit/regional Training Officer
4. Training Officer issues an incident qualification card (Red Card) and position is noted as trainee “-T” until all position requirements are met
5. Take Position Task Book to incident(s) until signed by incident supervisor and home unit
6. Upon task book and required training completion, provide documentation to Training Officer
7. Training Officer issues new Red Card removing trainee “-T” status

[NWCG Position Task Book Catalog](#)

FWS Guidance: Front cover of the Position Task Book documents the trainee name, home unit/agency, and home unit phone number. It also contains the information of the individual initiating the PTB. The front cover will indicate whether a wildland fire or prescribed fire assignment is required before certification; Provide a copy to unit/regional Training Officer who will issue an incident qualification card (Red Card). The position is noted as a trainee (ex. BUYM-T) until all requirements for the position have been met. The Red Card is always taken to an incident; the Task Book only needs to be taken until all tasks are completed and has been signed off by the incident supervisor and approved by the home unit. When the task book and required training is complete, provide documentation to the Training Officer, who will issue a new Red Card removing the trainee status.

Complete appropriate training.

Training requirements for each position are listed in :
[NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1](#) or
[Federal Wildlife Fire Qualifications Supplement 2022](#)

Buying Team Member (BUYM) and Buying Team Leader (BUYL) positions are located in the Supplement.

[FEMA ICS Resource Center](#) provides resources for independent study Baseline Courses (IS-700 and ICS-100) and Additional Courses (ICS-200, IS-800).

Other Emergency Management Courses are included on the FEMA [Emergency Management Institute](#) website.

Trainee Assignment Experience.

Two options for incident assignments and experience as a trainee are:

- Geographic area Priority Trainee List maintained by Geographic Area Training Representatives (GATRs) - Priority Trainee lists are specific to each GACC and a POC coordinates ranking (usually by percentage of task book completion) and availability of trainees. Priority lists are compiled in the off-season, typically winter or spring. Send request to employee's Training Officer to be placed on the Priority Trainee List. As incidents occur, the POC works down the list to fill assignments.
- Member of an Incident Management Team - Incident Management Teams (IMT) typically have a pre-fire season application process that begins in late fall or early winter. Send request to employee's Training Officer for application period details. IMTs typically accept nominations for trainees for command and general staff and unit lead positions with some variation based on team position shortages and needs. IMT trainees work with IMT supervisor to determine assignment availability. IMTs typically request a higher level of commitment for number of assignments than the Priority Trainee List.

Sign up in IROC. Check with local dispatch center to see if an Integrated National Application Portal (iNAP) account should be created. If so, send a request through the employee's Training Officer to create an account in IROC. Within IROC "Login to Web Status" portal where the employee has the option to change their availability status, dates not available, local or national assignment, and location options. Once listed as "available", the employee is assumed to be available for a minimum of two weeks not including travel. The employee is responsible to change availability status to "unavailable" if not able to accept a fire assignment. If an iNAP account is not created, contact the local dispatch center and ask them to post availability status.

For Incident Finance and Administration Position Flowchart see Section 6: References, Paragraph B.

Contacts

National Training Specialist
Michael (Mike) Ellsworth
U.S. Fish and Wildlife Service
Wildland Fire Training
3833 South Development Ave.
Boise, ID 83705
Tel: 208-387-5986

N. Incident Travel – Federal Employees

Description

This section covers incident travel for federal employees. Incident travel for AD personnel is addressed in Section 5: Administratively Determined (AD) Hires

Guidance/Authorities

- [NWCG Standards for Interagency Incident Business Management Handbook \(Yellow Book\)](#)
- [U.S. Fish and Wildlife Service Temporary Duty Handbook](#)

Availability and Resource Order Process

- Individuals may only travel to a suppression or all-hazards incident if a Resource Order has been issued.
- Local dispatch center receives a request for a resource either as a position request or "by name" request.
- If your IROC status is "unavailable", you typically will not be contacted for an assignment. If team leader requests you by name, dispatch center may call you even if

your IROC status is unavailable and ask if you will accept the assignment. If you are able to respond, you need to change your IROC status to “available” and dispatch center can fill the request; or work with your local dispatch center to show yourself as available.

- Dispatch center forwards a copy of the Resource Order, which contains your reporting instructions, and contact information.

Authorization to Travel

Whenever possible, travel authorizations are entered into Concur before departing on assignment, otherwise enter the authorization in Concur while on assignment or upon return to the home unit.

Resource Order serves as authorization to travel; however, employees must ensure the home unit travel arranger has completed a “Limited Open” authorization for each traveler in their office for a specific timeframe.

Arranging Travel

Each Geographical Area Coordination Center (GACC) may have a different procedure for arranging travel

- If dispatch center is making traveling arrangements, a CONCUR travel authorization does not need to be completed prior to traveling to an incident as long as a resource order has been issued. Both the authorization and voucher are completed following the assignment, within current travel guidance.
- If the dispatch agency is not making the travel arrangements, the individual will need to book travel through Concur and create an authorization; or if flights are needed immediately, call the Duluth travel reservation number at 855-847-6398.
- Rental cars – Vehicle rentals should be made through Concur whenever possible. However, if an off-road vehicle or 4x4 truck is needed, the National Emergency Rental Vehicle (NERV) program, established by the USFS, can be utilized. For more details, see the [NERV](#) website.

Lodging and Meals When on an Incident

- When Agency Administrator or Incident Commander requires personnel to stay away from the Incident Command Post (ICP), normal lodging and per diem rates for that area apply. However, if a spike camp is available and services/meals are provided, no lodging or per diem is allowed.
- When staying at the Incident Command Post (ICP) and meals are provided, use Concur “actual lodging” selection (lodging rate is \$0.00); use M&IE selection “meals provided” and the rate is automatically set to \$5.00.
- When only available lodging is 151% to 300% of per diem set by the General Services Administration, the [pre-approval memo](#) must accompany the travel voucher. See [Fire/All-Hazards Incident Travel SharePoint](#) for more information regarding this policy.

Camp Rates

Camp rates are reduced per diem rates based on a given area's available resources and accommodations. Camp rates are determined by the jurisdictional agency – for example if a fire is on a refuge, and employee quarters were available, then FWS may set a camp rate lower than the per diem rate with the expectation that personnel could purchase food and cook. Camp rates are rarely used, most personnel going to fire camp will have meals provided by a national caterer hired by USFS. For small fires, meals will be purchased by the buying team and provided to personnel. Personnel in hotel lodgings use normal per diem procedures.

Travel and Overtime

Personnel traveling to/from an incident, including Severity and Emergency Stabilization Rehabilitation, are authorized overtime on travel days when exceeding 8 hours. Travel overtime should be coded to Pay Code 113; however, Night Pay Differential is NOT authorized on travel days. An employee is not required to earn travel comp time instead of overtime; however, an employee may request it; the request must be in writing to the supervisor and noted in the "Remarks" section of QuickTime. See Exhibit on the next page.

USFWS Service Manual 225 FW 7, Exhibit 2:

Exhibit 2
225 FW 7
Page 1 of 2

Paying Overtime when on Travel

Type and General Information	Nonexempt Employees	Exempt Employees
A. Travel Outside of Duty Hours within the Limits of the Official Duty Station (The official duty station is the geographic area surrounding a 50-mile radius of an employee's regular work site.)	<ul style="list-style-type: none"> May receive overtime pay for travel if the travel directly relates to a specific job assignment and extends the employee's normal tour of duty. For example, an employee's normal work day is from 8 a.m. to 4:30 p.m. and the employee must attend a meeting 20 miles from the office from 3 p.m. to 5 p.m. The employee will receive overtime pay for the time spent in the meeting from 4:30 p.m. to 5 p.m. and compensation for travel time back to the office. 	<ul style="list-style-type: none"> May be eligible for overtime pay for overtime work, but not eligible for overtime pay for the travel time. For example, an employee's normal work day is 8 a.m. to 4:30 p.m. and the employee must attend a meeting 20 miles from the office from 3 p.m. to 5 p.m. The employee may receive overtime pay for the time in the meeting between 4:30 p.m. to 5 p.m., but she will not receive compensation for travel time back to the office.
B. Temporary Duty Travel (TDY) Outside of Duty Hours Away from the Official Duty Station*	<ul style="list-style-type: none"> May receive overtime pay for officially ordered travel (TDY) during non-duty hours if they: <ul style="list-style-type: none"> -Must work during travel (e.g., driving a Government vehicle as part of a work assignment); -Travel as a passenger on a 1-day assignment away from the official duty station; or -Travel as a passenger on an overnight assignment on a day(s) that is not a regularly scheduled workday that corresponds to the employee's regular working hours. 	<p>May receive overtime pay for officially ordered travel (TDY) during non-duty hours under any one of the following conditions:</p> <ul style="list-style-type: none"> The travel involves working while traveling or is incident to the work (e.g., driving a loaded truck, driving an empty truck back to the point of origin); The employee travels under arduous or unusual conditions (e.g., travel on rough terrain or under extremely severe weather conditions); or The travel results from an event that management could not schedule or control administratively (e.g., training offered by a private firm, a job-related court appearance required by a court subpoena).
C. Requirements and Benefits that Pertain to All Employees	<p>(1) When a manager offers an employee one mode of transportation but allows him or her to use an alternative mode, or when an employee travels at a time or route other than the one the manager selected, the employee receives credit for the lesser of either:</p> <p>(a) The actual travel time, or</p> <p>(b) The estimated travel time that the employee would have used if he/she had taken the transportation the manager selected.</p>	

07/19/10

PERSONNEL

Type and General Information	Nonexempt Employees	Exempt Employees
	<p>(2) When an employee's travel involves two or more time zones, the employee must use the time zone from the point of first departure for the workday to determine whether he/she gets paid overtime for travel.</p> <p>(3) We do not pay employees for normal commuting time between their residences and duty stations, even if it's for an employee assigned to a temporary duty station. (See 225 FW 7, section 7.19 for information about compensatory time when traveling.)</p> <p>(a) During a temporary assignment, the temporary lodgings are the employee's residence.</p> <p>(b) If an employee chooses not to stay in temporary lodgings for personal reasons, daily commuting is not hours of work.</p>	

*Supervisors should consider scheduling events in the middle of the week so that an employee may travel to and from the event during duty hours. A supervisor may not adjust an employee's regularly scheduled administrative workweek solely to include travel hours that would not otherwise be considered hours of work.

Selecting Modes of Transportation

Employees requesting an alternate mode of transport (POV) or an alternate ending point to take leave must submit completed FWS Form 3-2387 Cost Comparison for supervisor approval/signature prior to travel, and upload into Concur travel authorization.

CHAPTER 17: ACQUISITION

A. Acquisition Methods

Description

Purchases shall be made by the most efficient method possible, adhere to the Federal Acquisition Regulations (FAR), and first sourced through required resources.

Guidance/Authorities

Sara add the JAO link for Contracting “Can I Buy it myself” here

Sara add the JAO link for Emergency Purchases here

- DOI Integrated Charge Card Policy
- US FWS Service Manual 301 FW 4 (Procurement Procedures)

Process

The following resources are available for acquisition of goods and services. Maintain required documentation for a wildland fire document box as well as your own purchasing recordkeeping

- National Fire Cache System - dispatch places the order
- National contracts - dispatch places the order (example; Mobile Food Services, once head count reaches 150 people for 72 hours). National contracts are administered by the USFS(ex: catering, showers, and port-a-potties).
- Incident Blanket Purchase Agreements (I-BPAs) - utilizing Dispatch Priority List (DPL) - dispatch places the order. DPL is set up through a preseason competitive solicitation process in the Virtual Incident Procurement Repository (VIPR) administered by the USFS. VIPR invoices sent to FWS for payment are paid through the manual non-referencing payment process in FBMS and the contract must be included in the payment package.
- Local purchases – purchases made by assigned buying team members (BUYT) or non-assigned support positions, i.e. local purchase card holders. All purchases must comply with spending limitations, Federal laws and regulations, and DOI Purchase Card Program Policy and agency guidance. All Purchases MUST adhere to the micro-purchase thresholds and guidelines, including ensuring [Section 889B](#) compliance verifications and prohibition on split purchasing. Maintain proper required documentation. Contact your AOPC for authority to lift daily/cycle purchase limit (allowed for emergency incidents only).

- Emergency Equipment Rental Agreements (EERA's) - Contracting Officers or Contracting Specialists must approve and sign the agreement. Work with your Regional Incident Business Specialist or Regional Budget Analyst to expedite EERA request through JAO process. **Note:** EERAs may NOT be awarded unless all competitive agreements (VIPR) are exhausted or unavailable for date and time needed. Note: EERAs are incident specific and may not be used on any other assignment.
- Commercial Rentals – Buying team members and micro-purchasers may purchase goods and services up to the limit of their purchasing authority.

B. Incident Payments

Description

Incident payments may be from purchases, commercial rentals, Emergency Equipment Rental Agreements, Incident Blanket Purchase Agreements, National Emergency Rental Vehicle (NERV) program or USFS national contract (VIPR) payments.

Guidance/Authorities/References

These documents may be found on the Branch of Fire Management SharePoint [Incident Business](#) site:

- [JAO Payments and Collections website](#)
- [FBMS AP-01: Manual Payment Processes and Procedures](#)
- [FBMS ACQ-05 – Payment Terms and Invoice Addresses](#)
- [DOI Integrated Charge Card Policy](#)
- [US FWS Service Manual 301 FW 4 \(Contracting\)](#)
[US FWS Service Manual 261 FW 3 \(Payments\)](#)

JAO Emergency Purchases website: [Emergency Purchases](#)

Process

- Incident payments, including USFS VIPR contract payments, are submitted to Interior Business Center (IBC) through FBMS as a Manual payment and are routed through the normal Non-IPP invoice contacts for each region. (See chart under “Contacts” section).

Vendor payment packages for an incident with USFWS jurisdiction should be returned to the individual refuge from the IMT/ICP (note: the Service does not have a central payment processing point). If the station is unable to process the payment, coordinate with the Regional

Office for assistance or collaborate with an NPS Review, Audit, and Payment (RAP) Team. Coordinate with the Fire Management Branch prior to utilizing the RAP Team.

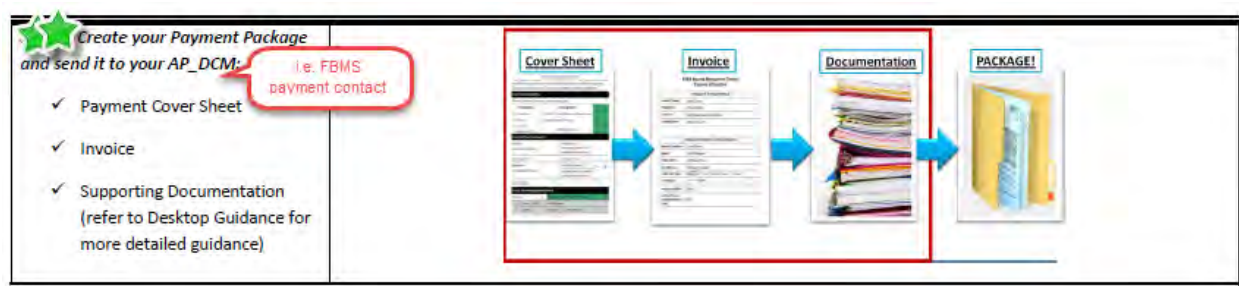
- VIPR payments **SHOULD NOT** be sent to the USFS Albuquerque Service Center; they are also processed as non-referencing payments.
- Invoices from cooperators when there is no agreement in place or the Service is not a signatory: Contact the Branch of Fire Management Incident Business Lead who will coordinate with other agency personnel to make the payment.

Guidance/Authorities/References

These documents may be found on the Branch of Fire Management SharePoint [Incident Business](#) site:

- [JAO Payments and Collections website](#)
- [FBMS AP-01: Manual Payment Processes and Procedures](#)
- [FBMS ACQ-05 – Payment Terms and Invoice Addresses](#)
- [DOI Integrated Charge Card Policy](#)
- [US FWS Service Manual 301 FW 4 \(Procurement Procedures\)](#)
- [US FWS Service Manual 261 FW 3 \(Payments\)](#)

Process for Submitting Incident Payment Packages



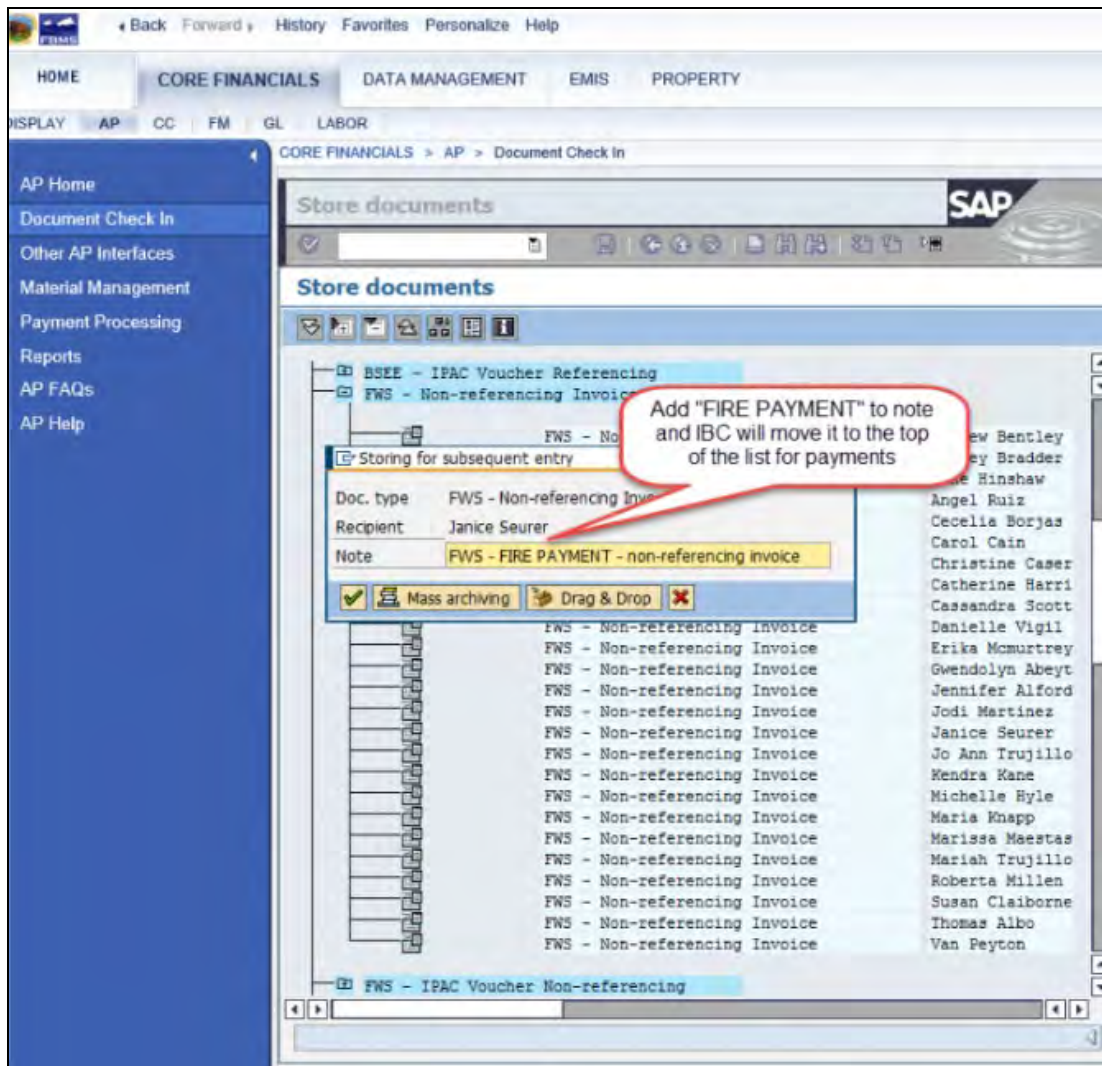
- Upon receipt of invoice, determine if charges are valid and supported by adequate documentation.
- Use Vendor look-up function in FBMS to determine if vendor is in the system. If not, requests for an FBMS vendor number can be submitted two ways:
 - Prepare and submit an FBMS Vendor Request Form to obtain an FBMS vendor number.
 - If the vendor is in SAM.gov, send an e-mail request to the FBMS help desk (fbms_helpdesk@ios.doi.gov) and provide them the DUNS number in order to obtain an FBMS vendor number.

- Once the FBMS vendor number has been provided, prepare the IBC Cover Sheet and include all required information as per below:

All Payment Packages must include: (From [FBMS Technical Bulletin #AP-01, Attachment A](#))

- Completed IBC Payment Package Cover Sheet (non-referencing)
 - Invoice must include: name of Fire/Unit, Contact Name and phone number, Cost Center, WBS, Fund, and the agreement number (if applicable).
 - Incident: Mickey Mouse Complex Fire – Disney NWR
 - Contact: Donald Duck (208) 555-5555
 - Cost Center: FF01RGDI00
 - WBS: FF.F2000000XXXX0
 - Fund: XXX
 - Agreement # ID 40181-5-K015 (example only)
-
- Original signed invoice - complete with fire number, date, incident name/location, and agreement number.
 - Copy of current, signed Cooperative Fire Protection Agreement (CFPA) with all signatures and any modifications.
 - Copy of current, signed Operating Plan (OP) (if required by the CFPA).
 - Supporting documentation required per the agreement (this varies between agreements).
 - Cooperative Fire Protection Agreement (CFPA): Agreements do NOT get interest on payments.

When entering into FBMS, add “Fire Payment” into the “Note” area as shown on the next page.



SUBMITTING AN INVOICE FOR PAYMENT
(Completed by local unit administrative or budget personnel)

- ⇒ Stamp the invoice with the date received
- ⇒ Prepare the payment package cover sheet (Each invoice must have its own payment cover sheet)
- ⇒ Assemble all required documentation according to type of payment listed above
- ⇒ Scan the package into an electronic file
- ⇒ Log into **FBMS**
- ⇒ Click the **“Core Financials”** tab
- ⇒ Click **“AP”**
- ⇒ Click **“Document Check In”**
- ⇒ Scroll down to **FWS – Non Referencing Invoice**
(Unless the payment is under a contract or MO, then choose “Referencing Payment)
- ⇒ Select the appropriate individual (the same contact as normal non-referencing payments)
- ⇒ When the **“Storing for Subsequent Entry”** box pops up, **in the space for notes add “FIRE PAYMENT”** and the IBC will expedite processing.
- ⇒ Click the green check mark
- ⇒ In the **“Look Up Document”** box, browse and select the electronic file you created
- ⇒ Click **“Open”**
- ⇒ A Work Item Number will appear at the bottom of the screen, write it down on the top of your cover page.
- ⇒ **Close** the document box

Invoice package requirements for fire payments against agreements

Blanket Purchase Agreement (BPA):

- Original invoice (signed invoice or receiving report)
- Evidence of receipt (a full signature, by an individual other than the ordering official).
- Copy of BPA (including list of "authorized persons").
- Include a running total of what has been expended to date.

Emergency Equipment Rental Agreements (EERA), OF-294 and Incident Blanket Purchase Agreement (I-BPA):

- Original Invoice, whether in the form of an Emergency Equipment Use Invoice with signatures (Form OF-286) or original commercial vendor invoice. Commercial invoices must contain the contract/agreement number, resource order number, job code, date services received, signature of receiving official and title of receiving official.
- Copy of EERA agreement, OF-294, or Incident Blanket Purchase Agreement, SF-1449.
- Copy of Resource Order Form ICS 259-9 (Evidence of Order), recommended but not required.
- Emergency Shift Ticket (OF-297), vendor provided daily work sheet, or other document provided by incident, recommended but not required.
- Emergency Equipment Fuel and Oil Issue, OF-304, (if deductions are made) or a log with approving official's legible signature.
- Vehicle/Heavy Equipment Inspection Checklist (OF-294) (Pre- and Post-Use), recommended but not required.
- Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions or deductions to the payment (if applicable).

Land Use and Facility Rental Agreements:

- Original signed invoice - complete with fire number, date, incident name/location, and agreement number.
- Copy of the Land Use Agreement (signed).

Memorandum of Understanding (MOU):

- Original signed invoice complete with fire number, date, and incident name/location.
- Evidence of receipt (a full signature, by an individual other than the ordering official).
- Copy of current MOU with all signatures.
- Annual Rate Plans must be provided with invoice.

C. Purchasing for Type 3 to Type 5 Fires

Description

Purchases shall be made by the most efficient method possible, adhere to the Federal Acquisition Regulations (FAR), and first sourced through required resources.

Guidance/Authorities

- [“Can I Buy it Myself”](#)
- [Emergency Purchases](#)
- [DOI Integrated Charge Card Policy](#)
- [US FWS Service Manual 301 FW 4 \(Procurement Procedures\)](#)

Process

The responsible AA or FMO will assign a micro-purchaser to handle procurement for the incident. If there are no refuge/hatchery micro-purchasers available, or there are incident orders to fill that exceed the authority of the assigned micro-purchaser, the AA or representative will contact the Administrative Officer (AO) or other budget personnel and request assistance for someone to be assigned to do incident purchasing. If available, some purchasing may be possible through the regional office acquisitions team.

The AO or FMO will be responsible for locating and assigning local purchasing support for the incident or placing an order with the dispatch center for a Purchasing Agent or a buying team if there are no host unit personnel available.

Contract Officers/Specialists are needed for any purchases beyond the micro-purchase threshold, as well as Land Use Agreements, Emergency Equipment Rental Agreements (

Policies Related to Fire Purchases

Incident Requisitioning Procedures: Requests for goods and services must be supported by a resource order (S Number) or requisition in accordance with incident agency policy. Incident personnel requisition supplies, equipment, and services on a Resource Order form (Exhibit 22). The Resource Order form is used in lieu of agency requisition forms.

- Incident Replacement of Government Property – Reference: NWCG Standards for Fire & Fire Aviation Operations (Red Book) Chapter 11, page 271

Specialty or non-cache items originally provided by the home unit through the use of preparedness funds will be replaced by home unit funds if the loss is due to normal wear and tear. If the government property is damaged on the incident due to a specific event, e.g., wind event damages tent, the incident may, upon receipt of required documentation and proof of damage, authorize replacement using the Incident Replacement Requisition (OF-315). Cache

items will be replaced at the incident if available. Cache items that are not available at the incident may be authorized for restocking at the home unit via an authorized Incident Replacement Requisition.”

- Unique Items – Reference: Standards for Interagency Incident Business Management (SIIBM), Chapter 20, page 20-8

Normal purchasing restrictions apply to emergency incident operations. However, special circumstances exist which may necessitate the acquisition of unique items, goods, or services. Incident agency procurement procedures will be followed. Printing and copying may be purchased commercially, without a waiver from the Government Printing Office (GPO), if the materials are of an administrative nature, for non-repetitive use (e.g., IAP printing) and will only be used internally within the incident. These services should be procured through the most cost-effective method and source. Colored copies and colored paper are considered unnecessary expenses.

- Damage/Loss of Government Property – Reference: SIIBM Chapter 30, page 30-4; FWS guidance: Service Manual 310 FW 6, Report of Survey and Boards of Survey

The incident agency should limit replacement to those items that are lost, damaged, or rendered unserviceable on the incident. The individual responsible for or assigned the property is responsible to document loss or damage on the [Property Loss or Damage Report Fire Suppression, OF-289](#) or appropriate incident or home unit form(s). The individual is responsible for initiating the form and obtaining support/signature of the incident supervisor. Include witness statements or backup documentation as necessary. The form is then submitted to the COMP or FSC for incident-specific adjudication. Based on the delegation of authority, the final authorization of the claim may come from the FSC, IBA, or other individual as identified by the incident agency. Copies of all reports of loss or damage must be provided to the incident agency.

- Incident Replacement of NFES Items – Reference: SIIBM, Chapter 40, pages 59-60

Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged, or rendered unserviceable on the incident. The IMT or other incident personnel may authorize replacement of items at the incident if available, or by approving an Incident Replacement Requisition; OF-315/NFES 001300 for replacement of NFES items by the incident’s servicing cache. Should the replacement of the approved items not be feasible prior to demobilization of the requesting resource, the incidents servicing cache will forward the request to the resources servicing cache. Caches may only process requests for NFES items. Requests for non-NFES items should be requested on a separate incident replacement requisition to be processed by the home unit. Please refer to the current Interagency Incident Business Management Handbook (Chapter 30) for procedures dealing with replacement of non-NFES supplies and equipment.

Wildland Fire Purchasing Reminders

- Purchase authority: contact your AOPC for authority to lift daily purchase cap (allowed for emergency incidents only).
- Keep a log! You must send dispatch a copy of your log nightly and you will need a copy for the doc box.
- Keep required documents for a wildland fire doc box as well as your own purchasing records/purchase log, (copies of) RO's, receipts, and waybills.
- Remember [Section 889 Refresher for Purchase Card](#)

Charge Card Roles and Purchasing

DOI has recently undergone a transition to a new charge card vendor with separate cards for each business type, i.e. travel, purchase, and fleet. The Service made the decision not to provide a separate card for crew chief/emergency purchasing, as the micro-purchase limit was recently increased to \$10,000.

Incident Purchases from Fuel Vendors

Fuel Tender agreements require the fuel vendor to accept purchase cards. Due to circumstances you may or may not have a fuel vendor who accepts purchase cards. The provisions are written to accommodate fuel vendors who do accept purchase cards and those that do not. They read as follows:

- Contractors shall be able to accept all major purchase cards for payment of fuel and provide receipts for sales at the incident.
- Should circumstance preclude the vendor from using the purchase card system the following shall apply: If the camp location precludes use of purchase cards, the Contractor shall complete Emergency Equipment Fuel and Oil issue tickets, OF-304, and reconcile with the finance section on a daily basis.
- No payment will be made for refueling trucks (either bringing fuel to the dispensing truck or driving the truck to the bulk plant) or spill containment requirements.
- Fuel trucks shall have multi-fueling capability with two separate nozzles, one for gas and one for diesel.
- Fuel prices will be established at the current local commercial rate.
- All federal and state requirements shall be met when dealing with hazardous materials.

If the Fuel Vendor accepts purchase cards, the following apply:

- Fuel vendors who accept purchase card transactions hired under an I-BPA are required to accept major purchase cards as payment directly from the customer at the incident. These guidelines are to clarify policy for the fuel vendor's acceptance of purchase cards as well as the customers (Government, interagency partners, cooperators, contractors) use of them as a replacement for the Emergency Equipment Fuel and Oil Issue, OF-304. This process is a change from the previous method where the fuel vendor issued an OF-304 to the customer and was reimbursed at the incident on its Emergency Equipment Use Invoice, OF-286.
- Contractors will no longer have their fuel purchases deducted from their OF-286 and will be responsible for paying for their own fuel at the time of purchase. Government employees, interagency partners, and cooperators will be required to use purchase cards to purchase fuel. Fuel vendors will be responsible for tracking their own transactions and issuing receipts to the customers while the Incident Management Team will be responsible for tracking and paying for "Exception" fuel purchases only (see below).

Exception Fuel Purchases

- Refrigerated trailer fill-ups
- Rental vehicles not covered below in number 2
- Line fuel
- Generators
- Light towers
- Miscellaneous ICP equipment
- Government owned vehicles if the WEX fleet cards are not accepted

D. The National Emergency Rental Vehicle (NERV) Program

Vehicle Rental

The [National Emergency Rental Vehicle](#) (NERV) Blanket Purchase Agreement (BPA) may be utilized for: for use on incidents where one of the following needs are present:

- Any single resource responding to an incident whose position requires a vehicle with 4x4 high ground clearance and HD tires to meet the needs of the assignment (3/4-ton and 1-ton trucks approved for off-road use tires))
- Any single resource that is responding to an incident who needs a rental vehicle to meet the needs of the mission and is NOT self-sufficient or able to procure a vehicle (such as Administratively Determined or Casual Pay employees who do not have an agency travel card).

- Incident Pool vehicles that will be managed by a ground support, buying team, dispatch or other units and will be utilized by multiple resources or multiple incidents

If any circumstances above apply, coordinate with dispatch to make reservation. Resource order must be annotated to say “NERV RENTAL AUTHORIZED”.

When possible, use the standard vehicle reservation procedure through Concur.

Ordering and Payment Process

NERV vehicles are requested by Dispatch only through the [NERV](#) website home page.

Be sure to read the appropriate area-specific SOP located on the [NERV](#) website.

- After a NERV rental has been returned to Enterprise, the traveler will return the NERV payment package cover sheet and all supporting documentation to SM.FS.NERV@usda.gov. Additional details can be found on the NERV website. Once that package has been submitted the NERV office will invoice the appropriate agency.
NERV Document Package:
 - Payment Cover Sheet
 - Resource Order(s) (All Resource Orders the vehicle was assigned to)
 - Commercial Rental Agreement (May have been e-mailed to user/users from Enterprise upon vehicle pick up)
 - Any and all other documents pertaining to the rental (pre/post inspection sheet, accident reports, etc.)

All NERV invoices are centrally billed and not taxed. The USFS has administrative oversight of the program and will receive all invoices and documentation, prepare invoice packages for each agency and send to the AO, FWS Fire Management Branch. The AO will coordinate with the appropriate region for payment. Payments will be submitted through FBMS as a non-referencing payment in the same manner as incident vendor payments.

The USFS will settle and pay all claims.

NERV FAQ page: [NERV FAQs](#)

Tire Repair and Replacement for NERV vehicles

Tire repairs and tire replacements: for vehicles in possession of the USDA Forest Service for BPA rentals under the NERV agreement:

- Firestone/Bridgestone auto shops are the preferred vendors. Alternatively, the USDA Forest Service may use their preferred tire repair and replacement resources with the following guidelines.

- Tire repairs must meet the standards detailed in the Rubber Manufacturers Association guidelines: [Tire Repair Guidelines](#)
- Tire replacements must comply with the U.S. Tire Manufacturers Association recommendations: [Tire Replacement Guidelines](#)
- Replacement tires must:
 - Be the same size, load index, and speed rating designation as recommended by the vehicle or tire manufacturer
 - Not be of a different size or load-carrying capacity than what was originally specified
- Replacing fewer than four tires:
 - When replacing only one to three tires, they must be the same size, load index, and speed rating recommended by the vehicle manufacturer
 - Enterprise (NERV vendor) may determine it necessary to replace tires that were repaired or replaced while in the possession of the USDA Forest Service.
 - Enterprise reserves the right to charge the cost of tire replacement to the USDA Forest Service when tire replacements are necessary.
- Examples of scenarios that will require Enterprise to replace tires:
 - Damage (including flat tire, missing chunks of tread, or damage to sidewall)
 - Improper repair or replacement (according to Rubber Manufacturers Association guidelines for tire repairs or U.S. Tire Manufacturers Association recommendations for tire replacements)

For information on redistributing fleet card charges for vehicles used on emergency suppression activities, see the [JAO Fleet Website](#).

CHAPTER 18: Billing and Collection for Suppression Costs

E. Suppression Billing Guidance

- Federal Billings - Federal Agencies will not bill each other for fire suppression support. Federal Agencies will submit bills for their reimbursable costs to the Associations or States whenever state agencies are the Protecting Agency and a billing is appropriate.
- State or Association Billings: When one of the States or Associations is the Supporting Agency and the fire is within their respective state, the State or agency will bill the Protecting Agency for reimbursable costs when a billing is appropriate. Anytime States respond to a Federal Agency fire outside of their respective state, the State will bill all applicable costs to the Jurisdictional Agency. Operating Plans will include billing location information.
- Billing Estimates and Time Frames - Upon request, each Agency to this Agreement will provide an estimate, prior to the end of the requesting agency's fiscal year, of any reimbursable claims that they intend to make. Absent a written extension of time granted by the reimbursing agency, the final itemized bill should be submitted within 120 days of the end of the suppression action.
- Costs to Include - Reimbursable costs that should be included are those costs associated with operations and support, ordered on a resource order by or for an incident. Such costs may include but are not limited to:
 - Costs for transportation, salary, benefits, overtime, and per diem of individuals assigned to the incident.
 - Cost of equipment in support of the incident.
 - Operating costs for support equipment such as fuel for camp generators.
 - Aircraft, airport fees, and retardant costs.
 - Agency-owned equipment and supplies lost, damaged, or expended.
 - Cost of reasonable and prudent supplies expended in support of the incident.
 - Charges for state-controlled resources such as inmate crews, National Guard Resources, and county and local resources.
 - Additional support dispatching and warehousing that can be easily charged directly to an incident.

- Trainees as identified in the Delegation of Authority.
- **Items that are not normally reimbursed** and remain the responsibility of the Jurisdictional Agency are:
 - Rehabilitation costs (does not include suppression repair)
 - Non-expendable property
 - Tort and accident claims
 - Other costs that cannot be easily charged directly to a single incident. Reimbursement of these costs requires additional discussion between the agencies.
 - Any agency specific work, services, or items that are outside the jurisdictional agency's standards. These items should be negotiated, documented, and signed by the Agency Administrators for the respective Agencies involved.
- Indirect Costs - See Indirect Overhead Rates in Section 4: Agreements.

F. Billing Procedures

The Service is responsible for the billing, collection, and dispersal of collected funds. Information on this process can be found in [JAO - Payments and Collections - Collections Handbook](#)

To recover costs incurred on a suppression incident, the collecting office will prepare Form [DI-1040](#), Bill for Collection, along with supporting documentation according to the established agreement with the paying agency. The billing package is submitted to JAO [Collections Process](#). At a minimum the package should include:

- Agency name, address, phone number, and agency financial contact
- Invoice or bill number
- Agreement number
- Inclusive dates
- Name of incident and incident number
- Appropriate incident number and State and Federal accounting code
- Summary cost reports generated by the agency to support the billing, including applicable cost share agreements. Additional documentation may be required depending on what is specified in the agreement and/or operating plan.
- Resource order
- UEI Number

The Collections team will enter the DI-1040 into FBMS, as well as prepare and send a "formal" bill of collection to the "payee." Payee will be directed to send funds directly to Collections team for deposit through IPAC, EFT or via check.

G. Processing Payments Received

Electronic Funds Transfer (EFT) - The paying agency shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:

- The payment recipient does not have an account at a financial institution, or
- EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving the check, or
- The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.

In order to receive EFT payments, the paying agency shall register in the System for Award Management ([SAM](#)) and follow the instructions online. For assistance, contact the SAM Assistance Center at (855) 411-6803 or (888) 299-8266 Help Desk.

Funds (check or money order) which are not transferred via IPAC - (Intra-Governmental Payment and Collections System) are to be deposited via Pay.gov and mailed to current lockbox address below:

- In rare instances where the payee sends the check to the receiving unit, the check should be sent to the following address:

U.S. Postal Service Address	Federal Express Address
U.S. Fish and Wildlife Service Collections Division P.O. Box 272065 Denver, CO 80227-9060	U.S. Fish and Wildlife Service Collections Division 7333 W. Jefferson Avenue, Suite 300 Lakewood, CO 80235

For monies coming in to the FWS for fire related reimbursable agreements, contact Sheryl Ritter, Financial Specialist at Sheryl_Ritter@fws.gov.

H. Deposits and Expenditures

- The NWCG “Master Cooperative Wildland Fire Management and Stafford Act Response Agreement” template provides an outline for procedures when providing assistance and billing for costs. Assistance costs will be tracked and billed according to existing processes as stated in the operating plans of these agreements.
- Collections will be billed, deposited, and expended using the identifying regional account codes as listed in the table below. These codes remain active and do not need to be re-established each year.

Cooperative Agreement Accounting Structure - State Suppression Assistance

Region	Cost Accounting - Deposits and Expenditures
Region 1	FF01R03000 FF.F4600001FIRE0
Region 2	FF02R03000 FF.F4600002FIRE0
Region 3	FF03R03000 FF.F4600003FIRE0
Region 4	FF04R03000 FF.F4600004FIRE0
Region 5	FF05R03000 FF.F4600005FIRE0
Region 6	FF06R03000 FF.F4600006FIRE0
Region 7	FF07R03000 FF.F4600007FIRE0
Region 8	FF08R03000 FF.F4600008FIRE0
Region 9 (HQ, Centrally managed)	FF09R22000 FF.F4600009FIRE0

In instances where multiple regions respond, the region in which the activity occurred will be responsible for the billing and collection of funds. On the next page is an example of a completed DI-1040 Bill of Collection:

BILL FOR COLLECTION REQUEST U.S. FISH & WILDLIFE SERVICE

Requester Reference Number:
FF01R-21-L15

Requester: Krista Lawrence

Date: 5/28/2021

Location: 911 NE 11th Ave, Portland OR 97323

NOTE: This is only a request for billing and NOT an official Bill for Collection. Official bill will be sent to the customer by the JAO Collections Team.

Payer Information

Name: Washington Dept of Natural Resources

Customer No: 2000001234

Address: 1234 S Silke Rd Attn: Jennifer Doe
Colville, WA 99114

SSNTIN:

(if applicable i.e. new customer)

Email: if wanting bill via email instead of mail
(if sending bill to payer electronically)

Phone #:

(if need to set up a payment plan)

☒ Customer consents to receive bill via email

☐ Will Payer Need to set up a payment plan?

Date	Description	Quantity	Unit	Price per unit	Amount
2020	Babb Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on Washington State lands	1		1535.64	\$ 1,535.64
2020	Badger Lake Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands	1		23565.32	\$ 23,565.32
2020	Bartholomew Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands	1		3543.94	\$ 3,543.94
2020	Chapman Lake Fire: 2020 USFWS Service costs for support of wildland fires on WA State lands	1		1415.33	\$ 1,415.33
2020	Heaton Road Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands	1		9282.97	\$ 9,282.97
	See attached for additional information				\$ 0.00
Notes:	No administrative fee applied: \$9,835.80 - 25% to FF09R02200 FFF4600009FIRE0 \$29,507.40 - 75% to FF01R03000 FFF4600001FIRE0				

Total Amount Due \$ \$ 39,343.20

For FIRE requests: Please show 75% and 25% splits to include dollar amount and accounting in description portion.

ACCOUNTING INFORMATION (Required)

Cost Center: See notes above

Revenue Source Code FIRE

Fund: XXXF1125CO

State (e.g. WA):

WBS: See notes above

County:
For Haying and Grazing Bills

For general Collections inquiries, contact the JAO Collections office at FWS_Finance_Collections_Help@fws.gov or see the [FWS JAO Collections](#) SharePoint site.

CHAPTER 19: GENERAL INFORMATION

A. Compensation for Injury/Illness

For COVID-19 Claims – see Chapter 19

Guidance/Authorities/References

[FWS Service Manual Chapter 240 FW 10, Worker's Compensation Program](#)

[JAO Workers' Compensation](#) website

[JAO Safety and Occupational Health](#) website

Incident Related Tort Claims

Information for incident related claims, including sample forms, can be found in the Yellow Book, pages 10-54 thru 10-79.

Incident Claims Process for property loss/damage:

NOTE: This process is used only when FWS is the jurisdictional agency.

Claims package must include:

- a. *Property Loss or Damage Report, Fire Suppression (OF-289 USDA)*
- b. *GACC specific claim form, if applicable*
- c. *Original purchase receipts preferred (for personal property items only)*
- d. *2 repair estimates or catalog descriptions*
- e. *Written statements to support the claim (included on OF-289)*
- f. *Incident supervisor or other witness statement (included on OF-289)*
- g. *Photos of the damaged item*
- h. *Copy of investigation report, if applicable*

Employee's responsibility:

- Take photos of the damaged property
- Go visit the Claims Unit as soon as possible
- Fill out the OF-289, and GACC specific claim form if applicable, including statement to support the claim and incident supervisor or witness statement and signature.
- Retrieve receipts, if possible
- Retrieve 2 price estimates
- Check in regularly with the Claims Unit to see if claim receives approval.
- If approved, make arrangements with the Claims Unit to retrieve the resource order containing the S#.

- Upon returning to their home unit, the claimant may purchase the item up to the approved value indicated in their case file and resource order.
- The resource order and purchase receipt must be kept as documentation by the employee.

Claims Unit or Home Unit responsibility:

- Document date and time the OF-289 is received
- The CLAIMS Unit will initiate an investigation as appropriate and document the claim on the incident claims log.
- Once all documents pertaining to the case are collected, they will be kept in the *Incident Claims Case File Envelope, OF-314*
- Next, original documents will go to the INBA or Finance Section Chief (if delegated the authority) to be reviewed. If approved, the Claims Unit will request and S # using a General Message Form (GM OF-213).
- The GM OF-213 must be signed by the Finance Section Chief.
- Signed GM OF-213 is then sent to ordering manager, where ordering will forward to dispatch.
- Dispatch will create the S# in IROC and notify the ordering manager when complete.
- Claims Unit will retrieve a copy of the resource order containing the S# from ordering and add it to the package.
- Original claims package will be attached to the employee's time report (OF-288) and copies of the package will remain in the doc box.

Standard Workers' Compensation Claims Process and Contacts

The FWS Workers' Compensation Program is now a JAO entity, and Workers' compensation claims are processed through the JAO, not the Regions. All information can now be found on the [JAO Comp/Claims website](#).

Additional information can be found in the Service Manual Chapter on Comp/Claims (240 FW 10): [Workers Compensation Program](#)

There are currently two Senior Injury Compensation Specialists: Angela Woodson for the East Coast Hub (East regions); and Anna Vargas for the West Coast Hub. In addition to being POCs for COVID-19 and non-COVID claims, they also assign caseload to four other Injury Compensation Specialists.

B. Lend Lease

Description

An agreement between IMTs to allow for the use of assigned resources **from one incident to another incident** for a short-term mission (generally not to exceed one to three operational periods; validated each day by Operations).

The lend/lease of resources fill a critical short-term operational need between large incidents and allows Incident Commanders (ICs) to share resources, increase efficiencies, and simplify processes. The process defined below is not intended for use on small incidents or IA where e-ISuite is not utilized.

Guidance

A resource maybe shared with another incident for up to one to three days and then they must report back to their original incident. If no longer needed at original incident they need to be released to new incident or to home unit.

Resource Order numbers will remain the same throughout all the Lend/Lease incidents for tracking purposes. Finance Section has responsibility to verify the correct resource order and fire codes are entered on the OF-286, Emergency Equipment – Use Invoice. Equipment involved in a Lend/Lease situation should be mobilized and demobilized from the original fire to which assigned.

Process

- IROC - Resources are **not reassigned** in IROC. Resource remains assigned to the initial incident. (No resource order will be generated, so no new resource number). Incident Dispatch/Expanded Dispatch is not required to make any edits on the initial resource order to track lend/lease resources.
 - If an incident is within 2 – 3 days of demobilizing; resources from that incident should be reassigned and not use the lend/lease strategy.
- Inspections - Lend/lease contract resources previously inspected by sending incident should **not be re- inspected** by receiving incident.
- E-ISuite – Resource will **not** be moved in I-Suite:
 - **Sending Incident** will continue to post time in their database. A new incident will be added to the database to accurately capture costs for both incidents. Note in the OF-288 or OF-286 remarks block that the resource was lend/lease. This remark serves as documentation for use of multiple incident codes on the invoice.
 - **Receiving Incident** will add an e-ISuite COST entry: “Resource on loan from XX Incident”. If there is need for individual lend/lease resources listed in the database to be assigned on the IAP the COST has the option to enter each resource separately.
- Capturing Costs - Finance Chiefs will coordinate to ensure costs are included in the receiving incident database as a line item, **not actual posted time**. The estimated system rates can be used if actuals are not available.
 - When lending a resource to another Federal agency, the lending agency will not bill for the resource which utilized the lend/lease resources.
- Length of assignment - will not be affected by lend/lease – all days count toward the original assignment length.

- Demobilization – sending incident is responsible to collect all documentation and process the final invoice to demobilize the resource.
- Hard Copy Documents - all original documents (Shift tickets, CTRs, etc.) are sent to sending incident.
 - Lend/Lease File – Both sending and receiving incidents establish a file for the lend/lease resources, which contains the following:
 - list of resources (Resource Order#; vendor name; dates of use; etc.)
 - Aircraft Use Summary sheets (if used)
 - OF-286/OF-288 copy (optional; this is provided to the receiving incident at end of lend/lease period. Although beneficial for documentation purposes, it may not always be possible to accomplish.)
- Aviation – Aircraft summary reports document all lend/lease activities and will include a cost breakdown by Incident code. A copy of these summary reports can be provided to the State to support any bills associated with the lend/lease resource. COST creates a duplicate copy of lend/lease summary reports and maintains in separate file in COST documentation section of the final fire package.
- Communication between IMTs is key!
 - IC makes final decision whether to participate in lend/lease strategy. IC is responsible to ensure information is shared with Command and General staff.
 - Finance Chiefs coordinate to ensure costs are accurately captured; time is posted and documentation is provided to the sending incident.
 - Operations informs Finance when the lend/lease ends so documentation is forwarded timely to sending incident.
- See example scenario on next page

Example Scenario: USFS Incident Loans Three Crews to a State Incident

Application	USFS Incident (Sending)	State Incident (Receiving)
IROC	Crews stay assigned to USFS incident	
e-ISuite– Data Steward	Add State Incident to database	
e-ISuite – RESOURCE S		If resources check in, do not add resource to database Resources are added to the database by Finance (COST) see instructions below
e-ISuite – TIME	Post time to State incident added to database upon crews return. OF-286 or OF-288 remarks note this is a Lend/lease resource	Do not post any time, crews take back CTRs or Shift tickets to USFS incident
e-ISuite – COST		Coordinate with FSC/COST of USFS Incident Option 1: Add single line item “Resource loan from XX Incident” Enter total daily cost for all resources which can be obtained from USFS incident Option 2: Add a line for each resource. Example: ABC dozer and “Resource loan from XX Incident” added in remarks. Enter daily cost for each resource obtained from the USFS incident
Injuries	Assist as needed to assure documentation is forwarded and completed	Complete appropriate forms to capture event, ask USFS incident for assistance for federal resources, if needed

Note: When lending incident enters accounting code for the receiving incident into e-ISuite, the system will generate two OF-286 invoices and another column of time on the OF-288. The lending incident will submit **ALL** pay documents through their payment system. The lending incident is responsible for payments made to the vendors. If necessary, the lending incident agency will submit a bill excluding labor to the receiving incident agency through standard billing processes.

C. Significant Wildland Fire Review

Information to come in next version.

D. Critical Incident Stress Management (CISM)

The Interagency Critical Incident Stress Management Program has many resources available for managers and employees to help individuals affected by potentially traumatic events, which are outside their normal work experience. More information can be found at the following links:

NIFC GACC website: [CISM](#)

FWS Service Manual 227 FW 7, Critical Incident Stress Management (CISM): [CISM](#)

E. Line of Duty Death

Information on dealing with fatality situations can be found in the *U.S. Fish and Wildlife Service Line of Duty Death Handbook*, [LODD](#)

NOTE: Currently, the LODD Handbook is being updated and is in the review process.

Information on death gratuity payments can be found in the [FBMS Technical Bulletin AP-01](#), [FBMS Manual Payment Processes and Procedures](#), Chapter 3.8 The [FWS “Death of an Employee” SharePoint site](#) has additional resources and contact information.

F. Incident Documentation

When the Service is the jurisdictional agency for an incident, electronic documentation is recommended, if at all possible. By FY2024 it is expected that all FWS incidents will move to completely electronic record keeping following NWCG guidance.

CHAPTER 20: COVID-19 Related Information

Guidance/Authorities/Resources

[FWS COVID-19 Website](#)

[DOI COVID-19 Website](#)

[NWCG Coronavirus Website](#)

[Fire Management Board \(FMB\) COVID-19 Information \(MPHAT Guidance\)](#)

A. Testing and Travel

The most up to date information can be found on the websites listed above. A memo and flowchart outlining procedures for testing, quarantine, and payment is here:

[Testing Guidance](#)

[MPHAT Recommendations on Testing](#)

[Flowchart for Guidance on Testing, Quarantine Lodging and Funding](#)

B. Funding

See Section 6: References, Paragraph B, REF 6-B-16 for OWF Memorandum on CARES Act Funding

For non-CARES Act COVID-19 purchases:

Acceptable charges:

- The purchase of Personal Protective Equipment (PPE) for first responders and staff with public contact, including supplies and materials to make PPE for employees.
- Cleaning supplies that you would not ordinarily need to purchase – such as additional hand sanitizer and wipes for high touch areas.

C. COVID-19 Workers Compensation Claims

Guidance/Authorities/Resources: [Information related to Federal Firefighter claims | U.S. Department of Labor \(dol.gov\)](#)

JAO Workers' Compensation: [Filing a Claim](#)

Department of Labor website: *Claims under the Federal Employee's Compensation Act due to the 2019 Novel Coronavirus (COVID-19)*
<https://www.dol.gov/owcp/dfec/InfoFECACoverageCoronavirus.htm>

High-Risk Exposure Clarification

There is an implicit recognition that a higher likelihood exists of infection due to high-risk employment (e.g., law enforcement, first responders, and front-line medical and public health professionals). Federal workers in such positions routinely encounter situations that may lead to infection through various forms of contact with people and infected surfaces, for instance. OWCP will accept that the exposure to COVID-19 was proximately caused by the nature of this high-risk employment.

OWCP will confirm the nature of your employment based on your actual position title and after confirming with your employer that your position is indeed considered high-risk.

On the DOL page referenced above, the guidelines are directed to personnel in high-risk employment. The Fire Management Branch had a conversation with the FWS OWCP and JAO Safety Office, and the first question discussed was whether wildland firefighters and the incident support community are considered as first responders, and therefore fall into the high-risk category. While in many circumstances we ARE considered first responders, under the DOL guidelines that is not the case. (This is a much larger issue which is currently being addressed; any updated information will be inserted when available.)

Currently, personnel who are not considered high-risk may still file a claim; the main difference is the amount of documentation required; see the very last paragraph on the first page of the DOL page.

The takeaway guidance from discussions with OWCP is that claims need to be submitted with as much documentation and detail as possible.

Helpful information when submitting claims

If an incident responder is suspected to have contracted COVID-19 while on an assignment:

1. Refer to [FECA Coronavirus](#).
2. Contact one of the FWS Senior Injury Compensation Specialists listed on the previous page.
3. File an Accident Report for exposure in the Department of the Interior [SMIS](#) system. A link will be provided to the Department of Labor ECOMP claims filing portal to file your injury claim (CA-1).
 1. It is DOI's current stance that [SMIS](#) Accident Reports must be done first, prior to an employee's proceeding to DOL's ECOMP to file their OWCP claim.
4. The jurisdictional agency automatically issues a CA-16 (whether it is COVID or a scratched kneecap) within 4-hours of the actual injury.

OWCP is VERY specific in what they want in the individual CA-1 (or -2) form blocks.

The employee should provide thorough documentation on the CA-1, especially in:

- Block 12, Employee occupation: list your actual title, as listed on your position description. This is critical in OWCP determination of whether your position falls in a High Risk category, for adjudication purposes.
- Block 13, Cause of injury: when and where the potential exposure occurred, what you were doing and in what way it was job-related, and why you believe that exposure caused you to contract the virus. It can also include, if room allows: travel required; interactions with the public and interactions with other responders.
- Block 14, Nature of injury: identify what the condition/injury is and the part of the body effected (e.g., respiratory condition of the lungs, shortness of breath, fever, cough, fatigue, sore throat, etc.)

In addition to the CA-1, the supervisor should submit a letter to a Senior Injury Compensation Specialist providing factual evidence concerning exposure, including whether work occurred during high-risk employment as described on the website, as well as supporting medical evidence. FWS will be expected to provide OWCP with any information they have concerning the alleged exposure and to indicate whether they are supporting or controverting the claim. The following evidence is recommended:

- Provide a resource order or IA log to document that the employee was assigned to an incident (i.e. first responder),
- When the exposure occurred (match the time frames),
- Explain the travel and proximity issues required of their job,
- List any interactions with the public *and* other incident responders

DOL relies on the 'Proof in the Pudding' model of, *tell us everything you can on a CA-1 (and for COVID-19, the extraordinary -added caveat of the supervisor letter), and if we don't have the evidence we need, we'll write back to you requesting more information.*

In the OWCP-world, everything hinges on two principles:

- **Non-adversarial:** We're going to stay on the fence and not interpret or make any conclusions, but rather rely on cold-hard facts as written by the claimant, and

Burden of Proof: The employee bears all responsibility for proving their case, including why they were on that incident for

CHAPTER 21: TYPES OF AGREEMENTS AND PROCEDURES

D. Overview

Guidance/Authorities/Resources (For a complete listing of Authorities see Section 6)

- [DOI Inter-Intra Agency Agreement Handbook](#)
- [Service Manual 260 FW 10, Interagency and Intra-Agency Agreements – Policies and Procedures](#) (revised Manual chapter not available at time of Fire Business Guide Release)
- [Service Manual 264 FW 1, Cost Recovery and Cost Allocation – Policy and Procedures](#) (includes Exhibit 1, Authorities and Guidance and Exhibit 4, Indirect Cost Recovery Rate Structure chart)
- [Service Manual 264 FW 1 Exhibit 3 Indirect Cost Recovery Rate Structure](#)
- [Service Manual 264 FW 2, Reimbursable Agreements – Policy and Procedures](#)
- [FBMS Technical Bulletin # ACQ-04, Guidance on Interagency and Intra-Agency Agreements for Headquarters](#)
- [NWCG Partners and Agreements](#)
- [Approval Authorities for Interagency and Intra-Department of Interior Agreements - DTS076074](#)
- [JAO Reimbursable Agreements](#)
- [FBMS ACQ-04 Guidance on Interagency and Intra-Agency Agreements](#)
- [FBMS User Guide - Creating/Changing MOs](#)
- [FBMS Store Business Document](#)

Agreement Types (Memorandums of Agreement/Understanding; Intra-DOI Agreements; Interagency Agreements):

Wildland fire uses three common agreement types and follows Service and JAO guidance in execution:

- Memorandums of Agreement/Understanding (MOA/MOU) – written agreement that has no reference to any designated statutory authority or financial arrangement and defines general areas of conditional agreement between two or more agencies/parties. MOA/MOUs must be retained and available for retrieval 7 years after the file is closed if no unique cut-off is specified (FWS File Number CONT 410-a).
- Intra-DOI Agreements (IDA) - An Intra-DOI Agreement (IDA) is a new term for the common practice of cross-bureau support agreements where one Bureau (the Buyer) reimburses another Bureau (the Seller) for support provided. This change applies to FWS employees who enter into an IDA with other DOI bureaus, field/region/headquarters staff who assist with reviewing/approving IDAs, Reimbursable Team who process Sales Orders, and FBMS Requisitioners and PR approvers.

- Written agreements that we enter into with another Departmental bureau or office (e.g., National Park Service, Bureau of Land Management) that specifies the goods to be furnished or tasks to be accomplished by the servicing agency (seller) in support of the requesting agency (buyer). These can include Intra-Agency Agreements, Reimbursable Agreements, Intra-Agency Travel Agreements, and Intra-Agency Personnel Agreements.
- Interagency Agreements - An Interagency Agreement (IAA) is a written agreement between entities of different Federal agencies. To advance agency programs, a DOI Bureau/Office may engage with other Federal Government entities. These partnerships are consistent with the need to administer DOI's authorized programs effectively and efficiently. The IAA must then be reviewed, approved, and supported by statutory authority. (I put the language on the JAO site first, but should we put the language that's in the Service Manual instead? If we give people a hyperlink to the JAO site they will see it there, we could put the Service Manual language here for more clarity) – written agreements that we enter into with another Federal agency outside of the Department that specifies the goods to be furnished or tasks to be accomplished by the servicing agency (seller) in support of the requesting agency (buyer). These can include Interagency Agreements, Reimbursable Agreements, and Interagency Personnel Agreements.

Agreement Types unique to Fire (Cooperative Fire Protection Agreements and Mutual Aid Agreements):

Wildland fire uses two additional agreement types that are unique to Fire, guidance follows:

- Cooperative Fire Protection Agreements – outline the terms and conditions for sharing resources and processing reimbursement between fire-fighting entities. The most common types of these agreements are between federal agencies and a state or local fire service organization (county, city, rural, fire district, or volunteer fire department).
- Mutual Aid Agreements – agreements between entities at any level for the purpose of sharing resources. Normally, they are without the exchange of funds if the sharing of resources occurs over one or two operational periods.

Master Agreements (Cooperative Agreement)

- The Master Interagency Agreement for Wildland Fire Management (there is only one) is a federal-to-federal interagency agreement and is the over-arching agreement which provides the basis for cooperation between the Department of the Interior (BIA, BLM, NPS, FWS) and the Department of Agriculture (USFS). It is a 5-year agreement with the current agreement running from 2017-2022.
- The Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (there are many) are Cooperative Fire Protection Agreements between the

Department of the Interior and Department of Agriculture (USFS) and states, tribal governments, and other Federal entities such as DHS-FEMA. The use of “Stafford Act Response Agreement” usually refers to state agreements.

- This Master Agreement covers events that are, or may become, declared as emergencies or major disasters that occur under the auspices of a Presidential Declaration of Emergency or Major Disaster under the Stafford Act, which **may include wildland fire and non-wildland fire emergencies** or major disasters. These events also require a coordinated response by an appropriate combination of state and tribal entities, along with the Federal Agencies.
- Each agency creates cooperative agreements with non-federal entities using the template provided by NWCG. A new version of the template was released in 2018: [Master Cooperative Fire Agreement Template](#)

Examples of Current National Level Agreements in Place

- Interagency Agreement between BLM and NOAA for meteorological services; For a FWS incident, BLM will pay invoices for Incident Meteorological Services (IMET), but FWS will provide support documentation to BLM for approval prior to payment (usually coordinated with the Branch of Fire Management). If an invoice is received by a field station, please forward to the Branch.
- Federal Reimbursable Agreement USFS/DOI and the FAA; for air traffic control services and temporary mobile airport traffic control towers.
- Master Participating Agreement Between USFWS and The Nature Conservancy (TNC); this Participating Agreement (PA) establishes a collaboration framework and recognition of fiscal exchange ability but is not a funds obligation document. Ed Christopher, Deputy Chief, NWRS Branch of Fire Management is the Point of Contact (POC).
- Canada/United States Reciprocal Forest Fire Fighting Arrangement; Facilitates mutual assistance in wildland fire between Canada and the US. Contact the Branch of Fire Management for international payments assistance.
- Military Interdepartmental Purchase Request (MIPR); These agreements are used in conjunction with the FWS-United States Air Force Program and usually coordinated with the Branch of Fire Management.
- Service First Agreement – Service First (SF) provides the authority for all offices and agencies in both the Department of the Interior (DOI) and the Department of Agriculture (USDA) to collaborate and enhance fulfillment of the Department's missions through stewardship, operational efficiency, and customer service. The authority is a tool, not a mandate, and has built-in flexibility to allow the Departments to tailor its application to individual situations and varying field circumstances.

Other Types of Agreements

- Land Use Agreements - These agreements are negotiated on the ground during an incident, by the Contracting Officer with the Buying Team, Procurement Unit Leader (PROC), or local Contracting Officer.
- Protection Agreement - Can be used in place of an MOA/MOU – a non-funds obligation document.

Implementing Documents

Two types of documents associated with agreements are called “implementing documents”, and they apply to only some of the agreements. The main types of agreements outline WHAT the involved parties do, but the implementing documents specify HOW the involved parties will do it.

- **Operating Plans** - The operating plan specifies in detail how the agreement is implemented and allows for the sharing and compensation of resources. Operating plans are reviewed and updated as necessary to incorporate changes to operating procedures.
- **Cost Share Agreements** - The development of a cost share agreement is determined by the cooperative agreement. The cooperative agreement may also specify what the cost sharing will be based upon, such as resources, supplies, and services. **Compliance with the cooperative agreement is what drives the cost share agreement.**

Operating Plans Putting it all together:

- Interagency federal agreements – have operating plans but not cost share agreements because they do not exchange funds.
- Cooperative fire protection agreements – have both an operating plan and a cost share agreement.
- MOUs – may have an operating plan incorporated into the actual MOU document but do not have a cost share agreement. However, at the time of an incident, if the fire crosses jurisdictional boundaries, a cost share agreement may be created prior to the end of the incident.
- Mutual aid agreements – do not have either of the implementing documents because they act as their own implementing document.

Examples of how the Agreements and Implementing Documents Interact

- Example of Land Use -
 - A cooperative agreement between federal agencies and a state may provide the authority for exchange of protection areas.

- The operating plan would identify the specific land parcels on which the agencies are exchanging protection.
- Example of Sharing Resources
 - A cooperative agreement may allow sharing of resources with reimbursement.
 - The operating plan may then outline specific resources by type, dispatching procedures, and reimbursement rates.
- Example of Sharing Cost
 - A cooperative agreement may outline methods for cost sharing on a multijurisdictional incident.
 - The cost share agreement is then prepared identifying cost share arrangements for the specific incident.
 - The cost share agreement is a supplemental agreement to the cooperative agreement between the involved parties.

Types of Agreements

Agreement Type	Classification	Example
Agency-level agreements specify relationships and financial arrangements between federal agencies	Interagency Agreement	National agreement between the U.S. Department of the Interior and the U.S. Department of Agriculture (Master Interagency Agreement for Wildland Fire Management)
Bureau-level agreements between or among the units within departments	Interagency Agreement	Agreements between the Bureau of Land Management, the Bureau of Indian Affairs, the Fish and Wildlife Service, and the National Park Service (bureaus within the Department of the Interior)
Area agreements between or among geographic areas or regions	Interagency Agreement	Agreement between Great Basin and Pacific Northwest to expedite resources to incidents
Local agreements may exist between or among: <ul style="list-style-type: none"> • National Forests (USFS) • Districts (BLM) • National Parks (NPS) • Reservations (BIA) • National Wildlife Refuges (FWS) 	Interagency Agreement	Agreement between a national park and the BLM
Agreements with tribes	Interagency Agreement	Tribes are authorized under the Indian Self-Determination and Education Act to assume functions normally accomplished by the federal government. Agreement must be in place to reimburse the tribe before tribal employees or resources are used to support federal, state, or local disaster response
Cooperative Fire Protection Agreements outline relationship between firefighting entities and terms and conditions for sharing resources	Cooperative Fire Protection Agreement	Agreements between federal agencies and state and local fire service organizations
MOA/MOUs outline the relationship between parties and have no financial component to exchange funds	Memorandums of Agreement/Understanding (MOA/MOUs)	Type 2 crew agreements, training contractor provider, lumber companies and landowner associations

Agreements between entities at any level for the purpose of sharing resources. Normally, these agreements are without the exchange of funds if the sharing of resources occurs over one or two operational periods	Mutual Aid Agreement	Agreement between FWS and rural fire departments allowing one organization to aid the other with resource sharing
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E. Intra-Agency Agreements

Description

A written agreement between FWS and a DOI agency/bureau that specifies the goods to be furnished or tasks to be accomplished by the servicing agency (seller) in support of the requesting agency (buyer). Procedures in this section also apply to Intra-Agency Travel Agreements. Intra-Agency agreements are obligated via a Miscellaneous Obligation (MO) regardless of the dollar amount. Recently the Department has moved to Intra-Department of Interior Agreement (IDA).

Intra-Agency Agreement Procedures (includes modifications)

[FWS Form 3-2366](#), Department of the Interior Inter/Intra-Agency Agreement (*authorized until implementation of G-invoicing*), or

1. United States Government General Terms and Conditions (Treasury Form [7600A](#)) and United States Government Order Form (Treasury Form [7600B](#)).
2. Additional documentation as needed: statement of work (SOW), budget estimate, project timetable, etc. Travel documentation is description and purpose of travel with estimated costs.
3. Intra-agency agreements and Intra-agency travel agreements may be signed by Project Leaders and supervisors. See 264 FW 2 for signatory levels.
4. Signed agreement is provided to person responsible for obligating funds in FBMS who creates a Miscellaneous Obligation (MO) in FBMS.
5. Use BOC 253G for intra-agency agreements and intra-agency travel agreements.
6. Period of performance dates are added in FBMS.
7. FBMS Item Overview section defaults to standard for **“Item Category” column; always change this to “service”**. If not created as a “service”, every time an Intra-Governmental Payment and Collection (IPAC) is processed, it will pull the remaining funds out of the account.
8. FBMS Item Overview section defaults to current date for “Deliv. Date”; change this to the period of performance end date.
9. Add the FBMS system-generated MO document number to the agreement and send the fully executed agreement to the appropriate parties.
10. Use FBMS Change MO transaction and Services for Object icon to upload the agreement, SOW, and other relevant documentation.

11. Intra-agency payments are made through IPAC by the IBC in Denver. They do not require a goods receipt (GR) or service entry sheet (SES) to record an IPAC payment.
12. Monitor Undelivered Orders report and coordinate with Project Officer assuring project tasks and periods of performance dates are followed and agreement is completed timely and properly closed.

FBMS detailed instructions are below:

[FBMS ACQ-04](#)

[FBMS User Guide - Creating/Changing MOs
Services for Object](#)

F. Interagency Agreements

Description

A written agreement between FWS and another Federal agency outside of the Department of Interior that specifies the goods to be furnished or tasks to be accomplished by the servicing agency (seller) in support of the requesting agency (buyer). Interagency agreements are processed through the Contracting office after submission of a Program Purchase Request (PPR). The requesting program office may use either the DOI Form 3-2366 or the form provided by the selling Federal agency, such as the Dept. of Treasury IAA Form (7600B) or a Department of Defense Military Interdepartmental Purchase Request (MIPR).

Interagency Agreement Procedure (includes modifications)

1. [FWS Form 3-2366](#), Department of the Interior Inter/Intra-Agency Agreement (*authorized until implementation of G-invoicing*), or
2. United States Government General Terms and Conditions (Treasury Form [7600A](#)) and United States Government Order Form (Treasury Form [7600B](#)), and
3. Statement of work, budget estimate, project timetable, etc.
4. Additional documentation the Contracting Officer may require.
5. Submit a PPR via [MySupport](#) SharePoint Site. Attach signed form(s) and additional supporting documentation to the PPR.
6. Contracting Officer will issue the award and create the obligation.
7. Use FBMS Display Purchase order and Services for Object icon to upload the agreement, SOW, and other relevant documentation.
8. Intergency payments are made through IPAC by the IBC in Denver. They do not require a goods receipt (GR) or service entry sheet (SES) to record an IPAC payment.
9. Monitor Undelivered Orders report and coordinate with Project Officer assuring project tasks and periods of performance dates are followed and agreement is completed timely and properly closed.

G. Reimbursable Agreements

Description

Reimbursable Agreement is a contractual relationship where the FWS (seller) provides a product or service to a non-FWS entity (buyer) and is paid by the recipient for the product or service. FWS is the seller or “Servicing Agency” who will provide the goods or services, either directly or by contracting for the goods or services.

Guidance/Authorities

- Intra-agency agreement within DOI: 31 S.C. 1535 (Economy Act)
- Interagency agreement between DOI and USFS specifically: Service First Initiative (P.L., 106-291, Sect. 330)
- Interagency agreement with other Federal partners: Reciprocal Fire Protection Act of 1955 (69 Stat. 66; 42 U.S.C. 1856)
- Stafford Act Authority

Reimbursable Agreement Procedure (includes modifications)

Reimbursable agreement process is centralized and completed through the [JAO Reimbursables Agreement SharePoint](#) site. Guidance is provided to create a new agreement, modify an existing agreement, request a reimbursable WBS, worksheets, checklists, guidance library and other resources. Best practice is to follow the checklists on the JAO site for the type of reimbursable agreement (Federal Agency; State, Tribal and Local Governments; Private Entities). Signature levels are stated for the various types of reimbursable agreements.

Data elements you may need:

- We are the “Servicing” Agency
 - ALC: 14-16-0006
 - UEI: MYTDK1R5BBQ6
 - TAS: 14.14X1125.16
 - BETC for Requesting agency = DISB; for Servicing agency = COLL
 - Intra-agency agreement within DOI, “Cite the FWS Reimbursable Program Authority Used” will be: 31 S.C. 1535 (Economy Act)
 - Interagency Agreement between DOI and the USFS: Service First Initiative (P.L., 106-291, Sect. 330)
 - Obtain information from the “Buying” office to complete the Billing Information section (ALC, UEI and TAS).
 - Obtain signature of supervisor or manager for the 3-2058.
- (1) Submit the completed agreement package (new or modification) via [MySupport](#).
- (2) In the “comments” box, place “URGENT - FIRE REQUEST”

- (3) JAO sends automated status emails and will contact the requestor if additional information is needed
- (4) Monitor MySupport until agreement is finalized and Sales Order created
- (5) Use FBMS Display Sales Order and Services for Object icon to upload the agreement, SOW, and other relevant documentation.
- (6) Follow JAO Monitoring, Billing, and Closeout guidance through the agreement period

20-D-1: Sample Reimbursable Agreement Data Form 3-2058

20-D-2: DOI Form 3-2366, Intra-Agency Agreement (within DOI)

20-D-3: Reimbursable Agreement Reference Sheet

Sample Reimbursable Agreement Data Form 3-2058

REIMBURSABLE AGREEMENT DATA FORM				Completed by	INITIAL SUBMISSION
				Region	JAO
				FOR MODIFICATION	
Agreement Information	Project Title:			Sales Order #	
	Cite the FWS Reimbursable Program Authority used:				
	Fund:	WBS:	Cost Center:		
	Start of Work Date:	Planned Completion Date:			
	Customer Name:	TIN:			
	Customer Reference No./P.O.:	Total Unauthorized Amount	Total Authorized Overhead Amount		
	Total Amount Authorized in this Agreement:	0.00	0.00	0.00	
		Dollar Amount	O/H rate:	OFT Amount / Less Overhead	
	Amount Authorized / Fiscal Year:	0.00	0 %	0.00	
	Amount Authorized / Fiscal Year:	0.00	0 %	0.00	
Amount Authorized / Fiscal Year:	0.00	0 %	0.00		
Amount Authorized / Fiscal Year:	0.00	0 %	0.00		
Amount Authorized / Fiscal Year:	0.00	0 %	0.00		
Modification Information	The Agreement is Modified Effective:			By Modification No:	
	To: Increase	Decrease	The Amount by:		
	Change the:	Start of Work Date to:	Planned Completion Date to:		
Contact Information	USFWS Project Manager		Paying Office Billing Contact		
	Name:		Name:		
Billing Information	CUSTOMER BILLING INFORMATION				
	Agency Location Code (ALC):		DUNS #:		
	FAS:		BETC:		
	APPLICABLE COSTINGSHEET SUPPORT CODE IS:				
	IF APPLICABLE, THE APPROVED EXCEPTION TO POLICY IS ATTACHED. OTHERWISE, THE OVERHEAD RATE IS: % IPA / SERP				
Notes to JAO	Rate Description:				
Approvals	Signature of Project Official:				
	Name and Title (typed/printed):			Date:	
	Name of USFWS Requesting Official:			Phone #:	
	Signature of JAO Reimbursable Team:				
	Concur:				
	Name (typed/printed):			Date: 5/9/2022	
Business Team	For Regions to Review Agreement:			JAO Reviewer Signature & Date:	
	Core Financials-Display-Custom Reports- ZREPORT 419 OR EMIS- Docs-Folders-DOI-FWS-Reimbursable Agreements-FWS				
Customer #		Sales Order Type:			

Questions can be directed to: FWS_FINANCE_REIMBURSABLE_OPS@fws.gov

FWS Form 3-2058 Rev.6 10/2020

Sample DOI Form 3-2366, Intra-Agency Reimbursable Agreement

UNITED STATES DEPARTMENT OF THE INTERIOR INTER/INTRA-AGENCY AGREEMENT (IAA)														
Buyer has work performed		named in item 6b.		Seller to perform work as described herein for the agency named in item 6a.		1. Period of Performance START: END:								
SEE INSTRUCTIONS ON PAGE 2														
2. Common Document		3. Check appropriate box		Modification No.:										
4. Under the authority of (Cite)		Original												
43 U.S.C. 1701 et seq. (FLPMA)				Working Capital Fund (WCF)										
Department of the Interior Appropriation Act for FY				Other (Buyer must cite authorities from Seller):										
31 U.S.C. 1535 (the Economy Act)														
5. Description of Work (If more space is needed, attach additional sheets):				Project Title:										
BUYER					SELLER									
6a. Agency:		6b. Agency:		U.S. Fish and Wildlife Service										
Address:		Address:												
City:		City:		State:		Zip:								
Administrative POC:		Email:												
Phone:		Fax:												
Technical POC:		Email:												
Phone:		Fax:												
ACCOUNT DATA					BUYER					SELLER				
7. Agency Location Code		7a.		7b.		14-16-0006		7c.		131117944				
8. DUNS Number PSN		8a.		8b.				8c.						
9. Treasury Account Symbol (TAS)		9a.		9b.		14.14X1125.16		9c.						
10. Standard General Ledger		10a.		10b.				10c.						
11. Cost Structure/Account		11a.		11b.				11c.						
DOI only		Fund:		DOI only		Fund:		Fund:						
		Functional Area:				Functional Area:		Functional Area:						
		Cost Center:				Cost Center:		Cost Center:						
		WBS:				WBS:		WBS:						
12. Business Event Type Code		12a.		12b.		COLL		12c.						
13. Requisition Number for Buyer/Project Account for Seller		13a.		13b.				13c.						
14. Contract Line Number for Buyer/Proposal Number or other data for Seller		14a.		14b.				14c.						
15. Buyer provide Expiration of Funding Source (Date or indefinite)		15a.		15b.		NOTE: Seller, ensure project completion by this date. (Seller must not incur additional costs) See Block 15a.		15c.						
16. Amount Obligated by Buyer				17. Bill To (Name and Address, including zip code of Finance Office):										
a. Initial or current obligation				Name:										
b. Modification Amount (Check one)				Address:										
<input type="radio"/> Increase <input type="radio"/> Decrease				City:										
c. Total obligation:				State:										
				Zip:										
18. Billing for Federal Agencies and DOD will be processed via IPAC.														
Billing will be done: <input type="radio"/> Bi-weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> In advance														
Upon Approval, this agreement constitutes an obligation against the Buyer requesting the work, or authority to proceed with work by the Seller for the herein named agency in anticipation of reimbursement.														
19. Approved for Buyer:						20. Approved for Seller:								
(Contracting Officer or other Authorized Signature) *other only for WCF						(Seller's Authorizing Signature)								
19a. Name (Type):		20a. Name (Type):		19b. Title:		20b. Title:		19c. Date:		20c. Date:				

Print

3-2366
05/16

(Within DOI; money coming in)

H. Land Use Agreements

Description

Land Use Agreement is incident specific negotiated agreement on the ground between the designated agency representative and the private entities for use of land, water, facilities, etc.

Procedure

A Land Use Agreement form is created once the terms and conditions are negotiated with the land/property owner.

Guidance/Authorities/Resources

[Land Use Agreement Form \(PMS 902-2\)](#)

[Land Use Agreements Checklists and General Guidance](#)

I. Cost Share Agreements

Description

Cost share agreement is an implementing document to an existing cooperative fire protection agreement and documents the financial responsibility for resource costs **for a specific incident when a non-federal agency is involved**. A cost share agreement is required when cooperative fire suppression goes beyond initial attack, mutual aid, or whenever there is a need for one, and is negotiated at the time of the incident.

These agreements are mandatory when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire. The Agreement will not affix liability for fire cost payment by either Agency based upon responsibility for the fire origin. The designated representatives of each Agency with jurisdictional and/or protection responsibility are responsible for completing and signing the Agreement.

Cost share agreement objective is to establish and document the cost proration and basic organizational structure of specific fires. If incident agency personnel do not have the knowledge and experience to develop a cost share agreement, they may request assistance from the Incident Management Team (IMT) and/or the Incident Business Advisor (INBA).

The incident agency may order additional personnel (Cost Share Administrator) if necessary to track the cost share and should jointly make this decision with the IMT. INBAs will often help advise the AA and IMT in this process.

Offset Protection Agreements can affect the settlement of final costs. IMTs should verify with the incident agency the existence of any Offset Protection Agreements.

See the [SIIBM](#), Chapter 80, pages 80-5 thru 80-17 for more detailed information including the Cost Share Agreement Form and Instructions.

J. State Agreements

Description

State agreements are cooperative fire protection agreements, used to exchange funds with a State via Cooperative Agreement and Operating Plan. Some states are party to wildfire protection compacts. For example, the Northeastern states are part of the Northeastern Forest Fire Protection Compact.

Procedure

Agreement Process:

- Agreements and operating plans are created within the regional guidelines.
- Agreements and operating plans should provide guidance for items to be billed.

Billing Process:

- Create a report, including all fire codes and expenses for the states in your region. Utilize these figures when totaling costs to be billed. As an example, there is a State report guide developed by region 6 in the Reference section Paragraph G.
- If payment is being made to a state where a cooperative agreement is in place, this is processed as a Referencing Payment in FBMS
- If payment is being received from a state (or other type of cooperator), a Bill for Collection (DI-1040) is prepared by the collecting office and forwarded to the state office.

Invoice Process:

State invoice for suppression services:

- Submit invoice to the regional contact of the billing state.
- Regional contact reviews the master agreement and coordinates with the incident's region regarding the requirements of the agreement.
- Incident's AA or FMO will approve the state's invoices. Payments cannot be made until this approval is received.
- Invoice payment is processed by Regional contact of the billing state unless the NPS Review, Audit, and Payment (RAP) team has been assigned to the incident. Contact with the Fire Management Branch, Budget Officer to ensure there are adequate suppression funds available for significant invoice amounts.

Example of completed DI-1040

Request Template Revised Apr. 2021	BILL FOR COLLECTION REQUEST U.S. FISH & WILDLIFE SERVICE																																																						
Requester: Krista Lawrence Location: 911 NE 11th Ave, Portland OR 97323	Date: 5/28/2021 <div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;"> Requester Reference Number: FF01R-21-L15 </div>																																																						
NOTE: This is only a request for billing and NOT an official Bill for Collection. Official bill will be sent to the customer by the JAO Collections Team.																																																							
Payer Information																																																							
Name: Washington Dept of Natural Resources Address: 1234 S Silke Rd Attn: Jennifer Doe Colville, WA 99114 Email: if wanting bill via email instead of mail <small>(if sending bill to payer electronically)</small>	Customer No: 2000001234 SSNTIN: <small>(if applicable i.e. new customer)</small> Phone #: <small>(if need to set up a payment plan)</small>																																																						
<div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Customer consents to receive bill via email <input type="checkbox"/> Will Payer Need to set up a payment plan? </div>																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 45%;">Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Unit</th> <th style="width: 15%;">Price per unit</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>Babb Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on Washington State lands</td> <td>1</td> <td></td> <td>1535.64</td> <td>\$ 1,535.64</td> </tr> <tr> <td>2020</td> <td>Badger Lake Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands</td> <td>1</td> <td></td> <td>23565.32</td> <td>\$ 23,565.32</td> </tr> <tr> <td>2020</td> <td>Bartholomew Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands</td> <td>1</td> <td></td> <td>3543.94</td> <td>\$ 3,543.94</td> </tr> <tr> <td>2020</td> <td>Chapman Lake Fire: 2020 USFWS Service costs for support of wildland fires on WA State lands</td> <td>1</td> <td></td> <td>1415.33</td> <td>\$ 1,415.33</td> </tr> <tr> <td>2020</td> <td>Heaton Road Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands</td> <td>1</td> <td></td> <td>9282.97</td> <td>\$ 9,282.97</td> </tr> <tr> <td></td> <td>See attached for additional information</td> <td></td> <td></td> <td></td> <td>\$ 0.00</td> </tr> <tr> <td colspan="6" style="padding-top: 10px;"> Notes: No administrative fee applied: \$9,835.80 - 25% to FF09R02200 FFF4600009FIRE0 \$29,507.40 - 75% to FF01R03000 FFF4600001FIRE0 </td> </tr> <tr> <td colspan="5" style="text-align: right; padding-top: 10px;"> Total Amount Due \$ </td> <td style="text-align: right; padding-top: 10px;"> \$ 39,343.20 </td> </tr> </tbody> </table>		Date	Description	Quantity	Unit	Price per unit	Amount	2020	Babb Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on Washington State lands	1		1535.64	\$ 1,535.64	2020	Badger Lake Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands	1		23565.32	\$ 23,565.32	2020	Bartholomew Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands	1		3543.94	\$ 3,543.94	2020	Chapman Lake Fire: 2020 USFWS Service costs for support of wildland fires on WA State lands	1		1415.33	\$ 1,415.33	2020	Heaton Road Fire: 2020 U.S. Fish and Wildlife Service costs for support of wildland fires on WA State lands	1		9282.97	\$ 9,282.97		See attached for additional information				\$ 0.00	Notes: No administrative fee applied: \$9,835.80 - 25% to FF09R02200 FFF4600009FIRE0 \$29,507.40 - 75% to FF01R03000 FFF4600001FIRE0						Total Amount Due \$					\$ 39,343.20
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Total Amount Due \$					\$ 39,343.20																																																		
For FIRE requests: Please show 75% and 25% splits to include dollar amount and accounting in description portion.																																																							
ACCOUNTING INFORMATION (Required)																																																							
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K. Department of Defense Agreements

Agreements with DoD entities are utilized to conduct Prescribed Fire activities on military installations by FWS personnel. This program is coordinated through the Fire Management Branch, and agreements under this program are executed through a Military Interdepartmental Purchase Request (MIPR).

This cooperation benefits the Service in its ability to enhance and conserve fish, wildlife, and plants and helps the Air Force sustain the use of the land for military purposes while implementing an environmental program that will enhance the ecosystems under its stewardship.

For more information please contact Kelin Crill at Kelin_Crill@fws.gov

L. Military Activation

Description

The Department of Defense (DoD) is reimbursed for all its costs associated with incident support.

Guidance/Authorities/Resources

The interagency agreement between the DoD and Department of Agriculture (USDA) and Department of the Interior (DOI) provides the authority for military involvement on wildland incidents; the MOU (which is found in the National Interagency Mobilization Guide) identifies how the DoD will participate in terms of its responsibilities, policies, and operational procedures.

Procedure

Procedures for activating, billing, and reimbursing the military can be found in the Military Use Handbook, NFES 2175. This handbook discusses how agencies will interact with the military and what type of documentation agencies need to provide.

Procedures for activating and using Mobile Airborne Fire Fighting System (MAFFS) units when additional air support resources are necessary are found in the National Interagency Mobilization Guide.

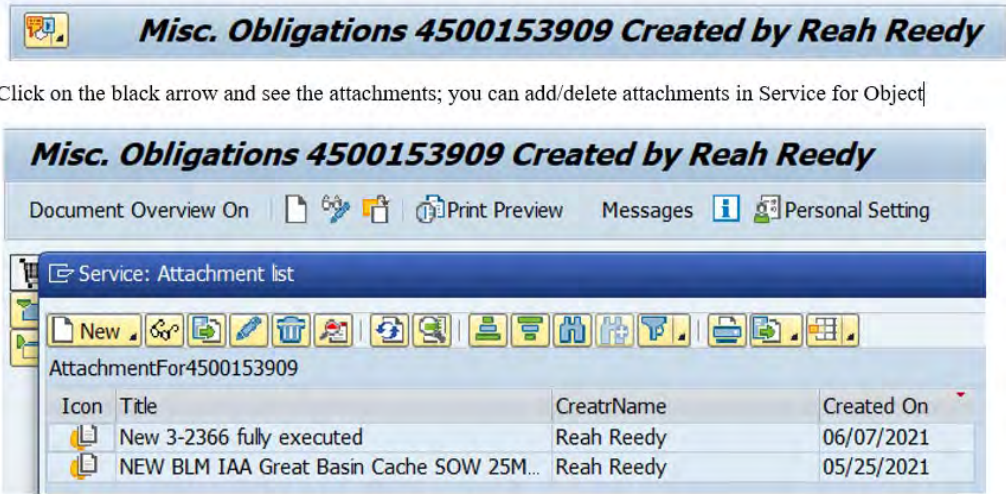
M. Payments When no Agreement is in Place

When FWS receives an invoice from a state or local entity where there is no agreement in place, the unit will contact the Administrative Officer (AO), Fire Management Branch. The AO will coordinate with the other DOI agencies to determine if another DOI agency has an agreement and if so, request that agency make payment.

N. Records Management

Retention schedule for Agreements is below. Attach fully executed agreement documents of all types, including modifications, which exchange funds in FBMS using the [Services for Object](#) icon. Fully executed agreements not exchanging funds are stored in the Office of Record (physical or digital file location with retention schedule documented).

Attach fully executed agreement documents including modifications which exchange funds in FBMS using the Services for Object icon.
Services for object icon is left of obligation name when displaying a Purchase Order



Click on the black arrow and see the attachments; you can add/delete attachments in Service for Object

Icon	Title	CreatrName	Created On
	New 3-2366 fully executed	Reah Reedy	06/07/2021
	NEW BLM IAA Great Basin Cache SOW 25M...	Reah Reedy	05/25/2021

CHAPTER 22: INDIRECT OVERHEAD RATES

Description

Indirect costs are those costs that cannot be specifically identified when producing a product or service, but where the Service can show some relationship between, result from, or support to the product or service (I.e., space rental, utilities, postage, etc.). The Service has established an Indirect Cost Recovery Rate Structure which recovers these costs by applying a percentage of the amount of the agreement. The percentage is determined based on the activity being performed in the agreement.

The Service's policy does not currently allow for a blanket 0% indirect cost using code D-11 for *all* Wildland Fire Agreements. Agreements that comply with the terms of the Master Interagency Agreement for Wildland Fire Management maybe eligible for a 0% indirect rate due to a clause within the agreement. The standard indirect rate applies to all agreements using D-11 unless they receive prior approval from the Fire Budget Officer and JAO representative to use 0%. See policy memo and Exemption Form as Exhibit 21-1 and 21-2 for information regarding how to obtain approval.

Reimbursable Agreement sub activities that are eligible for exemption from overhead rates are: F69000 and F69100.

Activities and/or agreements not exempt:

- Agreements with the Department of Defense (DOD);
- Joint Fire Science Programs (JFSP). The normal pass-thru rate will be applied to these agreements. These agreements are with the BLM as they are the "holder" of the JFSP funding account.
- Non-Fire management activities and reimbursable agreements established under other sub activities, i.e., the 1971 subaccount. Service Manual 264 FW1 policy applies.

Guidance/Authorities/Resources

[FWS Service Manual 264 FW 1](#), *Cost Recovery and Cost Allocation – Policies and Procedures*

[FWS Service Manual 264 FW 2](#), *Reimbursable and Inter-/Intra-Agency Agreements – Policy and Procedures*

Authorities

- A. U. S. Department of the Interior and Related Agencies Appropriation Acts.
- B. Protection Act of 1922 (16 U.S.C. § 594).

- C. Reciprocal Fire Protection Act of May 27, 1955 (69 Stat. 66; 42 U.S.C. § 1856a).
- D. Federal Land Policy and Management Act of 1976 (43 U.S.C. § 1702).
- E. National Park Service Organic Act of August 1916 (16 U.S.C. § 1).
- F. National Wildlife Refuge Administration Act of June 27, 1998 (16 U.S.C. § 668dd).
- G. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121 et seq.).
- H. National Indian Forest Resources Management Act of 1990 (25 U.S.C. § 3101).
- I. Cooperative Forestry Assistance Act of 1978 (P.L. 95-313, 92 Stat. 365 as amended; 16 U.S.C. § 2101 (note), 2101-2103, 2103a, 2103b, 2104-2105).
- J. Service First Initiative (P.L. 106-291, § 330, 43 U.S.C. 1701, Stat. 996, as amended) and subject to re-authorization.

Procedure for 0% Indirect Overhead Rate Exception

- (1) Regions complete the 3-2058 and Use of D-11 0% Indirect Overhead Rate Exception checklist and submit along with a copy of the agreement to the Fire Budget Officer.
- (2) Fire Branch approval is based on conditions outlined in the Master Interagency Agreement for Wildland Fire Management, with notification by via email.
- (3) If approved by Fire Branch, the Fire Budget Officer will forward the package to the Service's Division of Financial Management for final approval.
- (4) Signed copy of the D-11 0% Indirect Overhead Rate Exception checklist must be attached to the 3-2058 when submitting the reimbursable to Denver Finance Center to establish the Reimbursable agreement.

Regions are responsible to monitor costs and balances of the agreement through normal fiscal procedures. See [JAO's Monitoring Reimbursable](#) site for additional information.

Exhibits:

21-1: Indirect Rates for Wildland Fire Agreements Memo

21-2: Use of D-11 0% Indirect Overhead Rate Exemption Form

21-3: Commonly Used Indirect Cost Recovery Rate Structure

Exhibit 21-1: Indirect Rates for Wildland Fire Agreements Memo Page - 1



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240




In Reply Refer To:
FWS/ANRS/NRCP-FM/068514

AUG 20 2018

Memorandum

To: Regional Refuge Budget Chiefs

From: Chief, Division of Budget, Performance, and Workforce 

Subject: Indirect Rates for Wildland Fire Agreements

The U.S. Fish and Wildlife Service (Service) assesses reimbursable agreements an indirect rate to cover the administrative costs of processing such agreements. Indirect rates are governed by Service Manual Chapter 264 FW 1. These rates are established by the Division of Financial Management (DFM) within Headquarters based on types of agreements and all applicable laws. These rates are reviewed and updated biennially. Per 264 FW 1, only the Director of the Service has the authority to approve exceptions to the indirect rate policy.

Recently there has been conflicting information regarding available code D-11, Wildland Fire Agreements. This memo is intended to clarify the current policy. DFM was able to provide 1) clarification on the current policy; and 2) provided an interpretation on language in the Master Interagency Agreement for Wildland Fire Management (Master Agreement) concerning indirect rates.

1) Current Policy

The Service's policy does not currently allow for a blanket zero percent indirect cost using code D-11 for *all* Wildland Fire Agreements as it has in the past. The standard indirect rate of 22 percent applies to all agreements using D-11 unless they receive prior approval from the Fire Budget Officer and DFM representative to use zero percent.

2) Language from the Master Agreement

"One of the benefits of using Service First authority is that it allows the agencies to not assess indirect costs. By not assessing indirect costs this allows all the costs to go directly to the project thus increasing the efficiency of the project. Therefore, indirect costs will not be assessed by any of the partnering agencies for activities related to this Agreement conducted under Service First."

It was determined, that due to language above in the Master Agreement, signed by the Acting Director, a reimbursable that falls under the terms of the Master Agreement is eligible for zero percent indirect rate for the life of the current Master Agreement. Anyone who wishes to use D-

Exhibit 21-1: Indirect Rates for Wildland Fire Agreements Memo Page - 2

11 for indirect rate must document in what capacities that it falls under that agreement. In order to create a standardized approach to this documentation, a checklist has been developed to aid in the process (Attachment 1). This documentation must be approved by the Fire Budget Officer and a DFM representative in order to be applicable, per 264 FW 1 Exhibit 4.

The Master Agreement includes only Service First partners, which include all bureaus and offices within the U.S. Department of Interior and the U.S. Department of Agriculture per P.L. 113-76, Sec. 430. Therefore the D-11 exemption is only applicable to Federal Agencies and does not apply to other partners.

For additional information, please contact Gillian Fay, Fire Budget Officer (208) 387-5536 or Sara Randolph, Budget Analyst (703) 358-2129.

Attachment

Exhibit 21-2: Use of D-11 0% Indirect Overhead Rate Exception Checklist Form Page - 1

Use of D-11 0% Indirect Overhead Rate Exception

Purpose:

This document is to confirm if a Wildland Fire Reimbursable Agreement is eligible to have a 0% Indirect Cost Rate on Reimbursable agreements.

Background:

Indirect Overhead Rate Exception D-11 states:

"we may use a 0% rate for certain wildland fire reimbursable agreements where the statement of work meets the conditions of the Interagency Agreement for Wildland Fire Management and is with one or more of the partner agencies (BLM, Bureau of Indian Affairs, NPS, or USFS)."

The Master Interagency Agreement for Wildland Fire Management (Master Agreement) states:

"indirect costs will not be assessed by and of the partnering agencies for activities related to this Agreement conducted under Service First"

Determination:

If an agreement is with a Federal partner included in the Master Agreement and the reimbursable agreement falls within the criteria of the Master Agreement then it is eligible for 0% indirect rate for the life of the current master agreement (Fiscal Year 2022). The following sections help document the eligibility of the agreement to receive 0% indirect rate. This form is required to be signed by the Fire Budget Officer and a Headquarters', Division of Financial Management Representative.

Section 1: Conditions for Reimbursable Agreement (must meet each criteria)

- ☐ Is in accordance with applicable laws, regulations, and procedures.
- ☐ Services requested will be outlined in separate agreement or other arrangements are made in writing by representatives of the involved agencies and shall be independently authorized by appropriate statute authorities and signatures.
- ☐ Falls under one of the following activities:
 - ☐ Mobilization of State Wildland Fire Suppression Resources – Reciprocal/Cooperative Wildland fire Protecting Agreements
 - ☐ Preparedness
 - ☐ Fuels
 - ☐ Wildland Fire Risk
 - ☐ Resilient Landscape
 - ☐ Burned Area Rehabilitation
 - ☐ Critical Incident Stress Management (CISM)

Exhibit 21-2: Use of D-11 0% Indirect Overhead Rate Exception Checklist Form Page - 2

Use of D-11 0% Indirect Overhead Rate Exception

Note: Emergency Wildfire Suppression, Emergency Stabilization and Severity are not allowed activities.

Section 2: Activities Covered (must select at least one activity covered by the *Interagency Agreement for Wildland Fire Management*)

- ☐ Prevention of human caused fires
- ☐ Investigation of human caused wildfires
- ☐ Training of personnel that meets standards
- ☐ Preparedness
- ☐ Fuel Management
- ☐ Wildfire Response
- ☐ Burned Area Rehabilitation/Burned Area Emergency Rehabilitation
- ☐ Development and exchanges of technology and databases
- ☐ Development and distribution of cost information
- ☐ Wildland fire research, administrative/management studies, and technology development and transfer
- ☐ Coordinating assistance to rural communities to mitigate wildfire risk
- ☐ Emergency support function activities under the National Response Framework
- ☐ Identification and establishment/maintenance of interagency wildland fire management and resources
- ☐ Development of local geographical, and national operating and mobilization plans
- ☐ Other (please provide a detailed description of activities and how it relates to the Interagency Agreement for Wildland Fire Management in Section 3.

Exhibit 21-2: Use of D-11 0% Indirect Overhead Rate Exception Checklist Form Page - 3

Description or Reimbursable Activity:	
Concurrence to use 0% Indirect Rate:	
_____	_____
Gillian Fay, Fire Budget Officer	
Branch of Fire Management	Division of Financial Management

Exhibit 21-3: Commonly Used Indirect Cost Recovery Rate Structure Page - 1

Rates effective as of October 1, 2020. Rates did not change during the last review cycle and next update will be in October 2024.

Please note that this is not an all-inclusive list Indirect Cost Recovery Rate, rather those that apply to Fire. For a full list please see [264 FW 1 Exhibit 3](#).

Indirect Cost Recovery Rate Structure - EFFECTIVE OCTOBER 1, 2020				
TYPE OF RATE	CODE	DESCRIPTION	RATE	INCOME DISTRIBUTION
Standard Rate	S	The standard rate applies to reimbursable agreements in which Service personnel perform the activities in leased facilities. The rate covers costs for leased space, payroll / personnel / finance systems, phones, Regional office support, contracting / procurement activities, and information system infrastructure.	23%	<ul style="list-style-type: none"> • Servicewide (SW) – 7% • Administrative Operations (AO) – 8% • Regional Program (RP) – 5% • Regional Field Office Leased Space (RS) – 1% • Enterprise wide (EW) – 2%
Standard Rate for Service-owned Facilities	D-1	This rate applies to reimbursable agreements in which Service personnel in Service-owned facilities perform the activities, or in cases where a hosting agency or cooperator provides space for staff. This rate covers costs for payroll / personnel / finance systems, phones, Regional office support, contracting / procurement activities, and information system infrastructure.	22%	<ul style="list-style-type: none"> • SW – 7% • AO – 8% • RP – 5% • EW – 2%
Pass-Through	D-2a	A pass-through agreement is a funding mechanism used to direct funding or payment to external entities. Funds are received from one party and passed on to another party. Agreements should reflect obligation activity within Budget Object Classes (BOCs) 25 (Contracts), 32 (Land and Structures), and 41 (Grants, Subsidies, and Contributions). Costs outside of these BOCs may not exceed five percent of the agreement's fiscal year expenditures. If these costs exceed five percent, the agreement must be separated into two Financial and Business Management System (FBMS) project numbers with a pass-through component and a component receiving the standard rate.	5%	<ul style="list-style-type: none"> • SW – 3% • AO – 2%

Exhibit 21-3: Commonly Used Indirect Cost Recovery Rate Structure Page - 2

TYPE OF RATE	CODE	DESCRIPTION	RATE	INCOME DISTRIBUTION
Service First Agreements with the Bureau of Land Management (BLM), U.S. Forest Service (USFS), or the National Park Service (NPS)	D-9	If approved by a Directorate Member (i.e., Assistant Directors; Regional Directors; Director, National Conservation Training Center (NCTC); Chief, National Wildlife Refuge System (NWRS)), Service First agreements that do not exceed \$25,000 (including modifications) may receive a 0% rate. For Service First agreements exceeding \$25,000 or with other bureaus/offices, regular indirect cost rates apply to the overall agreement amount.	0% - 23%	Varies
Special Approved Reduced Rate	D-10	We may use a special approved reduced rate when the Assistant Director – Management (AD-MA) and Administration signs an exception to policy (FWS Form 3-2208) authorizing a lower overhead rate.	0% - 23%	Varies
Wildland Fire Agreements	D-11	We may use a 0% rate for certain wildland fire reimbursable agreements where the statement of work meets the conditions of the Interagency Agreement for Wildland Fire Management and is with one or more of the cooperating agencies (BLM, Bureau of Indian Affairs, NPS, or USFS). The agreement must be sent to the Budget Office of the Service's Interagency Fire Center and the Joint Administrative Operations (JAO), Administrative Operations Center (AOC), Financial Operations for concurrence to ensure conditions are met.	0%	N/A

Exhibit 21-3: Commonly Used Indirect Cost Recovery Rate Structure Page - 3

TYPE OF RATE	CODE	DESCRIPTION	RATE	INCOME DISTRIBUTION
Intra/Inter-agency Personnel Agreements (IPAs)	Z	We use a 0% rate when personnel are detailed to other bureaus or agencies where there are no additional costs incurred for space, phones, etc. An SF-50 or OF-69 must document the agreement.	0%	N/A
International Technical Assistance Program (ITAP)	Z	For ITAP with the Department.	0%	N/A
Intra/Inter-agency Travel Agreements and Award Agreements	Z	<ul style="list-style-type: none"> We <u>do</u> charge a full standard rate when personnel travel on behalf of other bureaus or agencies (non-ITAP). We <u>do not</u> apply an indirect rate to Inter/Intra-agency Award Agreements. 	0% - 23%	Varies
Agreements for Emergency Appropriations	Z	We use a 0% rate for emergency supplemental functional areas.	0%	N/A
Agreements with Special Authorizing Legislation or Departmental Policy.	Z	AD-MA's signature is required and the appropriate legislation/policy document must be attached to the agreement when submitting it to the Reimbursable Agreements Operations team.	Based on Leg. or Policy	Based on Legislation or Policy
Contributed Funds	Z	Contributed Funds must be deposited in a Contributed Funds account or another applicable donation account.	N/A	N/A

CHAPTER 23: HIRING AD PERSONNEL

Detailed information including procedures, forms, agency memos and hiring documents can be found at the Casual Payment Center website at: [Casual Payment Center](#)

Guidance/Authorities

- [Department of Interior Administratively Determined Pay Plan for Emergency Workers](#)
- [NWCG Standards for Interagency Incident Business Management](#)

O. Hiring/Approval Official Roster

An individual must be on the FWS Hiring/Approval Official Roster maintained by the CPC prior to hiring AD personnel. To be added to the roster, send the FWS Hiring/Approving Official Request form, by email to Kylee.Payne@fws.gov. The current roster and the request form are located on the SharePoint site as noted above.

P. Guidance for Hiring Administratively Determined Employees

AD Personnel are hired under the authority of the *DOI Administratively Determined Pay Plan for Emergency Workers* which is issued annually, usually early Spring.

The AD Pay Plan is complete within itself. Therefore, for any hiring under this document, the provisions listed take precedence over any other policies or regulations that may be prescribed elsewhere.

The AD Pay Plan describes conditions for hire, position classification, and pay rates for each position, among other information. Unit hiring managers should read and become familiar with this document prior to engaging in any AD hiring activities.

Time Limitations under the AD Pay Plan

The AD Pay Plan identifies the specific circumstances that necessitate use of this hiring authority and application of the regulations appropriate for the hire of casual workers, and states “***This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments.***”

Individuals who have been hired as seasonal employees by the U.S. Fish and Wildlife Service (the Service) and have reached the maximum 1039 hours in a service year cannot be hired as an

AD to extend their season. It would be in violation of this hiring authority to appoint temporary seasonal employees to the same or other positions using other hiring authorities within the service year; to extend the season beyond the 1039 hour limitation through the use of the AD pay plan authority; or to manipulate the AD hiring authority to bring employees back into “pay status” before their official EOD date.

Refuge hiring units are prohibited from hiring individuals under the AD pay plan authority to complete annual training requirements, support prescribed burns, or for other activities such as step-up after that individual has been offered and/or has accepted a federal temporary/seasonal or career seasonal position and is going through the pre-employment clearance process.

There is no time limit for personnel hired under the AD hiring authority who have not been previously hired in the same service year under other hiring authorities.

In certain instances where a Service unit (refuge or complex) and another bureau unit are in close proximity, the bureau hiring an individual should serve as the hiring unit throughout the season. However, the individual may be called upon to assist on another bureau’s jurisdiction. In these instances, the individual’s time is processed by the hiring unit using funds from the benefitting bureau ONLY if there is an agreement already in place between the bureaus. The Service will not process payments for AD personnel hired by another bureau unless approved by the other bureau’s incident business specialist.

Time Limits on Hazardous Fuel Reduction Activities

Hiring units may not hire casuals earlier than 24 hours prior to a prescribed burn or retain them longer than 24 hours after the completion of the burn. See [AD Pay Plan](#) Section D, Paragraph 14.

Q. Hiring Process

The following forms are filled out at time of hire:

- I-9, Employment Eligibility Verification Form (must be completed every 3 years)
- W-4, Employee's Withholding Allowance Certificate
- Incident Behavior Form
- Single Resource Casual Hire Form
- State or Tribal Tax Form (if applicable)
- Direct Deposit Form or EFT Waiver
- FEHB Conditional Offer

The I-9, Incident Behavior Form, and Single Resource Casual Hire Form are retained at the home unit for seven years.

The W-4, State or Tribal Tax Form, Direct Deposit Form or EFT Waiver, and the FEHB Conditional Offer form are sent to the Casual Payment Center at time of hire.

All necessary forms can be found here: [CPC Forms](#).

R. Sending Payment Documentation to the CPC

The DOI Casual Payment Center is located at the National Interagency Fire Center in Boise, ID. Their website contains all relevant information pertaining to Casual Hires, and they are also available through email at CasualPay@blm.gov or by telephone at 877-471-2262. Hours of operation are 8:00am to 4:00pm MST Monday through Friday.

The CPC now allows AD employee timesheets and batch memos to be emailed as an alternate to sending by FedEx, allowing AD employees to be paid a few days sooner and saving on FedEx charges.

Electronic signatures are accepted on the batch memos that are generated through a PIV card.

Once the CPC receives the emailed packet, a confirmation email verifying the documents were received will be sent to the hiring unit for tracking purposes.

However, please note the following conditions:

- Any documents containing PII (SSNs, personal addresses, personal phone #s, DOB, etc.) can be emailed to the DOI Casual Payment Center AS LONG AS the Bison Connect email system is being used to and from another DOI agency. If a hiring unit has an electronic deposit form or W-4 that needs to be included with the batch memo and OF-288, these forms can be emailed.
- For documents containing PII that are being sent outside of the Bison Connect system, the packet needs to be submitted through FedEx or through a secured fax machine.

- Documents being sent outside of the Bison Connect system that do NOT contain PII (OF-288s, batch memos, conditional offer of FEHB forms) can still be emailed to the CPC.
- AS A REMINDER: DO NOT USE PERSONAL EMAIL ACCOUNTS TO EMAIL ANY FORMS CONTAINING PII TO THE CASUAL PAY CENTER (or anywhere else!)

S. Training

Use of the AD hiring authority, as well as the AZA1 fire code that was established specifically to pay for training/instructing costs, is specifically meant for use by valid casual employees, e.g., federal or state retirees and those casual employees who have either never worked for the federal government or have not worked for the federal government for the last 5 years (referred to by the national FAM office as “career casuals”).

AD Pay Plan Section D. *Circumstances Required for Hiring*, Paragraph 6 states:

“To allow personnel to attend emergency incident training in preparation for emergency incident response, including all-hazard training. In most cases, this should not exceed a total of 80 hours per calendar year, regardless of hiring agency. This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments. The 80-hour limit includes required annual refresher courses. The 80-hour limit does not include travel hours.”

Use of the AZA1 fire code and DOI suppression funding to train known seasonal staff while inappropriately using the AD hiring authority is contradictory to the augmentation concept under the Anti-deficiency Act.

Training Pay Rates

If a casual is paid to attend training and they attend as a trainee, the rate of pay is one AD rate lower than the full performance rate. When casuals attend Annual Fireline Safety Refresher training, they are paid at the current rate for the position requiring the training.

A resource order is not required for a casual to attend training.

Exceeding maximum training hours

Occasionally, a casual must take over 80 hours of training within a calendar year to maintain or gain qualifications or certification for a specific position. The DOI Casual Payment Center does not have the authority to pay casuals for over 80 hours of training without approval; therefore, the following process should be used:

A request to approve payment for training in excess of 80 hours shall be submitted in writing by the Hiring Official to the FWS Incident Business Lead at Kelin_Crill@fws.gov. The request should include a justification for additional training hours.

The Incident Business Lead will return the signed document to the Hiring Official who will attach to the OF-288 payment package and submit to the Casual Payment Center.

Exhibits:

Exhibit 22-1: Sample OF-288











Exhibit 22-2: Information Sheet for the Agency Official

Exhibit 22-3: Information Sheet for the Casual Hire






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Exhibit 22-2: Information Sheet for the Agency Official

 <h1 style="text-align: center;">AGENCY INFORMATION SHEET</h1> 			
WATCH OUT SITUATIONS			
BOOT STIPEND <p>The payment of a \$100.00 per year stipend is authorized for casuals holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards set forth by their agency. The boot stipend is taxable, and will appear as a one-time entitlement of \$100.00 on the casual's Wage and Earning Statement (WES).</p> 	DUPLICATE HOURS <p>When submitting OF-288s, ensure there are no duplicated hours. The most common mistake is of a clerical nature (e.g. same time submitted for same day).</p> <p><i>Reminders!</i></p> <p>Start/Stop time must be in military time, in fifteen minute increments, and the month/day must be complete on the OF-288.</p>	CALENDAR YEAR HOURS <p>The AD Pay Plan designates limits for training, instructor, and hazardous fuels hours (excluding travel) per calendar year. Maximum training hours may differ for each agency.</p> <ul style="list-style-type: none"> • Training "should not exceed" 80 hours • Instructor "not to exceed" 120 hours • Hazardous Fuels "no greater than" 300 hours <p>If time submitted for instructor or Hazardous Fuels hours is over the limit for the calendar year, the time will be referred back to the Agency. For prescribed fire projects, the AD Pay Plan does not authorize mechanical or chemical reduction projects.</p> 	STATE TAXES <p>State taxes must be withheld for the state in which the casual is hired, unless a reciprocal agreement is in place for that state. The casual can request withholding for another state by submitting the appropriate state form. Acceptable forms that may be used to update state taxes:</p> <ul style="list-style-type: none"> • Specific State Tax form • W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State only" is indicated, nothing but the tax information will be updated). • Tribal Exemption form • State Tax Removal form 
TIME OFFICER AND APPROVING OFFICIAL SIGNATURE <p>There must be a Time Officer (TO) Signature on all submitted OF-288s.</p> <p>There must be a signature on submitted batch memos that follows Agency specific guidelines in regards to the Approving Official (AO) list requirements. For all agencies, the AO list is maintained at the National Level, and sent to the CPC when updated.</p> <p>If the AO or the TO Signature is missing your Agency will be called.</p> 	GUARANTEE / COP HOURS <p>Casuals assigned to an incident at their point of hire are not entitled to guarantee hours on normal days off. This is considered off-shift time and is non-compensable.</p> <p>COP is available for a maximum of 45 days. It begins the first day after the day of injury and ends when the casual leaves the incident, the original length of commitments ends, or when the casual is released back to duty, whichever occurs first. COP is not given for occupational disease or illness. Indicate "COP" in the start/stop columns and record a maximum of 8 in the hours column for each full day of disability.</p> 	SOCIAL SECURITY NUMBER (SSN) <p>To work under the AD Pay Plan, the SSN is required. This applies to US citizens as well as non-resident aliens.</p> <p>The Casual's name and SSN on hiring documents should match the name on the Social Security Card to eliminate delays in payment. The OF-288 timesheets should be submitted to the CPC using the ECI identified below.</p> 	Mandatory EFT <p>The U.S. Treasury has stated that paper checks will no longer be issued unless a valid waiver is in place for an individual. This means that anyone receiving funds from the federal government (with the exception of the IRS) will need to set up a direct deposit account.</p> 
ADDRESS UPDATES <p>In order to receive a Treasury check casuals must be a registered owner of the PO BOX. If the casual is using direct deposit, the account must be in their name. Mailing address for correspondence cannot be updated from a direct deposit form.</p>	EXCEPTION POSITIONS <p>When submitting time for an exception position, ensure the Agency required description and approval is complete with Position Title and AD Class. Please submit with each payment to be processed.</p>		
EMTs and ENOP <p>Emergency Medical Technicians (EMT) can take a pack test but may not oversee the pack test. Engine Operator (ENOP) is not an approved position title for BIA. If time is submitted for an ENOP by BIA, payment cannot be processed and will be referred back to the Agency.</p>			
<p>Contact us at: NIFC, Casual Payment Center MS 270, 3833 S Development Ave, Boise, ID 83705 Toll Free: (877) 471-2262 or (208) 387-5760, FAX: (208) 433-6405 Email: casualpay@hlm.gov</p> <p>Find forms and other valuable information at: http://www.nifc.gov/programs/programs_PaymentCenter.html</p> 			

5-22-F-3: Information Sheet for the Casual Hire

Casual Hire Information Sheet			
Payment Processing at the CPC When the CPC receives the OF-288 from the Agency/Region, it takes up to 5 business days to process in our office. If there are questions on your timesheet needing clarification from your Agency, the process may take longer. Once processed, allow up to 5 business days to receive a Direct Deposit payment or up to 10 business days through the US mail for a Treasury Check (with EFT Waiver). You may call to inquire about the status of your payment at any time. It would be helpful if you could provide your Agency's batch number to help us track your payment within our office. 		To Update your Information In order to change your name, address, taxes, direct deposit, or any other information pertaining to your profile, we need your signed consent (we cannot take the information over the phone). You can obtain the needed forms from your agency or from our website listed above.  <p>Note: Vendor Payment forms and voided checks are not acceptable for Direct Deposit information. The information must be written on the Direct Deposit form.</p> 	
W-4 Federal Tax The following information must be complete and legible for processing. If information is incomplete or illegible, the form may be sent back to you or your agency without updating your profile. <ul style="list-style-type: none"> Your name exactly as it is on your Social Security Card Your complete 9 digit Social Security Number Complete mail address including city, state & zip (this must be an address that can receive mail) Marital status Number of exemptions (if you are claiming) Additional dollar amount (optional) Sign and date the form (to claim exempt, the signature date must be of the current year for processing) <p>Note: If you are exempt, you must indicate your marital status (Block 3) and write EXEMPT (Block 7). If block 7 is filled out, then block 5 must be left blank.</p>		State Taxes State taxes must be withheld for the state in which you are hired, unless there is a reciprocal agreement in place for that state. You may request withholding for a second state, by submitting the appropriate state form. Keep in mind that your current tax information is printed on every Wage and Earning Statement. Please review this information and call us, or your agency, if you need to make corrections. <p>Acceptable forms that may be used to update state taxes:</p> <ul style="list-style-type: none"> Specific State Tax form W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State" is indicated, nothing but tax information will be updated). Tribal Exemption form State Tax Removal form <p>All requested information on a Tribal Exemption form must be legible, complete, the form signed, dated</p> 	
		Mandatory EFT The U.S. Treasury (31 CFR Part 208) has stated that paper checks will no longer be issued unless a valid waiver is in place for an individual. This means that anyone receiving funds from the federal government (with the exception of the IRS) will need to set up a direct deposit account. <p>If you cannot get a bank account, you have two options:</p> <ul style="list-style-type: none"> Obtain an Electronic Transfer Account (ETA) https://eta-find.gov/eta -or- Complete an Electronic Funds Transfer (EFT) waiver request. <p>You may apply for a waiver if an EFT would impose a hardship because of your inability to manage an account at a bank due to:</p> <ul style="list-style-type: none"> Mental impairment, -or- Live in a remote location lacking the infrastructure to support electronic financial transactions. 	Check Mail Address If you have an EFT Waiver, and are requesting payment to go to a physical mail address, ensure the address you provide can receive mail. <p>If you have a Post Office box, your name must be listed as an owner of the box to receive mail. Contact your local Post Office if you are unsure.</p> <p>Note: In the event your Treasury Check has not been received within 10 business days of the payment process date, contact our office to verify the payment destination on file.</p> <p>If it is determined the payment is a Lost Check, Treasury requires us to wait 30 days to track the missing payment to allow for adequate delivery time by the US Postal Service.</p>
		Boot Stipend The payment of a \$100.00 per year stipend is authorized for casuals holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards set forth by their agency. <p>The boot stipend is taxable, and will appear as a one-time entitlement of \$100.00 on the casual's Wage and Earning Statement (WES).</p> 	
<p>For Federal or State Tax questions, please see your tax consultant.</p>			
<p>Contact us at: NIFC, Casual Payment Center MS 270, 3833 S Development Ave, Boise, ID 83705 Toll Free: 877-471-2262 or (208) 387-5760, FAX: (208) 433-6405 Email: casualpay@blm.gov</p> <p>Find forms and other valuable information at: http://www.nifc.gov/programs/programs_PaymentCenter.html</p>			
<p>Ensure the information on the forms you submit to the CPC are legible, correct, signed and dated!</p>			

A. Links Quick Reference

Fire Systems

DESCRIPTION:	URL:
FMIS	FMIS
IROC (replaces ROSS) – incident ordering system	IROC
e-ISuite	e-ISuite
e-ISuite Enterprise	e-ISuite Enterprise
FireCode – generates fire codes for suppression incidents	FireCode

Interagency Incident Guidance

DESCRIPTION:	URL:
National Wildfire Coordinating Group (NWCG)	NWCG
NWCG Interagency Standards for Fire & Aviation Operations (Red Book)	Red Book
NWCG Standards for Interagency Incident Business Management (Yellow Book)	Yellow Book
National Interagency Mobilization Guide	Mobilization Guide
National Interagency Buying Team Guide	Buying Team Guide
DOI Intra/Inter-Agency Agreement Handbook	DOI IAA Handbook
DOI All-Hazards Supplement	All Hazards Supplement
Incident Management Records – NWCG	Incident Records Management
DOI Medical Standards Program	DOI Medical Standards Program
National GACC (Geographic Area Coordination Centers) Portal	GACCs and Agency Sites Portal
NERV (National Emergency Rental Vehicle) rental program	Incident Rental Vehicle program

FWS Incident Guidance

DESCRIPTION:	URL:
FWS Fire Management Handbook	FWS Fire Management Handbook
FWS Incident Business SharePoint site	IB SharePoint
FWS Prescribed Fire Policy for Non-Service Lands	Service Manual 645 FW 1 Prescribed Fire Policy for Non-Service Lands

JAO Websites

DESCRIPTION:	URL:
List of All Helpdesk Emails	Help Desk Emails
List of POCs by Service Area	POC List
Financial Management Guidance Library (Business Process Guidance)	Financial Systems Guidance Library
Accident Reporting	FWS Accident Reporting Site
Charge Cards	Charge Card Program
Collections: FWS Collections Handbook	Collections Handbook
Conference and Event Management (conference approval process)	Conference & Event Management
Contracting	Contracting Sites
Contracting Help Contacts	Contracting Contacts
Finance Payments & Collections	Payments and Collections
IT Purchasing Guidelines	IT Purchasing Guidelines
IT Helpdesk Support	ITServiceDesk@fws.gov
MySupport	MySupport Login
Payroll – Compensation and Benefits	Compensation and Benefits
Permanent Change of Station (PCS)	Permanent Change of Station
Personal Property and Fleet (guidance, links, and forms)	Personal Property and Fleet
PIV Access Cards	PIV Cards
QuickTime	QuickTime Resource Site
Reimbursable Agreements	Reimbursable Agreements
Travel	Travel site including links and forms
Travel: TDY (Tips and Trips, DOI Concur Quick Reference tri-fold)	Temporary Duty (TDY) Travel
Uniform Program Site	FWS Uniform Program Site

Line of Duty Death

DESCRIPTION:	URL:
Critical Incident Stress Management (CISM)	Service Manual 227 FW 7 CISM Program
Line of Duty Death Handbook	LODD - update in review process
FWS Death of an Employee	Death of an Employee

COVID-19 Information

DESCRIPTION:	URL:
FWS Guidance	FWS COVID-19 Portal
DOI Website	DOI COVID-19 Information Portal
NWCG COVID-19 info (includes FMB memo & flowchart)	Wildland Fire Specific COVID-19 Info
DOL Claims Information	DOL Claims due to COVID-19

Finance and Administration

DESCRIPTION:	URL:
Budget: NWRs Budget Allocation Guidance	Budget Allocation Guidance
Mobile Device Management	Mobile Device Management
Time: DOI Time and Attendance Guide	DOI T&A Guide v4.12 December2022
Travel: FWS PCS Handbook – PCS guidelines	PCS Handbook July 2017
Travel: FWS TDY Handbook – temporary travel guidelines	FWS TDY Handbook

Positions and Training

DESCRIPTION:	URL:
Wildland Fire Qualification System Guide	Wildland Fire Quals
Federal Wildland Fire Qualifications Supplement	Quals Supplement
DOI Incident Positions Qualification Guide (IPQG)	DOI IPQG
Position Task Books	Taskbooks
FEMA Emergency Management Institute	FEMA
National Wildland Fire Training Courses and Schedules	Wildland Fire Learning Portal

AD Hiring

DESCRIPTION:	URL:
Administratively Determined (AD) Pay Plan	AD Pay Plan
Casual Payment Center (CPC)	CPC
AD Frequently Asked Questions (From Eastern Area Coordination Center)	EACC FAQs

B. Memoranda and Guidance Documents
(LISTED IN ORDER REFERENCED IN GUIDE)

“No Year” Fund Policy

Section 1: Chapter 1, Paragraph C

REF 6-B-1: Memorandum, CG Decision B-160998

REF 6-B-2: Memorandum, GAO Decision B-326945

Night Pay Differential

Section 2: Chapter 3, Paragraph B

REF 6-B-3: Guidance Sources on Night Pay Differential

REF 6-B-4: OPM Fact Sheet on Night Pay

REF 6-B-5: Memorandum FWS DTS 065850, Guidance on Night Pay Differential

REF 6-B-6: Attachment to Memo FWS DTS 065850, Night Pay Clarification

Funding of Base Salaries for Personnel Assigned to Wildfire Incidents

Section 2: Chapter 11, Paragraph A

REF 6-B-7: Memorandum OWF 2019-006, Funding of Base Salaries....

Weather and Safety Leave

Section 2: Chapter 12, Paragraph A

REF 6-B-8: DOI Personnel Bulletin No. 18-04, Weather and Safety Leave

Hazardous Duty/Environmental Differentials

Section 2: Chapter 12, Paragraph C

REF 6-B-9: Hazard/Environmental charts

Incident Positions – Finance and Administration

Section 3: Chapter 15, Paragraph A

REF 6-B-10: Finance and Administration Position Flowchart

Non-Referencing Payments

Section 3: Chapter 16, Paragraph B

REF 6-B-11: [Step-by-Step Instructions for Payment Package Cover Sheet](#)

Reimbursable Agreements

Section 4: Chapter 20, Paragraph D

REF 6-B-12: Reimbursable Agreement Reference Sheet

DECISION



Mr. Kalc
B. L. M.
**THE COMPTROLLER GENERAL
OF THE UNITED STATES
WASHINGTON, D. C. 20548**

FILE: B-160998

DATE: April 13, 1978

**MATTER OF: Federal Fire Prevention and Control Act
of 1974**

DIGEST: Section 11 of the Federal Fire Prevention and Control Act of 1974 may be construed as constituting permanent indefinite appropriation authority for Secretary of the Treasury to pay certified claims by local fire fighting districts or departments for services performed on Federal property. However, amounts paid from section 11 appropriation are subject to reimbursement, by the Federal agencies under whose jurisdiction the fire occurred, from appropriations available or which may be made available for the purpose.

An Assistant Director in the Fiscal Service, Bureau of Government Financial Operations, Department of the Treasury, asked whether section 11 of the Federal Fire Prevention and Control Act of 1974 (Act), Pub. L. No. 93-498, October 29, 1974, 88 Stat. 1535, 15 U.S.C. §§ 2201 *et seq.* (1976), should be construed as establishing permanent indefinite authority for drawing moneys from the Treasury.

Section 11, 15 U.S.C. § 2210, provides that a local fire protection district or fire department may be reimbursed for the direct losses and direct costs it incurs in fighting fires on Federal property. Pursuant to the Act, the Secretary of the Treasury is responsible for paying claims submitted by local fire departments or districts in amounts not to exceed the sum determined to be due by the Administrator of the National Fire Prevention and Control Administration in the Department of Commerce. Section 11 provides that, once the Administrator determines the amount which a fire department is entitled to have reimbursed,

"(c) The Secretary [of Commerce] shall forward the claim and a copy of the Administrator's determination under subsection (b) (3) of this

B-160998

section to the Secretary of the Treasury. The Secretary of the Treasury shall, upon receipt of the claim and determination pay such fire service or its parent jurisdiction, from any moneys in the Treasury not otherwise appropriated but subject to reimbursement (from any appropriations which may be available or which may be made available for the purpose) by the Federal department or agency under whose jurisdiction the fire occurred, a sum no greater than the amount determined with respect to the claim under subsection (b)(3) of this section."

Section 17 of the Act, 15 U.S.C. § 2216, which authorizes appropriations necessary to carry out the provisions of the Act, originally provided as follows:

"There are authorized to be appropriated to carry out the foregoing provisions of this Act, except section 11 of this Act, such sums as are necessary not to exceed \$10 million for the fiscal year ending June 30, 1975, and not to exceed \$15 million for the fiscal year ending June 30, 1976."

(This provision has since been amended to update the amounts of the annual authorizations but remains substantially unchanged otherwise.) The question is whether the Act provides for a permanent indefinite appropriation of moneys necessary to implement section 11 or whether the Treasury Department will need to seek annual appropriations to implement this provision.

Section 17 authorizes annual appropriations to carry out the provisions of the Act, except for section 11. While there is no explicit legislative history which explains the omission of the section 11 claim program from annual appropriation support, it is reasonable to assume that since funds would be available under section 11 on a continuing basis, its inclusion under section 17 was not necessary. As noted supra, section 11 orders the Secretary of the

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B-160998

Treasury to pay claims "from any moneys in the Treasury not otherwise appropriated." Section 11 is clearly an appropriation, and one which is indefinite in amount. As to whether it is permanent, there is no indication that it is intended to be limited as to time. The purpose of section 11 seems best served by construing it as creating a right to draw upon funds in the Treasury whenever it is necessary to reimburse local fire departments.

The language of section 11 tracks that of 31 U.S.C. § 724a, the permanent indefinite appropriation for payment of judgments and compromise settlements against the United States. 31 U.S.C. § 724a speaks of sums necessary "on and after" a specified date, thus implying continuing future availability. Section 11, although it is not so explicit, provides for payment of claims under the Act. Since such claims may be presented at any time after enactment of the Act, it seems reasonable to construe section 11 as permanent authority. This is true even though the Act requires reimbursement for money paid out by the Treasury pursuant to the Administrator's determination from appropriations made available to the agencies on whose property the fire occurred. In other words, the statute contemplates that the appropriations to carry out section 11 will ultimately be those of the Federal agencies receiving the benefit, assuming that they have or will have funds available for the purpose, but until such reimbursement is possible, funds to pay the local fire fighters may be drawn from a general fund expenditure account established for this purpose in the Treasury.

We therefore conclude that section 11 constitutes permanent indefinite authority to draw money from the Treasury to pay the claims of individual fire departments.


Deputy Comptroller General
of the United States

REF 6-B-2: GAO Decision B-326945, No Year Appropriations



U.S. GOVERNMENT ACCOUNTABILITY OFFICE

441 G St. N.W.
Washington, DC 20548

Decision

Matter of: General Services Administration—Availability of No-Year Appropriations for a Modification of an Interagency Order

File: B-326945

Date: September 28, 2015

DIGEST

The General Services Administration may accept no-year appropriations from a customer agency to fund the increased cost resulting from a modification to an interagency order, even where those funds were appropriated in a fiscal year after the customer agency incurred the initial liability. Because the *bona fide* needs rule does not apply to no-year appropriations, no-year funds are available for any need, whether past, present, or future, provided that the use of such funds is consistent with any other limitations upon the appropriation's availability.

DECISION

The Chief Financial Officer and the General Counsel for the General Services Administration (GSA) request a decision regarding whether GSA may accept no-year appropriations from a customer agency to fund the increased cost resulting from a modification to an interagency order, even though the no-year funds were appropriated in a fiscal year subsequent to the fiscal year in which the original liability was incurred. Consistent with our prior decisions addressing time limitations for no-year appropriations, we conclude that no-year funds are available for interagency orders, for any need, whether past, present, or future, provided that the use of such funds is consistent with any other limitations upon the appropriation's availability.

Our practice when issuing decisions is to obtain the views of the relevant agency in order to develop a factual record and to establish the agency's legal position on the subject of the request. GAO, *Procedures and Practices for Legal Decisions and Opinions*, GAO-06-1064SP (Washington, D.C.: Sept. 2006), available at www.gao.gov/products/GAO-06-1064SP. GSA provided factual information and its legal views when it requested our decision. Letter from Chief Financial Officer and General Counsel, GSA, to Comptroller General (May 6, 2015) (Request Letter).

REF 6-B-3: Guidance Sources on Night Pay Differential

Guidance Sources on Night Pay Differential

From *OPM Fact Sheet: Night Pay for General Schedule Employees*: Night pay is paid for regularly scheduled work performed at night. This **generally** means work scheduled before the beginning of the administrative workweek. **However**, night pay is also paid for night work on a temporary assignment to a different daily tour of duty **during** the administrative workweek.

From 5 CFR 550.122 - Computation of night pay differential (page 579):

(c) *Relation to overtime, Sunday, and holiday pay.* Night pay differential is in addition to overtime, Sunday, or holiday pay payable under this subpart and it is not included in the rate of basic pay used to compute the overtime, Sunday, or holiday pay.

(d) *Temporary assignment to a different daily tour of duty.* An employee is entitled to a night pay differential when he or she is temporarily assigned during the administrative workweek to a daily tour of duty that includes night work. This temporary change in a daily tour of duty within the employee's regularly scheduled administrative workweek is distinguished from a period of irregular or occasional overtime work in addition to the employee's regularly scheduled administrative workweek.

From OPM Handbook on Alternative Work Schedules – Night Pay:

3. An employee is entitled to night pay for any non-overtime work performed between 6 p.m. and 6 a.m. during designated core hours.

Note: An employee who performs regularly scheduled overtime work at night is also entitled to night pay.

From DOI Time and Attendance Guide - 5.2 Night Differential (page 5-4):

130, Night Differential: Payment employees receive for regularly scheduled hours worked, including regularly scheduled overtime and time spent on COP light duty, between 6 p.m. and 6 a.m. An employee is entitled to night differential for night work performed during temporary assignment to a night tour of duty.

From Service Manual 225 FW 7 Premium Pay – 7.22 Do employees receive premium pay for working at night?

Employees who perform regularly scheduled work between the hours of 6 p.m. and 6 a.m. receive a night differential of 10% of their basic rate of pay.

REF 6-B-3: Guidance Sources on Night Pay Differential – Page 2

Employees are not entitled to the night pay differential while attending training unless the training is scheduled during night hours because situations that they must learn to handle occur only at night.

We add night pay differential to overtime, Sunday, or holiday premium pay.

NWCG Interagency Time Unit Field Guide

<https://www.nwcg.gov/sites/default/files/publications/TimeUnitFieldGuide.pdf>

REF 6-B-4: OPM Fact Sheet on Night Pay

U.S. OFFICE OF PERSONNEL MANAGEMENT

PAY & LEAVE PAY ADMINISTRATION

Fact Sheet: Night Pay for General Schedule Employees

Description

Night pay is a 10 percent differential paid to an employee for regularly scheduled work performed at night. It is computed as a percentage of the employee's rate of basic pay (including any applicable locality payment or special rate supplement).

Employee Coverage

An individual who meets the definition of "employee" in 5 U.S.C. 5541(2) is covered by the night pay provisions, including employees under the General Schedule.

Note: Prevailing rate (wage) employees are covered by a separate night shift differential authority. (See 5 U.S.C. 5343.)

Regularly Scheduled Work

Night pay is paid for regularly scheduled work performed at night. This generally means work scheduled before the beginning of the administrative workweek. However, night pay is also paid for night work on a temporary assignment to a different daily tour of duty **during** the administrative workweek.

Night Work Hours

Generally, night work must be performed between the hours of 6 p.m. and 6 a.m., including night work under a compressed work schedule. For posts located outside the United States, the head of an agency may designate a time after 6 p.m. and before 6 a.m. as the beginning and end, respectively, of night work to accommodate the customary hours of business in the locality. (See also "Flexible Work Schedules," below.)

Relation to Other Premium Pay

Night pay is paid in addition to overtime, Sunday, or holiday premium pay.

Relationship to Basic Pay

Night pay is **not** basic pay for any purpose.

Relationship to Leave

An employee is entitled to night pay for paid leave only when the total amount of paid leave during a biweekly pay period is less than 8 hours.

Paid on Holidays

An employee is entitled to night pay when excused from night work on a holiday or another nonworkday (does not apply to AWS nonworkdays).

Flexible Work Schedules

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/night-pay-for-general-schedule-employees/>

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In Reply Refer To:
FWS/ABHC/HR/065850

United States Department of the Interior

FISH AND WILDLIFE SERVICE

5275 Leesburg Pike, MS: BPHC
Falls Church, VA 22041-3803



JUL 18 2017

Memorandum

To: All Fish and Wildlife Service Employees

From: *for* Assistant Director, Budget, Planning, and Human Capital *Russell Gaudin*

Subject: Guidance on Night Pay Differential

This memorandum serves to provide clarification of the usage of DOI "QuickTime" Pay Code 130, Night Pay Differential on fire suppression incidents.

The interagency community recently issued clarification permitting night pay differential in addition to overtime while participating in fire suppression activities. This memo serves as U.S. Fish and Wildlife Service (Service) guidance related to night pay differential for Service incident responders assigned to fire suppression incidents. The Headquarters Division of Human Resources supports the attached clarifying guidance to ensure consistency throughout the Service's Regional Offices and with other Departmental Bureaus.

This information is not new guidance but clarification of existing laws and regulations, and will be distributed electronically to all Service Regional Offices. Refer to the attachment "Night Pay Differential Clarification for Fire Suppression Activities" for specific guidance.

This guidance is effective at time of issuance and is not intended to require retroactive adjustments.

If you have any questions, please contact Cecilia King, Service Classification and Compensation Manager, Division of Human Resources at (703) 358-1928; or Reah Reedy, Administrative Officer, Fire Management Branch at (208) 387-5736.

Attachment: Night Pay Differential Clarification for Fire Suppression Activities

Attachment to Memorandum FWS/ANRS/NRCP-FM/065850 - Guidance on Night Pay Differential

Date: 18 July 2017

Night Pay Differential Clarification for Fire Suppression Activities

Clarification of the U.S. Fish and Wildlife Service Memorandum FWS/ANRS/NRCP-FM/065850:
Guidance on Night Pay Differential

1. General Schedule (GS) government employees deployed to a fire incident who are eligible for a spot tour of duty change using the guidance in the Interagency Incident Business Management Handbook (IIBMH) to a first 8, 9, or 10 hour tour of duty are entitled to night pay differential pay on both base and overtime hours worked between 1800 hours and 0600 hours starting the first full day of the new schedule. This includes only night hours designated in the new schedule, not extra hours added day by day. *Examples include extended attack and team assignments of more than one calendar day.*
2. If an employee has an official change to his/her work week schedule to a night shift, then night pay differential (for both base and overtime hours) is appropriate. *An example would be a dispatcher assigned by a supervisor to work the night shift at his/her home unit.*
3. If an employee is assigned to support fire activity as part of a temporary change to his/her tour of duty, and that temporary change includes hours between 6 pm and 6 am for more than one day, night differential is appropriate (for both base and overtime hours) starting the first full day of the new assignment. *An example would be an employee deployed to support a fire for multiple days as a driver, cache worker, dispatcher or other support role.*
4. Deployment to a fire incident is a temporary assignment to a different daily tour of duty and the work schedule becomes the employee's regularly scheduled hours for the duration of the assignment unless the schedule is changed by the supervisor/incident commander. Saturday and Sunday are included in this new schedule.
5. A temporary assignment to a different daily tour of duty is distinguished from a period of irregular or occasional overtime work and may be assigned before OR during the administrative workweek.
6. Advance notification of a change in the administrative tour-of-duty is not necessary when employees are assigned to a temporary tour-of-duty for fire incidents.
7. Shifts that are extended on a day-by-day basis are not eligible for night pay differential (for either base or overtime hours).
8. For both GS and WG employees, the completed and signed incident timesheet, Optional Form-288, "Incident Time Report" (also referred to as "Emergency Firefighter Time Report"), serves as the official management control for documentation and compensation of hours worked on an incident. If the OF-288 is not available at the time the QuickTime entry is due, any approved fire timekeeping document is acceptable for recording night pay differential (i.e. OF-288, Crew Time Report (CTR), Field Time Report, etc.). *It is not*

Page 1 of 2

necessary to provide additional documentation to show that the night pay differential hours were scheduled or to show a "standard shift."

9. The total night pay differential hours for the calendar day (both base and overtime) should be coded in QuickTime to the incident using the "130" pay code. The number of night pay differential hours claimed per day is limited to the number of normal daily hours worked at the employee's home station. For example, an employee on a straight 8 schedule at their home unit can only claim 8 hours of night pay differential per day; an employee on a 5/4/9 schedule can claim 9 hours night pay differential on their regular days of work, but none on their normal day off, as there are no base hours on that day.
10. The coding of night-pay differential/overtime does not apply during periods of travel time to/from an incident or periods of time an employee is in travel status, when the employee is officially checked out, or when demobilized from the incident. Travel days are based on the employees permanent "official" administrative work schedule.
11. For wage-grade employees, night-shift differential means the differential paid for work performed when the majority of a prevailing rate employee's regularly scheduled non-overtime hours fall between 1500 hours and 0800 hours. It is computed as a percentage of the employee's rate of basic pay.
12. This change becomes effective on the date of signature on DTS Memorandum FWS/ANRS/NRCP-FM/065850 and actions to retroactively change time prior to this date are not appropriate.

Questions about these clarifications for incident assignments should be directed to your Regional Fire Management staff.

REF 6-B-7: Memorandum OWF 2019-006, Funding of Base Salaries for Personnel Assigned to Wildfire Incidents Assigned to Wildfire Incidents



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

December 18, 2018

OWF POLICY MEMORANDUM 2019 - 006

To: Director, Bureau of Land Management
Director, National Park Service
Director, U.S. Fish and Wildlife Service
Director, Bureau of Indian Affairs
Commissioner, Bureau of Reclamation
Director, U.S. Geological Survey

From: Jeff Rupert, Director - Office of Wildland Fire

A handwritten signature in blue ink, appearing to read "Jeff Rupert".

Subject: Funding of Base Salaries for Personnel Assigned to Wildfire Incidents

Background

The purpose of this memorandum is to formalize policy direction for charging base-eight funding for all Department of the Interior (DOI) employees that are assigned to wildfire incidents. This policy aligns with the pay provisions outlined in Chapter 10 of the National Wildfire Coordinating Group Standards for Interagency Incident Business Management.

Ensuring the appropriate funding protocols for all DOI Wildland Fire Management (WFM) program funded employees is key to upholding the financial integrity of the WFM program. To that end, preserving the use of Suppression Activity funding for intended emergency operation needs will help maximize DOI's performance and accountability in order to meet WFM program goals. It also prevents the potential need to borrow funds from other DOI or bureau accounts to pay for suppression operations during extended or challenging wildfire seasons.

Policy

Beginning April 1, 2019, all DOI employees whose base-eight time is funded by the WFM Preparedness Activity should charge their base-eight time to Preparedness while assigned to a wildfire incident. Any work time that is incurred above those employees' base-eight hours, including overtime pay, hazardous duty pay, or any other applicable pay category while those employees are assigned to a wildfire incident, should be charged to Suppression. All other WFM-funded employees whose base-eight time is funded by another WFM activity – including Fuels Management, Facilities, Burned Area Rehabilitation, and the Joint Fire Science Program – should charge their base-eight time, and all other time that is incurred above their base-eight, to Suppression while they are assigned to an incident.

Bureaus are encouraged to pre-identify base-eight funding for WFM program split-funded employees based on their projected annual workload. To the extent practical, employees that are split-funded by Preparedness and another WFM activity (including Fuels Management) should use Preparedness to fund their base-eight time while assigned to a wildfire incident. This avoids arbitrary shifts of base-eight charges to Suppression to benefit or preserve other WFM activity funding.

Consistent with current practices, all DOI employees who are not funded by a WFM program activity or subactivity may charge their base-eight time and all other time that is incurred above their base-eight to Suppression while they are assigned to an incident. Seasonal and career-seasonal employees who have been extended beyond their normal tours of duty due to fire seasons starting earlier than normal or lasting longer than expected may charge their base-eight time and all other time that is incurred above their base-eight to Suppression during their periods of extension while they're assigned to a wildfire incident. This applies to all seasonal and career-seasonal employees, including those employees who normally charge their base-eight time to a WFM program. When not assigned to a wildfire incident, seasonal and career-seasonal employees should charge their time to the benefiting activity or subactivity.

Those employees that are backfilling positions in support of others who are assigned to a wildfire incident should charge their base-eight time to the benefiting activity or subactivity. Those employees may only charge their time to Suppression if their work is directly benefiting a wildfire incident. In such cases, the policy outlined above should be followed.

This policy also applies to sums received for fire protection rendered pursuant to 42 U.S.C. 1856 et seq., Protection of United States Property¹. The Preparedness and Suppression activities are reimbursed for Preparedness and Suppression services performed on state or private lands.

FEMA Mission Assignments

Consistent with FEMA regulations, FEMA does not reimburse Federal agencies for base-eight time for those employees assigned to a FEMA-declared disaster or emergency area. However, FEMA does pay for overtime and other payroll costs that are incurred above an employee's base-eight. Accordingly, any DOI employee whose base-eight time is funded by a WFM program activity or subactivity should continue to charge their base-eight time to that activity or subactivity while assigned to a FEMA-declared disaster or emergency area. Career seasonal or temporary employees in non-pay status may be eligible for base-eight reimbursement depending on the Mission Assignment. Any work time that is incurred above an employee's base-eight hours should be charged to the respective disaster or emergency incident.

If you have any questions regarding this policy, please contact Thao Tran at (202) 606-0518, or Thao_Tran@ios.doi.gov, or Craig Leff at (202) 606-3053, or craig_leff@ios.doi.gov.

¹ As authorized in the Department of the Interior and Related Agencies Appropriations Act, 1999: 112 STAT. 2681 – 232, PUBLIC LAW 105-277.

REF 6-B-8: DOI Personnel Bulletin No. 18-04, Weather and Safety Leave



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Memorandum

To: Bureau Human Resources Officers

From: Raymond A. Limon *RL*
Director, Office of Human Resources

Subject: Personnel Bulletin 18-04, Weather and Safety Leave

The attached Personnel Bulletin (PB) establishes the Department of the Interior (DOI) weather and safety leave policy. This policy is consistent with the final U.S. Office of Personnel Management (OPM) regulations (5 CFR Part 630 Subpart P) published in April 2018, which are effective on May 10, 2018.

Prior to May 10, 2018, Federal agencies often granted general administrative leave for situations in which employees were prevented from safely commuting to or working at an approved location due to an act of God or other emergency. Beginning May 10, 2018, general administrative leave is no longer appropriate for this purpose, and weather and safety leave may be granted instead, in accordance with this policy.

Weather and safety leave may be granted to DOI employees only if they are prevented from safely commuting to or working at the regular worksite or other approved location due to an act of God, a terrorist attack, or another condition that prevents an employee or group of employees from safely traveling to or safely performing work at an approved location. Consistent with OPM regulations, employees with an approved telework agreement who are able to safely work at an approved telework site cannot be granted weather and safety leave. These employees will be expected to telework or use other appropriate paid leave except for those limited circumstances outlined in the PB.

The Office of Human Resources is developing a list of frequently asked questions to provide additional guidance regarding the PB, which will be available on the Human Capital Crossroads website at <https://sites.google.com/a/ios.doi.gov/human-resources-community-of-practice/>. Questions concerning this PB may be directed to Joy Buhler at Joy_Buhler@ios.doi.gov.

Attachment: PB 18-04, Weather and Safety Leave



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

MAY 10 2018

PERSONNEL BULLETIN NO: 18-04

SUBJECT: Weather and Safety Leave

1. Purpose. This Personnel Bulletin (PB) establishes the Department of the Interior (DOI) Weather and Safety Leave policy. This PB supersedes the existing guidance regarding weather-related administrative leave found in the "DOI Absence and Leave Handbook," and the "DOI Telework Handbook," until the handbooks are updated. This policy also supersedes PB 12-07, "Excused Absence during Inclement Weather or Other Emergency Condition."

2. Effective Date. This policy is effective on May 10, 2018.

3. Authorities.

- A. Title 5 of the United States Code, Chapter 61, Hours of Work
- B. Title 5 of the United States Code, Chapter 63, Leave
- C. Title 5 of the United States Code, Chapter 65, Telework
- D. Part 610 of Title 5, Code of Federal Regulations
- E. Part 630 of Title 5, Code of Federal Regulations
- F. U.S. Office of Personnel Management, Washington, DC, Area Dismissal and Closure Procedures
- G. Interagency Standards for Fire and Fire Aviation Operations "Red Book"
- H. Interagency Incident Business Management Handbook "Yellow Book"
- I. DOI All-Hazards Supplement to the Interagency Incident Business Management Handbook

4. Background. The Administrative Leave Act of 2016 created the new leave category of weather and safety leave in December 2016, codified in 5 U.S.C. § 6329c. The U.S. Office of Personnel Management (OPM) issued implementing regulations (5 CFR Part 630 Subpart P) in April 2018, which are effective on May 10, 2018. Prior to this effective date, Federal agencies often granted general administrative leave for situations in which employees were prevented from safely commuting to or working at an approved location due to an act of God or other emergency. Beginning on the effective date of this policy, general administrative leave is no longer appropriate for this purpose and weather and safety leave may be used instead, in accordance with this policy.

5. Coverage. This policy applies to all DOI employees, except for intermittent employees who, by definition, do not have an established regular tour of duty during the administrative workweek, and employees exempt from 5 U.S.C. Chapter 63 by another statute.

6. Definitions.

A. Act of God. An act of nature, including hurricanes, tornadoes, floods, wildfires, earthquakes, landslides, snowstorms, and avalanches.

B. Telework. A work flexibility arrangement under which an employee performs the duties and responsibilities of his or her position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. The work arrangement must first be formalized by a document, called a Telework Agreement, which is signed by both the employee and first line supervisor. Once the Telework Agreement is finalized and fully executed, employees are considered telework-ready.

C. Telework Site. A location where an employee is authorized to perform telework, as described in 5 U.S.C. Chapter 65, such as the employee's home.

D. Weather and Safety Leave. Paid leave provided under the authority of 5 U.S.C. § 6329c.

7. Policy. DOI employees may be granted weather and safety leave **only** if they are prevented from safely traveling to or safely performing work at a location approved by the agency due to:

An act of God;

A terrorist attack; or

Another condition that prevents an employee or group of employees from safely traveling to or safely performing work at an approved location (e.g., a building fire at the regular worksite).

Weather and safety leave is not an entitlement and will only be provided at the agency's discretion.

8. Notification. Weather and safety leave will generally be provided in conjunction with an operating status announcement (e.g., Government office closure, delayed arrival, or early departure) issued by OPM, a local Federal Executive Board (FEB), or DOI local operating unit head when conditions in Section 7 of this policy are met.

For employees located in the Washington, D.C. metropolitan area, DOI will follow operating status announcements issued by OPM. For locations outside the Washington, D.C. area, it is within the authority of heads of operating units or their designees to determine the operating status. In locations with an established FEB, managers will follow operating status decisions made by the FEB. When a location is closed by an interruption of normal operations, these reasons must be documented by a memorandum signed by the appropriate management official and be retained for three years.

9. Teleworkers. Employees with an approved telework agreement (i.e., "telework-ready employees") who are able to safely travel to and work at an approved telework site **cannot** be granted weather and safety leave. Telework-ready employees must prepare to telework when an event defined in Section 7 is forecasted (e.g., a major snowstorm is predicted) by bringing home any necessary equipment (e.g., laptop computer) and work files. To the extent that an employee is unable to perform work at a telework site because he or she failed to make necessary preparations for reasonably anticipated conditions, weather and safety leave cannot be provided, and the employee must use other appropriate paid leave, paid time off, or leave without pay.

If, in the judgment of the first line supervisor, the emergency conditions could not reasonably be anticipated (e.g. an earthquake is impossible to predict, while a snow storm is generally forecasted), and the employee was not able to prepare for telework and is otherwise unable to perform productive work at the approved telework site, the employee may receive weather and safety leave, as long as other conditions of this policy are met.

If an employee is prevented from safely working at the approved telework site due to one or more of the conditions listed in Section 7 of this policy (e.g., weather-related damage that makes occupying the home unsafe, loss of power at home), a first line supervisor may, at his or her discretion, provide weather and safety leave to the employee. However, if the conditions listed in Section 7 of this policy do not prevent the employee from safely traveling to or safely performing work at a regular approved worksite, even if the affected day is a scheduled telework day, the first line supervisor cannot grant weather and safety leave.

When a delayed arrival is announced, employees who choose to telework instead of reporting to the regular worksite will not receive weather and safety leave for the delayed arrival period since the purpose of the delayed arrival is to facilitate safely commuting to the regular worksite. Employees who report to the regular worksite are granted weather and safety leave for the hours between the employee's typical start time and the actual reporting time, up to the maximum amount of time indicated in the delayed arrival announcement.

Telework program participants working at the regular worksite when an early departure is announced may receive weather and safety leave only for the amount of time required to commute home. Telework participants will then be expected either to complete the remaining time in their workday by teleworking or to take other leave once they arrive home, unless the employee is prevented from safely working at the approved telework site due to one or more of the conditions listed in Section 7 of this policy.

10. Dependent Care. DOI employees cannot personally care for a dependent while teleworking and are responsible for securing appropriate arrangements for any dependents who are unable to care for themselves independently. If teleworkers cannot arrange for appropriate dependent care because of the weather event or emergency, any time spent in providing personal care to dependents cannot be considered hours of work. The employee is expected to accurately account for work and non-work hours during his or her tour of duty and to take the appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties. Weather and safety leave cannot be granted in these situations.

11. Emergency Employees. Bureaus may designate emergency employees who are critical to operations and for whom weather and safety leave may not be applicable. First line supervisors should inform employees of their designation as emergency employees well in advance in anticipation of possible emergency events. If emergency employees can work from an approved telework site in lieu of traveling to the regular worksite in appropriate circumstances, the first line supervisor should encourage the employee to enter into a telework agreement providing for that contingency. Emergency employees must report to work at their regular worksite or another approved location as directed by their first line supervisor, unless the supervisor determines that travel to or performing work at the approved worksite is unsafe. In such circumstances, when traveling to or performing work at an approved worksite is unsafe, the employee may be required to work at another location, including an approved telework site as appropriate; or it is

determined that circumstances justify granting weather and safety leave to the emergency employee.

12. Post-Incident Rest and Recuperation. Consistent with established DOI-U.S. Department of Agriculture interagency policy as documented, for example, in the “Interagency Incident Business Management Handbook,” employees who have completed a 14-day assignment responding to a wildfire or other hazardous incident may be granted two paid days off as a rest/recuperation period to mitigate the safety risks of extreme fatigue, when the two days immediately following such assignment would otherwise be their regular workdays. If granted, the two-day rest/recuperation period will be recorded as weather and safety leave.

13. Weather and Safety Leave Administration. Employees may be granted weather and safety leave for hours within the employee’s normal tour of duty. For full-time employees, that tour is the 40-hour basic workweek as defined in 5 CFR § 610.102, the basic work requirement established for employees on a flexible or compressed work schedule as defined in 5 U.S.C. § 6121(3), or an uncommon tour of duty under 5 CFR § 630.210.

14. Time and Attendance Recording. If weather and safety leave is authorized, employees must record those approved hours using the code “061 – Weather And Safety Leave – Used” in the appropriate time and attendance system.

15. Pre-Approved Leave. Employees may not receive weather and safety leave for hours during which they are on other preapproved leave (paid or unpaid) or paid time off. Employees will not be provided weather and safety leave if an employee cancels preapproved leave or paid time off, or changes a regular day off in a flexible or compressed work schedule, for the primary purpose of obtaining weather and safety leave. This restriction does not apply to employees who cancel their preapproved leave because their leave plans are disrupted by the weather/safety event (e.g., an employee, who is not otherwise ill, requests sick leave to attend a doctor’s appointment that is cancelled because of the same weather/safety event). Weather and safety leave may be provided to these employees if they are neither otherwise required to report to work nor telework-ready.

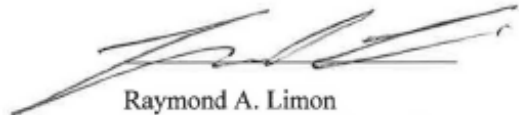
16. Delegation of Authority for Weather and Safety Leave. The authority to grant weather and safety leave is delegated as follows:

- A. Authority to grant weather and safety leave up to 30 days is granted to the local level.
- B. Authority to grant weather and safety leave in excess of 30 days is granted to Bureau/Office Heads. Bureau/Office Head approvals must be forwarded to the Director of the Department’s Office of Human Resources for notification purposes.

17. Labor-Management Obligations. Bureaus and offices are reminded to fulfill their labor-management obligations, as appropriate, in implementing the requirements set forth in this PB and related statutory and regulatory requirements.

18. Inquiries. Any Department employee or employee representative seeking further information concerning this policy may contact their servicing Human Resources Office (HRO).

Servicing HROs may contact the Department's Office of Human Resources, Workforce Relations Division concerning questions related to this policy.



Raymond A. Limon
Director, Office of Human Resources

REF 6-B-9: Hazard/Environmental Code charts

Hazard Pay Code Indicators

Pay Code	Description	Hazard Code
010	Regular Hours	090
040	Comp Time Earned	092
045	Religious Comp Time Earned	092
048	Comp Time Earned Callback	092
050	Holiday Not Worked	097
051	Holiday Worked	096
055	Holiday Callback	096
110/113	Overtime – Regular unscheduled	092
111	Overtime Callback	092
140	Sunday Premium	098

From 5 CFR 550-903, Appendix A to Subpart I: Environmental/Hazard Chart

REF 6-B-9: Hazard/Environmental charts – Page 2

Environmental/Hazard Pay Chart Env/Hazard	Applicable Regular Pay Codes	When To Use	Who
090– E/H Differential	010, 012, TRN	To pay E/H entitlement for regular hours the employee actually worked,	GS or WG
091– E/H Diff. Not Worked	020, 024, 025, 02F, 030, 034, 038, 03F, 041, 043, 050, 060, 061, 068, 069, 06A, 070, 072, 074, 081, 083, 085, 08A, 08B, 08F, 08S, 160, 162, 164, 166, 168, 16A - 16L, 16N, 16Q, 16S, 16U, 16W, 16Y, 211, 213, 215, 218, 231, 30C, AFA, AFB, AFF, AFS, ALR, BOU, FFF, FFI, LS1, LS3, LSA, LSB, LSF, LSS, PFA, PFB, PFF, PFS, SFA, SFB, SFS, VFA, VFB, VFF, VFS	To pay E/H entitlement for “non-worked” hours when the situation calls to pay the entitlement for all regular hours in a pay status. This includes entitlement for holiday not worked.	GS or WG
092– E/H Diff. Overtime Worked	040, 045, 048, 110, 111, 11U, 116, 118, 119, 120, 124, 125, 127	To pay E/H entitlement for WG employees’ OT/Comp Time hours. This code MUST be used for WG in order for the correct OT hazard hourly rate to be calculated and paid. GS employees may be coded using 092 or 090 for their OT/Comp hazard hours. The calculated rate is the	WG and GS
093– E/H Diff. Overtime, Not Worked	049, 112, 12A, 128	Code is system-generated for OT or Comp callback hours not posted.	GS / WG

Environmental/Hazard Pay Chart Env/Hazard	Applicable Regular Pay Codes	When To Use	Who
094– E/H Diff. Sunday Overtime	121, 122	To pay E/H entitlement for WG employees for hazard OT performed on a Sunday. The calculation will be the same if you code 094 or 092.	WG
095– E/H Diff. Sunday Overtime Not Worked	123	Code is system-generated for OT hazard to be paid for all hours in pay status when there is also leave coded.	GS / WG
096– E/H Diff. Holiday	051, 055	To pay E/H entitlement to WG employees on a holiday worked. GS employees are not entitled to E/H on holiday worked hours, only holiday not-worked (091) hours.	WG NOT GS
097– E/H Diff. Holiday Not Worked	052	Code is system-generated for holiday hazard callback hours not posted.	WG
098– E/H Diff. Sunday Premium	140	To pay E/H entitlement on Sunday premium hours. Not allowed for GS employees.	WG NOT GS

Full Environmental/Hazard chart can be found in the CFR 550-903, Appendix A to Subpart I:
<https://www.gpo.gov/fdsys/pkg/CFR-2002-title5-vol1/pdf/CFR-2002-title5-vol1-part550-subpartI-appA.pdf>

REF 6-B-9: Hazard/Environmental charts – Page 4

Environmental/Hazard Pay Differential for Conditions Chart

This chart combines information from the CFR charts and is **NOT** all-inclusive of Env/Haz pay authorities; full authorities are located in 5 CFR 532, Subpt. E, App.A (WG); and 5 CFR 550, Subpt. I, App. A (GS)

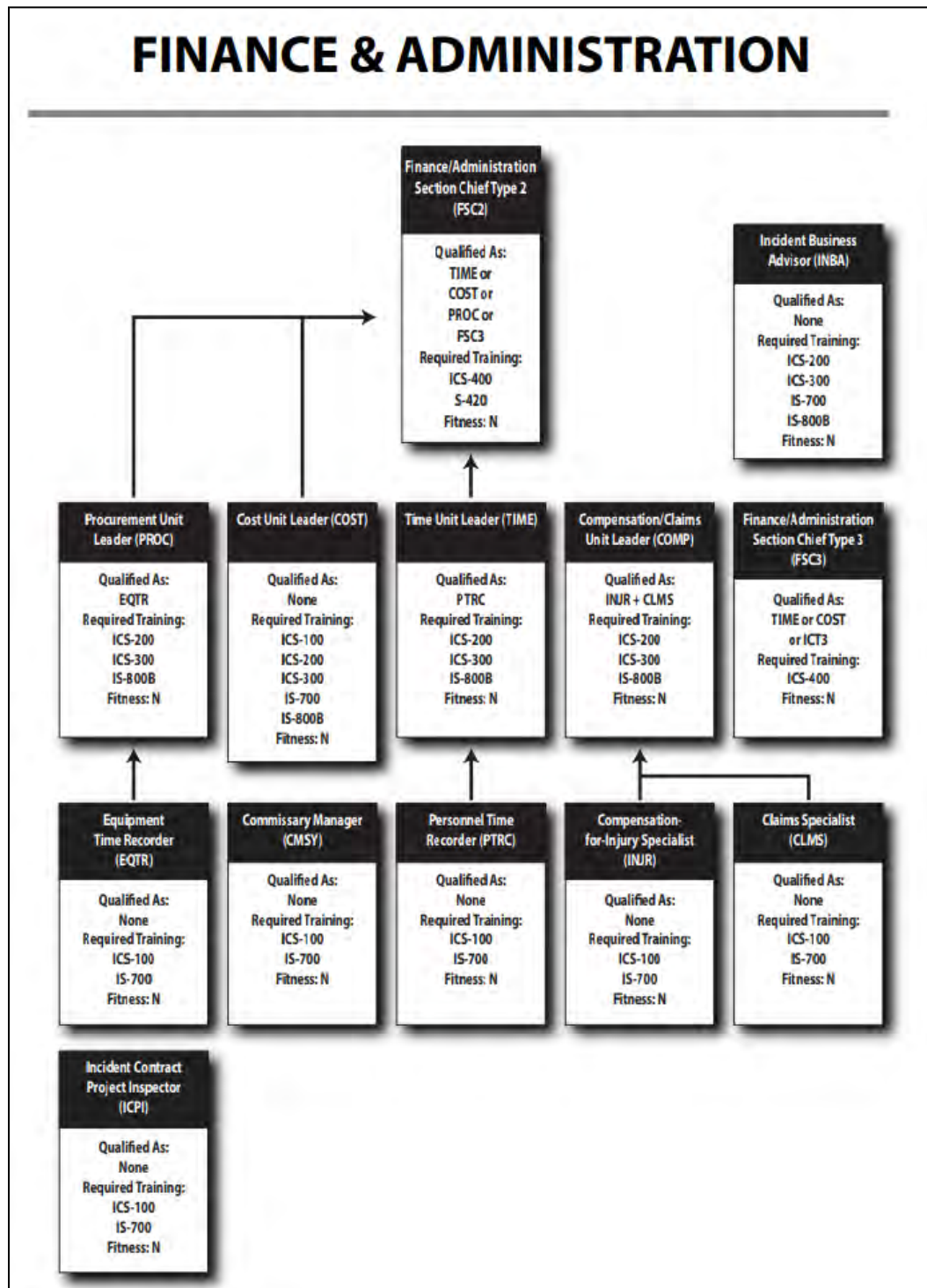
Env/Hazard Description for CTR/Fire Time Sheet	GS	WG	Description	% Paid	Code
Firefighting	X		Participating as a member of a firefighting crew in fighting forest and range fires on the fireline <i>before the fire is controlled</i> . This does not include personnel engaged in logistical support, service and non-suppression activities.	25%	V
Firefighting		X	High Degree – fighting forest and range fires on the fireline Low Degree – All other firefighting All Hours in pay status	25% 8%	V R

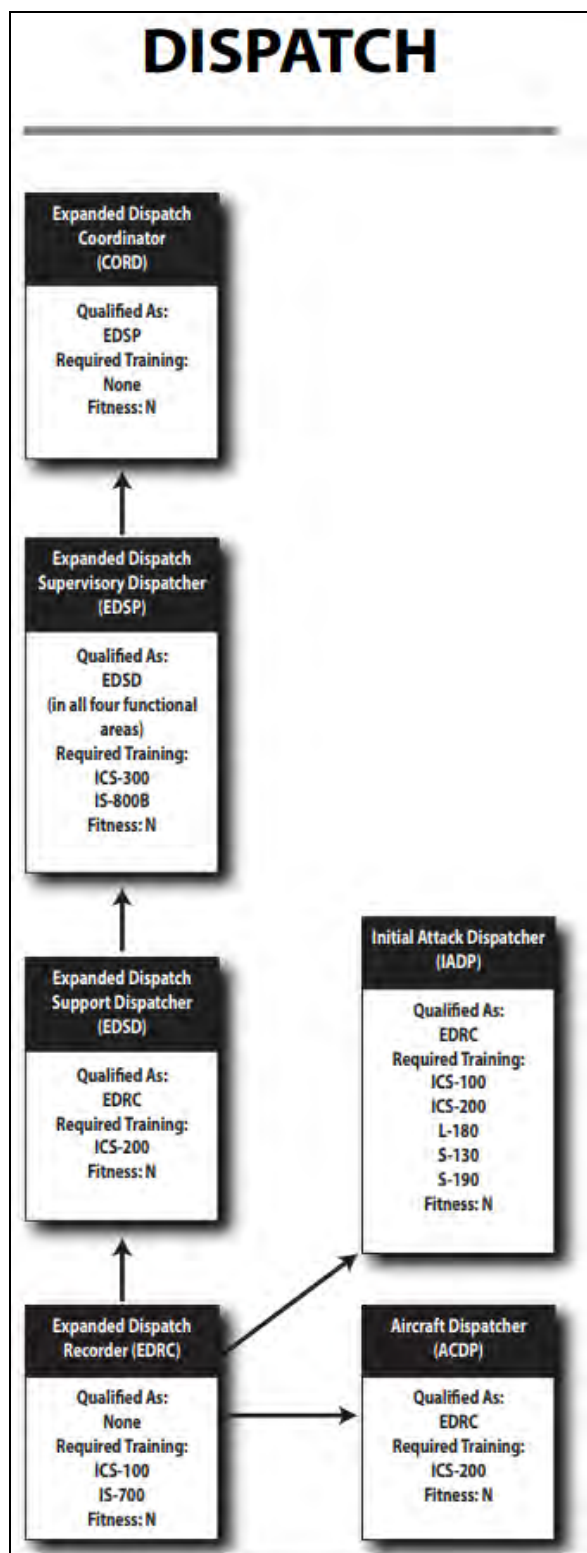
Env/Hazard Description for CTR/Fire Time Sheet	GS	WG	Description	% Paid	Code
Flying, Limited Control Flight	X		<p>Flights undertaken <u>under unusual and adverse conditions</u>, e.g., extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns, <u>which threaten or severely limit control of the aircraft</u>.</p> <p>Hazard pay is not authorized for situations such as flying passengers from a work center to a location to fix equipment when there are no adverse conditions that threaten or severely limit the aircraft.</p> <p>NWCG-IBC Memo <i>Limited Control Flights – Hazard Pay</i>, dated May 31, 2017:</p> <p>Limited Control Flights eligibility: Individuals, except GS-2181 pilots, who are onboard the aircraft participating in wildland fire and all-hazard aviation missions.</p> <p>Flight profiles that warrant the consistent approval of hazard pay differential include the following:</p> <ul style="list-style-type: none"> -Plastic Sphere Dispenser missions. (Helicopter) -Toe-In, One-Skid, Step-Out, Hover-Exit missions. (Helicopter) -Rappel, Short-Haul, Hoist, Fast Rope, External Sling Load. (Helicopter) -Para-Cargo, Cargo Freefall, Cargo Letdown missions. (Helicopter or Fixed-Wing) -Wheeled operations on unprepared landing areas. (Fixed-Wing) -Low-Level flight (Search & Rescue, GPS, Mapping, Infrared, Intelligence Gathering, etc.). (Helicopter or Fixed-Wing) -To be considered a low-level flight, the mission must require performance of a substantial part of the flight, other than landing or taking off, at altitudes of less than 500 feet AGL (above ground level) in daylight, or at less than 1000 feet at night. -Landing at unimproved landing area when hazardous conditions exist. (Helicopter) Examples: Uneven/sloped touchdown pad, Hover Out-Of-Ground Effect conditions, maximum performance take-off/landing, etc. -Ski-Landings, Water-Landings, Backcountry Airstrip-Landings. (Fixed- Wing) -Elevated Platform, Vessel, Snow or Water Landings. (Helicopter) -Other flight profiles that inadvertently encounter extreme weather, maximum load, limited visibility, moderate turbulence(as defined by the FAA in AIM 7-1-23), or low level flights involving fixed or tactical patterns. (Helicopter or Fixed-Wing) 	25%	V
Flying-Low Level Flight		X	<p>Low-level flights in small aircraft including helicopters at altitude of 150 meters (500 feet) and under in daylight and 300 meters (1,000 feet) and under at night when the flights are over mountainous terrain, or in fixed-wing aircraft involving maneuvering at the heights and times specified above, or in helicopters maneuvering and hovering over water at altitudes of less than 150 meters (500 feet). Document Actual hours of exposure</p>	100%	M
Ground Work Beneath Hovering	X		<p>Participating in ground operations to attach an external load to a helicopter hovering just overhead.</p>	25%	V

Env/Hazard Description for CTR/Fire Time Sheet	GS	WG	Description	% Paid	Code
Helicopter					
Ground Work Beneath Hovering Helicopter		X	Ground work beneath hovering helicopter. Participating in operations to attach or detach external load to helicopter hovering just overhead. Document Actual hours of exposure	15%	F
Work in Rough and Remote Terrain	X		Working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches.	25%	V
Exposure to hazardous weather or terrain.		X	Exposure to dangerous conditions of terrain, temperature and/or wind velocity, while working or traveling when such exposure introduces risk of significant injury or death to employees; such as the following: <ul style="list-style-type: none"> - Working on cliffs, narrow ledges, or steep mountainous slopes, with or without mechanical work equipment, where a loss of footing would result in serious injury or death. - Working in areas where there is a danger of rock falls or avalanches. Document Actual hours of exposure	25%	H
Height Work	X		Working on any structure of at least 15 meters (50 feet) above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity.	25%	V
High Work		X	Working on any structure of at least 30 meters (100 feet) above the ground, deck, floor or roof, or from the bottom of a tank or pit. Working at a lesser height if the footing is unsure or the structure is unstable. Document Actual hours of exposure	25%	H
Burned Area Emergency Response (BAER) – Assessment or Implementation	NA	N A	Does not meet the definition of firefighting for hazard pay eligibility; however, other hazard pay criteria listed above may apply.		
Prescribed Fire	NA	N A	Does not meet the definition of firefighting for hazard pay eligibility; however, other hazard pay criteria listed above may apply.		
Explosive or incendiary materials	X		Explosive or incendiary materials which are unstable and highly sensitive.	25%	V
Explosive or incendiary materials		X	Explosive or incendiary materials-high degree hazard. All operations involving firefighting on an artillery range or at an ammunition manufacturing plant or storage area, including heavy equipment operators, truck drivers, etc. All Hours in pay status	8%	R

* Wage Grade only

REF 6-B-10: Finance and Administration Position Flowchart





Note: Buying Team Member (BUYM) and Buying Team Leader (BUYL) are not included in the flowchart as these positions are not in PMS 310-1. These positions are listed in the Federal Wildland Fire Qualifications Supplement, pp. 68-69.

REF 6-B-12: Reimbursable Agreement Reference Sheet

FIRST QUESTION: Do I have a reimbursable agreement?

ANSWER: If someone is paying FWS to do something (incoming money), then you have a reimbursable agreement!

Basic Steps for a Reimbursable Agreement

What Happens?	Who Does It?	How Long Does it Take?
Agreement is negotiated; terms and conditions are settled.	The originating office doing the work negotiates the agreement.	This is the longest part of the process. It can take a few weeks to a year.
Agreement is reviewed for technical accuracy. This may take multiple drafts and involve further negotiation.	The regional reimbursable contact.	Allow two weeks for review.
Agreement is signed by the ARD (cannot be signed at a lower level).	The originating office will get it signed and returned to the cooperator for their signature.	Allow two weeks for signature.
Cooperator signs agreement and returns it to the initiator.	Cooperator's authorizing official will sign it.	Depends; some cooperators sign within a day or two, some take weeks.
Agreement is ready to be set up!	The originating office will complete forms and send to the Denver Finance Center (DFC) for set up.	Allow one week for set up.
Office Fund Target (OFT) is loaded into FBMS and sent to all offices receiving funds.	The originating office.	Allow two days for the OFT.

You're ready to start work and charge to your agreement!

Important Tips:

- A reimbursable agreement is not a pot of money, like resource management funds. It is an agreement to pay our costs to the agreement limit.
- FWS receives no payment until DFC invoices the cooperator for expenditures plus indirect costs.
- Invoices can ONLY be issued by DFC, though the primary office may need to provide additional reporting or backup to the cooperator.

- Reimbursable agreements have indirect costs charged to them. Check with the originating office to see which indirect applies to your agreement.
- If any part of the agreement is sub-contracted out, the subcontract must NOT extend beyond the period of performance of the reimbursable agreement.
- Non-federal cooperators must pay in advance, but there are some exceptions; check with the originating office for more details.
- Special permission is needed to enter into a reimbursable agreement with a private entity, which may add significant time; check with your Regional Fire Budget Analyst for more details.
- When sending your agreement package to DFC, be sure to include a completed acceptance memo, the unsigned agreement, and a detailed budget.

FAQ

Question:	Answer:
Do I really have to add indirect costs to my agreement? How do I calculate the indirect costs?	Yes, you really do. Check with the 264 FW 1 to see which indirect applies to your agreement and how to calculate it.
How do I charge to my agreement?	When you receive your OFT, it will have a unique WBS (cost code) that you can charge to.
I'm a project leader, can I sign the reimbursable agreement for FWS?	No, signature authority on reimbursable agreements is only delegated down to the ARD level, but no further.
Can we begin work on the project before the agreement is signed by both parties?	No. If work is begun before the agreement is fully signed, those costs are the responsibility of that office. The only exception: Operations and Maintenance agreements (typically for fisheries facilities) that have a signed Letter of Intent in place.
What do I do if my fund status shows a negative number in the Current Available Funds/Balance column?	You'll either need to move direct charges out, or work with the cooperator to modify the agreement to add more funds.

C. Fire Acronyms

Acronyms	Definition
AD	Administratively Determined
APT	Administrative Payment Teams
BAR	Burned Area Rehabilitation
CAM	Cost Allocation Methodology (Replaced with User-Pay Cost Share Methodology)
CAS	Cost Accounting Section
CWPP	Community Wildfire Protection Plan
DOI	Department of Interior
ES	Emergency Stabilization
FBMS	Financial and Business Management System
FMB	Fire Management Branch
FMO	Fire Management Officer
FMIS	Fire Management Information System
FOR	Fixed Ownership Rate
FTE	Full-Time Equivalent
GACC	Geographic Area Coordination Center
IAA	Intra/Inter Agency Agreement
IBA	Incident Business Advisor
IBC	Incident Business Committee
IBAER	Interior Burned Area Emergency Response Coordinators
IIBMH	Interagency Incident Business Management Handbook (Yellow Book)
IMT	Incident Management Team
IROC	Interagency Resource Ordering Capability
JFSP	Joint Fire Science Programs
PL	Preparedness Level
NFDRS	National Fire Danger Rating System
NFLT	National Fire Leadership Team
NFPORS	National Fire Plan Operations and Reporting System
NIFC	National Interagency Fire Center
NWCG	National Wildfire Coordinating Group
OWF	Office of Wildland Fire (DOI)
RAWS	Remote Automated Weather Station
RFMC	Regional Fire Management Coordinator
SC	Staffing Class
WBS	Work Breakdown Structure
WCF	Working Capital Fund
WFM	Wildland Fire Management
WUI	Wildland-Urban Interface

D. Glossary

Accounting Code – Agency-specific accounting data. Each agency assigns a specific accounting code to an incident. Example of a FWS accounting code for suppression: 15X FF09R00000 FF.F2000000FIRE0. If responding to another agency's incident FWS employees would still use FWS accounting code.

Administrative Workweek – Period of seven consecutive calendar days designated in advance by the head of a department (5 U.S.C. 6101(a)).

Assignment – The time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

Base Hours – The number of hours in a daily tour of duty.

Basic Workweek – Refers to the scheduled workweek of the employee (individual) at the home unit.

Crew Time Report (CTR) – SF-261, documents time for all crews and overhead. Incident supervisor certifies CTR for each operational period.

Environmental Differential – An additional pay entitlement for Wage Grade employees for irregular or intermittent work involving unusual hazard which could result in serious injury or death; or exposure to an unusually severe physical hardship or working condition.

Exempt employee – Occupies a position designated as exempt. Exempt positions are not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). For categories of position Exempt or Excluded from FLSA see 5 CFR 551.201.

Fire Codes – Unique codes assigned for each size class fire, trespass fires, billable/reimbursable fires, and fires of suspicious origin (arson).

FireCode – A web-based system that allows users to generate standard interagency fire incident codes for wildland fire suppression, and fire use. Users of the FireCode System include BIA, BLM, USFS, NPS, and FWS.

Fire Management Information System (FMIS) – An FWS web based computer system used to activate all wildfire codes. With the correct prompts, codes are then automatically opened in FBMS and QuickTime. If a code is not available in FBMS or QuickTime, contact your Fire Management Officer to get it added to FMIS.

Guaranteed Hours – All employees are guaranteed at least 8, 9, or 10 hours (depending on their established daily tour of duty) of pay each day while assigned to an emergency. Exception: When personnel are required to take a mandatory day off which falls on their normal day off, there will be no pay compensation.

Hazard Pay – A pay differential for classified employees (GS) for irregular or intermittent work which exposed the employee to an unusual hazard, and could result in serious injury, or death; or exposure to an unusually severe physical hardship or working condition. The additional percentage (25%) is paid for ALL hours in pay status on the day of exposure.

Irregular or Occasional Overtime Work – Overtime work that is not part of an employee's regularly scheduled administrative workweek. CFR 550.103

Length of Assignment – Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extension of up to 14 additional days.

Management Directed Days Off – Supervisors must manage work schedules for initial attack, dispatch and incident support personnel during extended incident situations. During periods of non-routine or extended activity, these employees will have a minimum of one day off in any 21-day period. Reference: IIBMH, Chapter 10, 10-19.

Mandatory Days Off – After completion of a 14-day assignment and return to the home unit, two mandatory days off will be provided (2 after 14). During an incident, if the assignment is extended, mandatory days off are applied before the 22nd day.

Meal Period – A meal period is a break allowed for meals and is only compensable when work is actually being performed. *Compensable meal period is the exception, not the rule.*

Military Time – Consecutive, numbered hours based on a 24-hour day. Midnight is the cutoff time between days, i.e., one minute after midnight is 0001, midnight is 2400.

Nightwork – Nightwork has the meaning given that term in 5 CFR 550.121 (regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m.), and includes any nightwork performed by an employee as part of his or her regularly scheduled administrative workweek.

Non-exempt employee – Occupies a position designated as non-exempt. Non-exempt positions are covered by the minimum wage and overtime provisions of FLSA.

On Call – Employee will be in on-call status if he or she is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain in a reasonable call-back radius. On call time is non compensable.

Off Shift – Non compensable time, e.g., eating, sleeping, or other activities of a personal nature.

Ordered Standby – When an employee has been directed or ordered to be in ready status (fully outfitted, awaiting imminent departure) at an assembly point, staging area, or other location and is awaiting departure. 5 CFR 551.431(a) (1) states: "An employee is on duty, and time spent on standby duty is hours of work if, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes." The hours may be paid as Base or Overtime.

Pay Period – The two week period used to compute pay.

Prevailing Rate (Wage Grade) Employees – Employees who are compensated under the Federal Wage System. They are frequently referred to as wage grade or wage system employees (WG / WL / WS).

Regular Government Employees – General schedule and prevailing rate employees are included in this category. Includes all those people hired under authorities other than the pay plan for emergency firefighters.

Regular Overtime Work – Overtime work that is part of an employee’s regularly scheduled administrative workweek.

Regularly scheduled administrative workweek – For a full-time employee, the period within an administrative workweek that the employee is regularly scheduled to work. 5 CFR 610.111

Regularly scheduled work – Work that is scheduled before the beginning of an employee’s administrative workweek. Full definition from 5 CFR 610.102: means work scheduled before the beginning of the administrative workweek under an agency’s procedures for establishing workweeks in accordance with §610.111.

Severity – Suppression funds used to increase the level of pre-suppression capability and fire preparedness when predicted or actual burning conditions exceed those normally expected. Short and long term severity codes for FWS are assigned by the FWS Branch of Fire Management annually or as needed. When the FWS assists other DOI agencies, the severity number provided by the requesting agency will be used. Contact the appropriate regional office for severity codes as necessary.

Spot Change – A regular government employee’s normal daily tour is “spot changed” on the second continuous day of an incident to where the first 8, 9, or 10 hours worked are base hours. Any time worked over the base hours are paid at the appropriate overtime rates. The spot change ends when the employee is released from the incident.

Temporary assignment to a different daily tour of duty – This temporary change in a daily tour of duty within the employee’s regularly scheduled administrative workweek is **distinguished from a period of irregular or occasional overtime work** in addition to the employee’s regularly scheduled administrative workweek. (Differentiates between scheduled and irregular hours for night pay differential, which is paid on scheduled hours.

Time Record – Time is recorded at the incident on a Crew Time Report (CTR), or on an OF-288, Emergency Firefighter Time Record. This is an official time record.

Tour of Duty (TOD) – The hours of a day (a daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that constitutes an employee’s regularly scheduled administrative workweek. CFR 550.103

Work/Rest ratio – For every two hours of work or travel, employee should be provided one hour of sleep and/or rest.

T. List of Authorities

- Fish and Wildlife Coordination Act, 16 U.S.C. 661 et seq., and the Fish and wildlife Act of 1956, 16 U.S.C. 742a et seq.
- National Wildlife Refuge System Administration Act (16 U.S.C. 668dd et sec.)
- Wyden Amendment, 16 U.S. Code 18 Section 1011, Public Law 104-208 Watershed and Restoration Enhancement Agreements
- U. S. Department of the Interior and Related Agencies Appropriation Acts.
- Protection Act of 1922 (16 U.S.C. § 594).
- Reciprocal Fire Protection Act of May 27, 1955 (69 Stat. 66; 42 U.S.C. § 1856a).
- Federal Land Policy and Management Act of 1976 (43 U.S.C. § 1702).
- National Park Service Organic Act of August 1916 (16 U.S.C. § 1).
- National Wildlife Refuge Administration Act of June 27, 1998 (16 U.S.C. § 668dd).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121 et seq.).
- National Indian Forest Resources Management Act of 1990 (25 U.S.C. § 3101).
- Cooperative Forestry Assistance Act of 1978 (P.L. 95-313, 92 Stat. 365 as amended; 16 U.S.C. § 2101 (note), 2101-2103, 2103a, 2103b, 2104-2105).
- Service First Initiative (P.L. 106-291, § 330, 43 U.S.C. 1701, Stat. 996, as amended) and subject to re-authorization.

U. Regional Resources

This procedure has been developed by Amy Kamen, to determine Suppression cost by state.

Run report in Firecode.gov and download to excel

- Click “view reports” on the right hand side.
- Click “fire codes issued by Unit Generated”
- Enter dates (usually a calendar year)
- Created by Agency select ALL
- Created by Unit delete field
- Created for Agency select state/county & local (check both!)
- Created for Unit leave blank.
- Click Filter
- Download to Excel. Sheet will be named Generated...
- Copy all of the fire codes only. (Shift;Control; down arrow)
- Paste into a new sheet and name it Fire Code.
- Use the Trim formula to take off extra space that firecode puts on.
 - In column B cell A type =TRIM(A2)
 - Copy formula down
- Create new column with header in C1 that reads Fire Code. ***Header in this column must match the header in the column that will be created for EMIS fund status report below!***
- Copy the TRIM column and past into C2 (Control;Shift;down arrow). Excel will now be able to read this as text without spaces.

Run report in EMIS and download into excel

- Run a Field Fund Status Report
 - See image for prompts
 - Note that there is no FY as you would typically run report by calendar year.
 - Note that you must add the calendar year in period/fiscal year field Jan is the 4th month in the FY and Dec is the 3rd month in the following FY.
 - Run the report wide open for all suppression expenses. Do this by using an asterisk.
 - Run wide open for all fund centers. If the state that was supported is in your region then you will collect for that fire even if the expenses are from another region.

Firecode

Business Area by Authorization

Business Area by Authorization: F000

Fiscal Year:

Period/Fiscal Year: Between: 004/2016 - 003/2017 INCL

Posting Period:

Commitment Item:

FA Budget Activity:

Functional Area:

Fund:

Fund Type:

Funded Program: Equal: FFF200000* INCLUDE

Funds Center: Equal: FPO* INCLUDE

Business Area by Authorization

Fiscal Year

Period/Fiscal Year

Posting Period

Commitment Item

FA Budget Activity

Functional Area

Fund

Fund Type

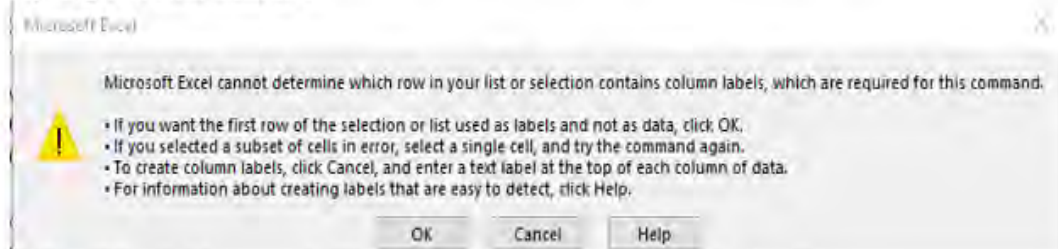
Funded Program

Funds Center

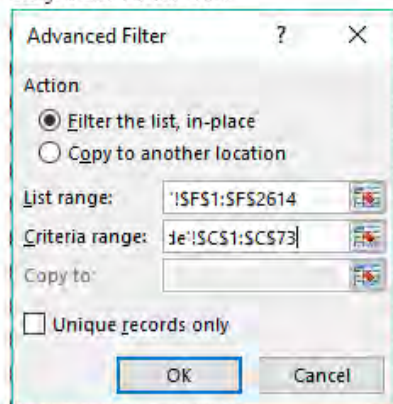
-
- Make sure that you check and clear any filters within your fund status report.
- Export to excel.
- Copy and paste from the header down (Shift:Control:End) and paste into the same workbook, but in a new sheet as the fire code report and name it FFS.
- Insert three rows after the WBS
- In the first column enter the formula `=RIGHT(Cell LEN(Cell)-10)`. This will separate the WBS and leave you with the project code portion. Copy the formula down.
- In the next column enter the formula `=LEFT(Cell LEN(Cell)-1)`. This will spate the zero from the project code and leave you with only the fire code. Copy the formula down.
- In the third column copy and paste the fire codes. This leaves the information as text and not as a formula.
- Enter Fire Code as the header for this column. ***It must be exactly the same as the header in in your Fire Code sheet so you may want to copy and paste to be sure.***

Filter

- Go to the Data tab of your tool bar and click advanced in the Filter section.
- If you get an error click OK.



- Click within the List range field then click the header in the Fire Code column only and hit Contro:Shift:down arrow.
- Then click in to the Criteria range field. Once there click the Fire code sheet tab, then click the Fire Code header and copy. (Control:Shift:down arrow)
- Keep the Action as Filter the list in-place and **do not** click the Unique records only box. Click OK.



This will retrieve all of the Firecodes and expenses for the states that you run through this process. This is a pretty quick way to figure out what fires regions should bill for.