

SOUTHWEST GEOGRAPHIC AREA

INCIDENT BUSINESS MANAGEMENT GUIDELINES



January 2023

SWCG INCIDENT BUSINESS MANAGEMENT GUIDELINES

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SWCG INCIDENT BUSINESS MANAGEMENT GUIDELINES

These guidelines emphasize the critical financial and administrative procedures to be followed on federal incidents within the Southwest Geographic Area and to ensure consistency in incident business management within the region. These Operating Guidelines are intended to complement the NWCG Standards for Interagency Incident Business Management which provides national direction.

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the NWCG Standards for Interagency Incident Business Management.

Contact information for the agency administrative staff is listed in Appendix A.

Incident Business Advisor

- Is supervised by the Agency Administrator (AA).
- Serves as a liaison and advisor to the Agency Administrator, Incident Management Team, and other incident support functions.
- Provides advice and recommends alternatives with an emphasis on reviewing large cost centers
- Provides recommendations on incident business issues
- Completes an INBA Narrative (example attached as Appendix H). Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist.

Specific responsibilities are further defined in the Delegation of Authority (Appendix H).

In the absence of an INBA, the AA is responsible for coordinating incident business responsibilities on their unit. One or more fully qualified INBA s will normally be brought in to assist the Agency Administrator (AA) on CIM, Type I or II incidents.

Personnel

If food/lodging expenses are incurred while on incident where adequate food and lodging are provided, a justification from the IMT FSC or incident agency is required for the employee to be reimbursed for those expenses.

Driver's License Requirements

All drivers, including casual hires, of government owned, rented, or leased vehicles, must adhere to employing agency specific certification/licensing requirements. All agencies require a valid State driver's license. See Appendix C for specific Forest Service and BLM requirements. Ground Support Unit Leaders must be aware of how drivers assigned to the unit were hired. Only those drivers hired through a government hiring authority such as the AD Pay Plan or with a permanent or temporary appointment may drive government owned, rented, or leased vehicles.

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Work/Rest Guidelines and Length of Assignment

Managers, supervisors and IMT personnel will be in compliance with work/rest and length of assignment guidelines, as described NWCG Standards for Interagency Incident Business Management.

AD Hiring and Support

The incident host agency is responsible for either retaining the authority for hiring of casuals or delegating it to Incident Management Teams. If the host agency chooses to delegate the authority to an IMT, Appendix B must be completed and given to the Finance Section Chief.

Casuals hired by the Forest Service: OF-288 and other required documentation must be submitted directly from the incident to the Albuquerque Service Center at SM.FS.ASC_IPC@USDA.GOV. Their incidental travel will be paid in accordance with the current FS direction, will be paid on an OF-288 or through their travel agency.

Casuals hired by the Department of Interior: OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units.

Acquisition Direction

Consideration must be given to cost efficiencies, specific needs and past performance when obtaining requested services and supplies.

Service and Supply Plan

The Southwest Geographic Area utilizes all the National Contracts (crews, engines, tenders, etc.), any local Emergency Equipment Rental Agreements (EERA), and Incident Blanket Purchase Agreements (IBPA).

The Procurement Unit Leader, Finance Section Chief (FSC) and Buying Team Leader will be given a copy of the Agency's Service and Supply Plan.

EERAs initiated at the incident are valid only for the duration of that specific incident. Documentation supporting the use of incident only resources is required.

The Incident Management Team will not sign up any non-dispatched equipment that shows up at fire camp (for example "fire chasers"). Prior approval must be obtained from the AA/INBA. Point of hire would be at the incident location for these resources.

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Land Use and Facility Agreements

If no agreement exists, the Incident Management Team will coordinate with the agency's procurement personnel to obtain current rates being paid to landowners and local perspective on price reasonableness. All facilities and land used for the incident will be under agreement, including no cost arrangements.

Buying Team Procedures

The Buying Team procurements will be in accordance with local direction. The Buying Team will coordinate with the AA/ INBA on all unusual or expensive items. The AA/ INBA will promptly inform IMT of all disapproved items. Accountable and sensitive property purchased by the buying team for the IMT will be documented on an agency specific property transfer form (i.e., AD-107 or Incident Waybill).

Daily purchases by Buying Team Members will be provided to incident Finance. Costs that are accrued daily but not paid until the end of the assignment (i.e., light towers, copiers, and toilets) will be tracked by the Cost Unit Leader based on information provided by the buying team.

Provide an electronic copy of the Buying Team spreadsheet and all files to the Agency Administrator or their representative. Also retain any hard copy documents in accordance with the National Buying Team Guidelines. Buying Team files should be maintained electronically in the incident's FireNet following national filing guidance and any additional direction provided by the incident host agency.

Provide a written narrative of any outstanding issues or concerns.

Buying Teams will receive a performance evaluation prior to the end of the incident. A copy of the form will be given to the BUYL, a copy will reside with the Finance documentation and a copy will be forwarded to the Southwest Coordinating Group.

Release of Contract Resources

Release of tactical contract resources: resources signed up at the incident will be released prior to resources that are under a pre-season agreement. The release of pre-season agreement resources will be at the discretion of the Incident Management Team based on sound business practices with input from the local agency administrator.

Contractor Performance Evaluations

Performance evaluations for contractors will be collected by finance personnel, sorted according to Contracting Officer name, and mailed to respective Contracting Officers prior to the incident closeout. If time constraints do not allow time for mailing from the incident, Finance personnel will prepare the evaluations and provide them to the host agency for mailing to the appropriate contracting officers. Electronic submission is preferred when possible.

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Supplemental Foods and Restricted Supplies/Items

The Incident Management Team and Buying Team will follow the Supplemental Food Policy as stated in the NWCG Standards for Interagency Incident Business Management. Exceptions to this policy shall have prior written approval by the AA/ INBA before obtaining supplemental items.

The following supplemental foods may be provided:

Fruit, dried fruit or fruit juice and vegetables. Fruits and vegetables should be in season, available locally and reasonably priced to avoid excessive costs and difficulty in procurement. Only fruits and vegetables that are stable and minimally perishable for carrying to the field should be purchased.

Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in Feeding the Wildland Firefighter and NWCG Supplemental Food and Drink Guidance.

Supplemental foods are not authorized for Expanded Dispatch, Mobilization Centers, Area Command, Fire Caches, Tanker Bases, Staging Areas, or other non-fire camp locations. There may be some exceptions for locations where sufficient potable water is not available to accommodate the number of personnel on site.

Other supplemental food or drinks that are not authorized, i.e., jerky products, chips, gum, soda pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra, and other stimulants).

See Appendix F for a listing of restricted and prohibited items.

Supplemental Vitamins and Minerals

In accordance with the NWCG memo, March 22, 2006, no supplemental vitamins or minerals will be procured for use or distribution on the incident. This includes commonly accepted supplements, such as EmergenC.

If homeopathic treatments (including essential oils) are requested, they must be approved within the NWCG Clinical Treatment Guidelines.

The latest NWCG Supplemental Food and Drink Guidance is dated June 2021:

[NWCG Supplemental Food and Drink Guidance, 2021](#)

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Prohibited/Restricted Items & Specialty Items

See Appendix F

Leasing vs. Purchasing of Equipment

RENTAL: As a general rule, rent or lease equipment rather than purchase equipment. Use the following strategies to manage costs:

- Rates should be established following standard commercial practices. Daily, Weekly, Monthly rates should be utilized depending on the duration, type of equipment, etc.
- Payment will be at the rate (daily, weekly, monthly) that is most beneficial to the Government.
- It may be appropriate to include a provision for conversion to government ownership after a specified period of rental/lease.

PURCHASE: When advantageous to the government, purchase rather than lease equipment. Consider and document all the following factors:

- Total cost of purchase versus rental/lease
- Cost of handling, storage, and disposal
- Potential for use on future incidents
- Capability and availability of fire cache storage
- Maintenance and other service costs
- Technical approvals, if needed

Coordinate the rental/lease versus acquisition with the Agency Administrator (through the INBA) and local fire cache manager.

Rental Vehicles

Rental vehicles continue to be a high-cost center. It is the responsibility of the host agency to provide local transportation to incoming incident personnel. Incident Management Teams are expected to keep the number of rental vehicles to a minimum.

Individuals renting vehicles through the government travel process should be the exception, not the rule and will remain the responsibility of the individual. To ensure travel reimbursement for rental vehicles, the individual traveler is required to have approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Rental vehicles procured on a government travel card can NOT be transferred to a Buying Team Member, PROC or any other member of the host unit.

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Agency Contract Payment Procedures

The host agency will work with the IMT finance section to ensure that the appropriate payment processes are followed.

Contract payment packages will be forwarded as soon as completed to the agreed location to ensure timely payment. Incomplete or payment packages requiring follow up will be provided to the designated agency representative at closeout of the incident. Specific issues and follow-up will be identified and discussed.

All payments generated by the Incident will be supported with shift tickets documenting use or a commercial invoice with indication as to use and receipt of services/supplies. (e.g., portable toilets, laptops, copy machines, land use or water usage agreements, etc.)

Cell Phones

Cell phones, if required, should be provided by the Incident Agency. Government cell phones brought to an incident will not charge usage back to the incident. Reimbursement for use of non-government cell phones should be extremely rare and must be approved by the incident agency prior to use and documented on a resource order.

When providing or using cell phones on an incident, the need to have texting capabilities should be evaluated. To avoid excessive charges, if there is a true government benefit, service plans must include “texting” as part of the package.

Property Management

Incident Management Teams will emphasize good property management. The IMT Logistic/Finance section will review property checkout and return procedures to ensure proper accountability. Special consideration should be given to accountable and sensitive items, flight helmets, flight suits, brush coats, GPS units, satellite phones, etc.

Property Issued to Contractors: Property and/or supply items assigned for use to contractors/vendors shall be returned to the incident when their service concludes, unless otherwise specified in the contract. Incident camps shall utilize an agency specific property transfer form (including the value of item) for each item to ensure they are returned. When not accounted for, the transfer forms will be documented, and an appropriate amount will be deducted from the contractor’s invoice. Contractor equipment will not be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Replacement of non-standard items not procured through mandatory sources of supply may be authorized up to a certain dollar limit which is coordinated through the Incident Business Advisor and COMP at the incident. The incident agency may require the damaged property be turned in before replacement is authorized.

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Government owned property: All lost, damaged, or destroyed property items shall be documented on the appropriate agency form (e.g., Fire Suppression Property Loss or Damage Report, (OF-289) signed by the employee's incident supervisor and processed in accordance with Incident Management Team and agency procedures. All lost or damaged specialized equipment must be documented on a resource order. The specialized equipment must be necessary and appropriate to the incident position performed in order to be considered for replacement if lost, damaged, or destroyed.

All cache items will be returned to the cache in accordance with agency procedures. All procured non-cache property left with the agency at the close of the Incident will be properly transferred on an agency specific property transfer form (i.e., AD-107). The IMT will work with the identified host unit Property Management contact for disposition for all non-cache items, especially any high-risk items e.g., chainsaws, GPS units, and other items with residual value to the Government.

All non-standard cache items such as sleeping bags and Kevlar pants will be replaced with cache items.

In cases where specialized government owned equipment and non-cache items were clearly damaged or destroyed on the incident, approval for replacement may be delegated to the FSC or the INBA by the host agency administrator.

Cooperative Agreements

The hosting unit will provide the incoming IMT with a copy of the **JOINT POWERS AGREEMENT/MASTER COOPERATIVE PROTECTIVE AGREEMENT** along with any current Operating Plans or Supplements. This agreement documents cooperative suppression procedures agreed to by the wildland fire agencies in the Southwest.

All personnel/Cooperators will provide finance with a copy of their respective cooperative agreement. Ensure the rate sheet is included with the agreement. The original invoice and supporting documentation are given to cooperator to take back to their home unit. This could be electronically or hard copy.

Fire District equipment and personnel should be signed up through a Cooperative Fire Protection Agreement. All fire district resources will provide a copy of their agreement to Finance at check in.

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Law Enforcement and Investigations

A law enforcement agency contact from the local area will be identified to the IMT, who will make periodic contacts with the team. Reference Appendix A.

Sheriff's Office personnel used on the incident should be covered under the Cooperative Law Enforcement Agreements that are in place with each County and coordinated with Agency Law Enforcement personnel.

Incident security activities such as traffic control, camp security etc. may be handled by the law enforcement personnel assigned to the incident. Use unarmed security personnel when cost effective and appropriate to the security activities needed.

Claims

Contract Claims: The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims within their delegated authority. At the end of the incident, all actual and potential claims will be fully documented, submitted to, and reviewed with the responsible incident agency procurement official.

Tort/Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will verify and implement the host agency expectations for claims processing. General guidance can be found in the NWCG Standards for Incident Business Management, chapter 70.

Cost Efficiency and Documentation

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high-cost resources (aircraft, retardant, crews, etc.), under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues. Incident Management Teams will document and summarize key strategic decisions that affect incident costs. The documentation should include key decisions made by the Incident Management Team that increased or decreased the overall cost of the incident.

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Cost Accounting and Cost Share Agreements

Cost Share Agreements

The Incident Agency is responsible for developing and signing the Cost Share Agreement. The IMT team may be asked to assist and will need to verify that the Agreement is implementable.

The Incident Agency may order additional personnel if necessary to track the cost share and should jointly make this decision with the IMT.

e-ISuite Requirements

On incidents where a CIM, Type 1 or 2 team is assigned, the e-ISuite program will be utilized. Cost share incidents will require tracking of all cost sharing information in COST including completion of the “paying agency” field. See Appendix I.

e-ISuite Close-out Requirements – IMTs who utilize the “site” version of e-ISuite are required to transition the data to the Enterprise site at the end of their assignment. IMT’s will inform the incident prior to or during the incident closeout that the transition has taken place. A representative from the incident agency should be given access to the database. The IMT will not retain any of the e-ISuite information.

CLOSEOUT

A financial closeout between the Agency Administrator and the Finance Section will be set up either before or after the team closeout. The final incident finance package will meet the standards outlined in Chapter 40 of the NWCG Standards for Interagency Incident Business Management. If requested, copies of the final incident finance package will be provided to each agency assigned to the incident.

Prior to closeout Finance Section Chief will meet with AR/INBA /Procurement Contact to review the complete finance package. Number of copies needed will be determined as early in the incident as possible.

The following items are required to be in the electronic finance package upon closeout:

- Delegation of Authority
- Cost Share Agreements
- e-ISuite Cost Reports
- WFDSS
- EERA payment packets or originals
- OF-288 for all personnel
- Other procurement documents, etc.
- Outgoing IMT shall provide contact information; FSC, INBA, BUYL, COMP
- Inventory of property

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Appendices

Appendix A - Incident Business and Forests Contacts

Appendix B - Delegation of AD Hiring Authority

Appendix C - Forest Service and BLM Driver License Requirements

Appendix D - AD Payment Transmittal Forms

Appendix E - EERA Payment Transmittal Forms

Appendix F - Restricted Items

Appendix G - Incident Business Advisor Delegation of Authority

Appendix H - Incident Business Advisors Template

Appendix I - N/A (Formerly used for accruals – USFS only)

Appendix J - Master Cooperative Fire Agreement, Supplemental Fire
Suppression Agreement

Appendix K - Local Unit Requirements

Appendix L - Incident Finance Electronic File Management

Appendix M - Greening Fire Sustainable Operations

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APPENDIX A Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel:

Title	Name	Office Phone	Home Phone	Cellular Phone
Agency Regional Incident Business Specialist				
Local Administrative Representative				
Incident Business Advisor (INBA)				

AGENCY CONTACTS

Title	Name	Office Phone	Home Phone	Cellular Phone
Human Resources				
Financial Management				
Acquisition/Contracting Contract Claims				
Information Resources (Computers)				
Telecommunications (Voice/Data Lines, Radios)				
Agreements				
Compensation/OWCP (HIPPA)				
Claims (Non-contract)				
Law Enforcement				
Fleet				
Safety				
Property Management				
AD Hiring contact				

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APPENDIX B Delegation of AD Hiring Authority

File Code:
Route To:

Date:

Subject: Delegation of AD Hiring Authority

To: Incident Commander

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the NWCG Standards for Interagency Incident Business Management.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the NWCG Standards for Interagency Incident Business Management as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, an exception position may be established by following each agency's guidelines.

Ensure any OF-288 with an Exception Position as a position code is accompanied with a Description of Duties that is signed by the appropriate authority:

BIA: Fire Director or National Lead. "National Lead" is the Incident Business Lead for each agency."

BLM: State POC for HA location or National Lead.

NPS: National Lead. "National Lead" is the Incident Business Lead for each agency."

FWS: Fire Director or National Lead.

USFS: Regional Incident Business Coordinator

STATES: State POC for HA location

The agency contacts for questions related to AD hiring is _____.

/s/ _____

(Agency Administrator)

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APPENDIX C Forest Service and BLM Driver License Requirements

Licensing Requirements

Any employee who needs to drive a Forest Service or BLM owned or leased vehicle must be authorized to do so and there is no exception for AD employees. The following clarifies policy for the use and operation of government vehicles by our interagency partners and AD employees. Personal vehicles reimbursed under the federal travel regulations are exempt from the requirement.

Clarification of the licensing requirements for interagency partners:

The established licensing direction in the current Master Cooperative Fire Protection Agreement shall be followed. The agreement states:

Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the Parties to this Agreement may operate each other's vehicles if operator meets the current operating guidelines and training requirements of their own Party.

Clarification of the AD Employee requirements for driving/operator certification:

Not all ADs will require driver's authorization. Only those specifically hired as drivers, or those ADs expected to drive rental cars or agency vehicles should be authorized. Related manual direction may be referenced in FSM 7130, FSH 6709.11 (Safety and Health Handbook) and FSH 7109.19. BLM regulations can be found in Chapter 7 of the Red Book.

For AD hires who are dispatched frequently and usually have the need to use Forest Service or BLM owned or leased vehicles up to 9,999 GVWR the following is required.

The following regulations apply to both Forest Service and BLM

- Valid state driver's license for the type of vehicle to be driven. The state license must be carried with the employee any time they are driving a government vehicle.
- Attend a defensive driver course with refreshers every 3 years. There are many options for getting this training, including some on-line sites.

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APPENDIX D **AD TRANSMITTAL FORMS**

Attachment D: Transmittal for Casuals' Incident Time Reports – USDA Forest Service

TRANSMITTAL SHEET

Date: _____

From: _____

Subject: Incident Time Reports and/or Hiring Documents

To: SM.FS.asc_ipc@usda.gov – Casual Pay

Unique Unit "Batch" Number to track this payroll submission: _____

(Use Incident/Fire number followed by sequential number, i.e., ID- BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team's name in the batch.)

List of casual names submitted (attach list for more than 3):

Number of individuals with OF-288s in this transmittal: _____

Please provide your Team and Unit contact information below:

Incident team contact Name/email: _____

Phone #: _____

Incident unit contact Name/email: _____

Phone #: _____

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APPENDIX D AD TRANSMITTAL FORMS

Approving Official Batch Memo

Date: _____ Unit Batch Number*: _____
(Example: ID-BOD-001)

To: Casual Payment Center MS 270
3833 S Development Ave
Boise, ID 83705-5354
(Please overnight mail / Call Casual Payment Center for Saturday delivery)

From: _____
Name _____ Phone Number _____

Unit Address _____

☐ Check here if you would like a confirmation of processed batch sent to you.

Government Email address for batch confirmation

Subject: Payment of Casual Hire, Incident Time Reports (OF-288)

Attached are the forms necessary for processing casual hire payrolls as follows:

Number of OF-288s in Batch: _____

Number of Casual Names submitted (attach list): _____

(For Crews attach Crew Manifest)

Incidental Expenses: Pay \$5 a day for all casuals listed. Starting Date _____ Ending Date _____
*** Provide only if no other travel costs are incurred ***

I have verified, attached, or have on file the following:

1. OF-288s have been audited and are attached, including signatures of the casual (if available) and an original Time Officer signature on line 21 of the OF-288.
2. I-9s are completed and on file at the hiring unit (the CPC will return any I-9s to the hiring unit).
3. W-4s and State withholding forms are complete and attached, or previously submitted.
4. Verified Cost Accounting Data.
5. Other (explain): _____

If you have any questions, please contact _____ at _____.

As approving official, I certify the attached travel reimbursement and OF-288s are accurate, appropriate, and legal for payment and meet the provisions of the Department of the Interior Pay Plan for Emergency Workers.

Print Approving Official Name: _____

APPROVING OFFICIAL SIGNATURE: _____

Job Title: _____

*A unique batch number should be assigned to each payroll submitted. Please reference the applicable batch number when contacting the Casual Payment Center with questions.

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APPENDIX D AD TRANSMITTAL FORMS

Batch Number: _____

*EFT OR EFT Waiver

Name of Casual	OF-288	W-4	EFT*	EFT Waiver*	FEHB	Other
1 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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18 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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APPENDIX E **EERA PAYMENT TRANSMITTAL FORMS**

Attachment: Emergency Equipment Use Invoice Transmittal Sheet – USDA Forest Service

TRANSMITTAL SHEET

Date: _____

From: _____

Subject: Invoice submitted for payment

To: SM.FS.asc_eera@usda.gov

Unique Unit "Batch" Number to track this payroll submission: _____

(Use Incident/Fire number followed by sequential number, i.e., ID- BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team's name in the batch.)

Enclosed are the forms necessary for processing IBPA/EERA payments as follows:

Number of invoices (OF-286s) emailed: _____

Please provide your Team and Unit contact information below:

Incident team contact Name/email: _____

Phone #: _____

Incident unit contact Name/email: _____

Phone #: _____

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APPENDIX E **EERA PAYMENT TRANSMITTAL FORMS (BIA)**

BIA VENDOR PAYMENTS

PAYMENT ADDRESS:

BIA Reston Fiscal Services
12220 Sunrise Valley Drive
Reston, VA 20191

E-DOC BOX CONTENTS TRANSFERRED TO USB DRIVE, HAND TO BIA REP AT THE INCIDENT OR MAIL TO:

BIA/Western Regional Office
Branch of Forestry
2600 Central Avenue, Suite 400
Phoenix, AZ 85001

VENDOR PAYMENTS EMAIL TO:

Jennifer.Sypherd@bia.gov and carletta.coochwyte@bia.gov

BIA/Navajo Regional Office
P.O. Box 1060
Gallup, NM 87305

VENDOR PAYMENTS EMAIL TO:

Katherine.Ridenour@bia.gov

Original OF-286(s) with original signatures of the Vendor and Receiving Official and all Supporting documents

Copy of OF-294(s) Emergency Equipment Rental Agreement

APPENDIX E **EERA PAYMENT TRANSMITTAL FORMS (BLM)**

BLM VENDOR PAYMENTS

PAYMENT ADDRESS:

Incident Agency – **Local Unit /District address**
All payment packages/documentation sent to local unit/district for payment processing.
National contracts – follow instructions on contract

E-DOC BOX CONTENTS/HARDCOPIES (IF ANY) TRANSFERRED TO USB DRIVE AND DELIVERED TO LOCAL UNIT/DISTRICT REP

SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

APPENDIX F Restricted/Prohibited Items

The following items are either restricted from purchasing or limited in some manner. Take into account local considerations (i.e., a remote location with limited services and supplies verse being in or adjacent to a full-service community where the needed resources are readily available) when applying this direction. Assigned Supply Unit Leaders and/or buying unit teams will refer to this list when purchasing supplies and services for incident operations.

Prohibited Items

- Alcoholic beverages
- Orders for specific magazines, newspapers, or other literature
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos
- Plants & Flowers
- Fees for the use of recreational facilities (i.e., hot springs)
- Massage or other therapist services
- Awards and or gifts of appreciation
- Vitamins and mineral supplements

Restricted Items

- Local purchase of newspapers for the incident will be limited to 5 per day per incident up to 250 individuals then limited to 1 for every 50 personnel per day. (Type I or II incidents)
- Special clothing (swimsuits, caulk boots, etc.)
- Cots or sleeping bags (other than regular GSA, fire cache type)
- literature
- WCF and GSA Vehicle modifications/repairs will be coordinated through the local fleet manager
- Uses of motels, hotels, or other commercial rooms are a very rare exception for personnel assigned to an Incident base. Any exception to this must be approved in advance by the INBA /AA. If not approved employee will not be reimbursed.
- Epi-Pens are the responsibility of individuals needing them and should be issued in the same manner as a personal prescription.
- Agency policy will be followed for approval on purchase of all telecommunications equipment

All purchased equipment and supplies will be transferred to the appropriate fire cache at the end of the incident. The logistics unit, in conjunction with Buying Team, will ensure the local unit is aware of any property item procured for tracking/identification purposes.

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Specialty Items/Services:

The Agency Administrator or the Incident Business Advisor (if delegated) must approve rentals/purchasing of the following specialty items:

			Cameras (digital and video)
			Satellite Telephones
			Laptop Computers
			Cellular Telephones
			Handheld Radios
			GPS Units
			Golf Carts

*Procurement officials must follow agency regulations when purchasing any of the above items. (Property will be contacted to issue property numbers as required.)

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APPENDIX G **INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY**

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor, (Host Agency)_____

This letter authorizes (***name***)_____ to act as an Incident Business Advisor (INBA) for the _____(***unit name***) and Incident Management Teams assigned to incidents on the _____(Agency). The INBA works as a liaison and advisor between the _____(Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions, or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA will monitor, track, and document their involvement in cost containment items such as WFDSS, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional, and national incident business management policies. The INBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.

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- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to accomplish administrative practices efficiently and effectively.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The INBA has full access to all administrative functions of the incident and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command, and agency administrative representative, as needed.
- Provides a final written narrative that includes the following:
 - Procedures and process that worked well
 - Areas that need improvement and recommendation
 - Documentation of decisions, policy established or changed
 - Incident agency follow-up needed
- Documentation (including Buying Team records) will be maintained electronically in the Incident's FireNet. Physical paperwork should not be transitioned to the incoming incident personnel nor to the home unit unless required.
- Adjudicate claims from government employees for government property up to \$1,000.00

The Agency Administrator is the primary point of contact, but coordination will be maintained with _____.

(Agency Administrator)

cc: Unit Managers
Incident Management Team

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APPENDIX H **INCIDENT BUSINESS ADVISOR NARRATIVE FORMAT**

INCIDENT NAME:

INCIDENT NUMBER:

INCIDENT LOCATION:

INCIDENT AGENCY(S)

DATES ASSIGNED:

**AGENCY EXPECTATIONS AND
ASSIGNED ROLES AND
RESPONSIBILITIES:**

**PROCEDURES AND PROCESS THAT
WORKED WELL:**

**AREAS THAT NEED IMPROVEMENT AND
RECOMMENDATIONS:**

**DOCUMENTATION OF DECISIONS,
POLICY ESTABLISHED OR CHANGED:**

**INCIDENT AGENCY FOLLOW- UP
NEEDED:**

Signature:

Date

Home Office Telephone Number:

Home Office Address:

Email Address:

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APPENDIX I Cost

N/A (Formerly used for accruals – USFS only)

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APPENDIX J Master Cooperative Fire Agreement Supplemental Fire Suppression Agreement

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

Exhibit F

Cost Share Agreement

The purpose of this Agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This Agreement is a supplement to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement executed between the Agencies listed, on (date).

1. Fire Name: _____ Origin Date: _____ Time: _____
2. Origin: Township _____ Range _____ Section _____
3. Estimated Size: _____ Acres at the time of this Agreement
4. Agency: _____ Fire # _____ Accounting Code _____
Agency: _____ Fire # _____ Accounting Code _____
Agency: _____ Fire # _____ Accounting Code _____
Agency: _____ Fire # _____ Accounting Code _____
5. This Agreement becomes effective on: _____ at _____ and remains in effect until amended or terminated.
6. Overall direction of this incident will be by () Unified Command, or by () Single Command structure. Identify below personnel filling the following positions:

Position	Name(s)	Agency
Incident Commander	_____	_____
Agency Administrator	_____	_____
Representative	_____	_____
Liaison	_____	_____
Finance	_____	_____
Operations	_____	_____

7. Suppression action will be subject to the following special conditions and land management considerations: _____

8. Geographic responsibility (if appropriate) by Agency is defined as follows:
Agency _____ Geographic Responsibility _____
Agency _____ Geographic Responsibility _____
Agency _____ Geographic Responsibility _____
9. The Agency responsible for structural protection will be _____

SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

APPENDIX J Master Cooperative Fire Agreement Supplemental Fire Suppression Agreement

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

10. Special operational conditions agreed to (include as appropriate air operations, base camp, food service, fire investigation, security, etc.) List cost share information in Item #11. _____

11. Fire Suppression COSTS will be divided between Agencies as described:

Cost Centers:	Agency:	Agency:	Agency:

12. Other conditions relative to this Agreement (notifications, incident information, etc): _____

- 13.

Agency Agency Agency Agency

Signature Signature Signature Signature

Title/Date Title/Date Title/Date Title/Date

List of Attachments (if any) _____

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APPENDIX K Local Unit Requirements

Considerations for local supplements:

- Final incident packages
- Issuance of block of S-numbers
- Issuance of block of EERA numbers
- Determination of approval levels for specialty items
- OWCP information
- Local recycling requirements

REVIEWED _____ (Agency Contract Specialist)
(Date)

REVIEWED _____ (Agency Financial Representative)
(Date)

REVIEWED _____ (Agency Fire Staff Officer)
(Date)

REVIEWED _____ (Agency Administrative Officer)
(Date)

APPROVED _____ (Agency Administrator)
(Date)

(Host agencies should modify signature requirements accordingly to meet their organization standards)

SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

APPENDIX L Incident Finance Electronic File Management

Finance sections, buying teams and Incident Business Advisors should maintain incident files electronically in the FireNet Finance Section. They should follow the national filing guidance and any additional direction provided by the incident host agency.

Physical paperwork should not be transitioned to the incoming team nor to the home unit. Paper documents should be scanned and filed electronically.

The location of documents that still need to be worked should be clearly identified in the transition plan and consolidated to as few folders as possible. Review the transition plan with the incoming team or home unit and show them where these active files are located.

Incoming teams shall continue a previous team's naming convention.

The Incident Finance Package (IFP) for finalized files belongs in the Final Finance eDoc Box in the Finance Channel. See IBC Finance Working Files and Folder Matrix, bottom of Page 3.

Host agencies are the owners of eDoc boxes. For IFP documents to successfully transfer to an agency's permanent system of record when the incident is closed, following the Guidance for Management of Electronic Finance Files is imperative.

- Concise file and folder names, not to exceed (NTE) 30 characters
- Use only letters, numbers, hyphens -, and underscores _. No spaces, periods, or other special characters.
- Dates should be YYMMDD with a leading 2-digit year
- Resource order numbers should omit the usual hyphen after the letter.
- Resource order numbers should show a hyphen for a subordinate instead of a period.
- Limit subfolders, NTE more than 5 levels in any unit

National filing guidance:

- PMS 277 NWCG Standards for Electronic Documentation (eDoc)
<https://www.nwcg.gov/sites/default/files/publications/pms277.pdf>
- Incident Finance Electronic File Management on NWCG IBC Correspondence webpage
<https://www.nwcg.gov/committees/incident-business-committee/correspondence>
- Guidance for Management of Electronic Finance Files
- Finance Working Files and Folder Matrix
- FireNet Final Folder Structure
- FireNet Working Folder Structure

APPENDIX M Greening Fire Sustainable Operations



GreeningFire
SustainableOperations

<https://www.fs.usda.gov/managing-land/fire/sustainable-ops>

Vision: Achieving net zero environmental impact on all large fire incidents by 2030.

Mission: Integration of sustainability best management practices on incidents and within the fire community.

Reducing Waste

- [How to Green Fire](#) - Learn how the Greening Fire Team greens fire
- [Incident Recycling](#)
- Net Zero Waste Program (content coming soon)
- [Why We Green Fire](#)