

SOUTHWEST GEOGRAPHIC AREA
INCIDENT BUSINESS MANAGEMENT GUIDELINES



January 2024

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Introduction:

These guidelines emphasize the critical financial and administrative procedures to be followed on 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 National Wildfire Coordinating Group (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 AA, Incident Management Team (IMT), and other Incident support functions.
- Provides recommendations on Incident business issues.
- Completes an Incident Business Advisor (INBA) Narrative (example attached as Appendix H). Narrative is submitted to the AA at the end of the incident, with a copy to the Host Agency Incident Business Specialist.
- Transitions with the incoming INBA or Home Unit Incident Business point of contact.

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 INBAs will normally be brought in to assist the AA on Complex Incident Management (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 Finance Section Chief (FSC) or Incident Agency is required for the employee to be reimbursed for those expenses. Personnel with food sensitivities, allergies, and intolerances, must follow the Reasonable Accommodations process per Agency guidelines.

Driver's License Requirements

All drivers (DRIV), 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 DRIV assigned to the unit were hired. Only those DRIV hired through a government hiring authority such as the Administratively Determined (AD) Pay Plan or with a permanent or temporary appointment may drive government owned, rented, or leased vehicles.

Work/Rest Guidelines and Length of Assignment

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

AD Hiring and Support

Casuals hired by the Forest Service (FS): F o r m 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 (DOI): F o r m 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 (PROC), FSC, and Buying Team Leader (BUYL) 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 IMT 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.

Land Use and Facility Agreements

If no agreement exists, the IMT 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 and INBAs. 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 AA 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 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 IMT based on sound business practices with input from the local AA.

Contractor Performance Evaluations

Performance Evaluations for contractors will be delivered electronically to Finance personnel. The Virtual Incident Procurement (VIPR) contractor evaluations will be emailed by Finance personnel to the VIPR email* prior to the incident closeout.

*This info can be found on the VIPR website, Compliance Checklist tab, at the bottom of the page. https://www.fs.usda.gov/business/incident/equipment.php?tab=tab_d

VIPR evals can be emailed to Perform.ct5w8ujitbvot9yi@u.box.com or uploaded directly to this Pinyon Box location <https://usfs.app.box.com/f/790566e346b34477be10db875e5852bd>

Supplemental Foods and Restricted Supplies/Items

The IMT 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, dated 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 Emergen-C.

If homeopathic treatments (including essential oils) are requested, they must be approved within the NWCG Clinical Treatment Guidelines located at the following link:

<https://www.nwcg.gov/publications/551>

The latest NWCG Supplemental Food and Drink Guidance is dated June 2021: [NWCG Supplemental Food and Drink Guidance, 2021.](#)

Prohibited/Restricted Items & Specialty Items

See Appendix F.

Leasing vs. Purchasing of Equipment

RENTAL: As a general rule, all personnel should 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 AA (through the INBA) and local Fire Cache Manager.

Rental Vehicles

It is the responsibility of the Host Agency to provide local transportation to incoming Incident personnel. The IMT is expected to keep the number of rental vehicles to a minimum. Each IMT member will follow Host Agency travel policies and the Geographic Area Mobilization guide.

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 Agency.

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. All cell phones used for Government business (personal or Government) could be subject to Freedom of Information Act (FOIA).

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

The IMT 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 Compensation/Claims Unit Leader (COMP) at the incident. The Incident Agency may require the damaged property be turned in before replacement is authorized.

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 the IMT 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 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 Agency 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 tents 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 AA.

Cooperative Agreements

The Hosting Agency 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 the Cooperator to take back to their Home Agency. 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.

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 PROC with delegated authority is responsible for settling contract claims at the incident. If there is not a PROC available, the BUYL 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 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 IMTs. Efforts should focus on high-cost resources (aircraft, retardant, crews, etc.), under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues. The

IMT will document and summarize key strategic decisions that affect Incident costs. The documentation should include key decisions made by the IMT that increased or decreased the overall cost of the Incident.

Cost Accounting and Cost Share Agreements

Cost Share Agreements

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

The Incident Agencies may order additional personnel if necessary to track the cost share.

e-ISuite Requirements

The e-ISuite program will be utilized on incidents where a CIM team is assigned.

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. IMTs 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

Prior to closeout FSC will meet with the INBA to review the complete Finance Package.

A financial closeout between the AA and the INBA 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 affected by the Incident.

The following items are required to be in the electronic finance package upon closeout in accordance with NWCG Naming Convention Standards:

- Delegation of Authority
- Cost Share Agreements
- e-ISuite Cost Reports
- Wildland Fire Decision Support System (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
- Final Incident map with jurisdictional boundaries and acreage

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 – Master Cooperative Fire Agreement, Supplemental Fire
Suppression Agreement
- Appendix J – Local Unit Requirements
- Appendix K – Incident Finance Electronic File Management
- Appendix L – Greening Fire Sustainable Operations

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				

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 are: _____

/s/

(Agency Administrator)

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; 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 the 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 drivers:

- Valid State driver's license for the type of vehicle to be driven. The State license must be always carried with the employee when driving a government vehicle.
- Attend a Defensive Driver course with refreshers every 3 years. There are many options for getting this training, including on-line sites.

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 #: _____

APPENDIX D, cont.: 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.

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 #: _____

APPENDIX E, cont.: 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.coochwytewa@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, cont.: 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**

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 and 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 five per day, per Incident, up to 250 individuals then limited to one 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
 - 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 AA/INBA. 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.

APPENDIX F, cont.: Restricted/Prohibited Items

Specialty Items/Services

The AA or the INBA (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.)

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 (IMT) 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 (FSC), other members of the IMT, Area Command Team, and other administrative sections within the Host Agency.
- Coordinate with FSC 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 IMT in strategic planning, transitions, or significant changes in status.
- Provides guidance to Administrative Representative or Agency Administrator (AA) 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 Wildland Fire Decision Support System (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 AA for resolution.
- Provides advice to the Agency and the IMTs 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.

- 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 IMT has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the Incident.
- Advises the Incident Commander, AA, Agency Administrative Representative and/or Interagency Coordinating Groups such as Multi Agency Coordination (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 IMT initial briefings and exit meeting and provides a critique of team Incident Business activities to both the AA and the team.
- Represents the Agency in other related activities as needed and identified by the AA or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above during BAER and post fire activities.
- Provides briefings to the AA, 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
 - Any 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 Agency unless required.
- Adjudicate claims from government employees for government property up to \$1,000.00.

The AA is the primary point of contact, but coordination will be maintained with .

(Agency Administrator)

cc: Unit Managers
Incident Management Team

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:

APPENDIX I: 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 _____

APPENDIX I, cont.: 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) _____

APPENDIX J: 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 _____	(Date)	(Agency Contract Specialist)
REVIEWED _____	(Date)	(Agency Financial Representative)
REVIEWED _____	(Date)	(Agency Fire Staff Officer)
REVIEWED _____	(Date)	(Agency Administrative Officer)
APPROVED _____	(Date)	(Agency Administrator)

(Host Agencies should modify signature requirements accordingly to meet their Organization Standards)

APPENDIX K: 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>
 - [Finance Working Files and Folder Matrix for FireNet - Updated May 2023 \(nwcg.gov\)](#)
 - [Finance Electronic Files Management Guidance - Updated May 2023 \(nwcg.gov\)](#)
 - [Finance Working Files File Structure - Updated May 2023 \(nwcg.gov\)](#)
 - [Buying Team Electronic Documents SOP - Updated May 2023 \(nwcg.gov\)](#)
 - [Final Finance eDoc Box File Structure - Updated May 2023 \(nwcg.gov\)](#)

APPENDIX L: Greening Fire Sustainable Operations



<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](#)