

Chapter – 9 Business Management and Administration

Policy

The BIA follows the uniform application of the interagency policies and guidelines as developed in the *Interagency Incident Business Management Handbook* (IIBMh). BIA will follow the direction set forth in the IIBMh in all incident business management functions except where specific to agency legal mandates, policies, rules or regulations.

There are important administrative functions that pertain to all aspects of wildland fire management. There are procedures specific to BIA for ensuring uniform application of regulations on use of human resources, including recruitment, pay (FPPS), injury compensation, travel, commissary, acquisition of equipment and supplies in accordance with applicable procurement regulations; maintenance of finance, property, procurement and personnel records and forms, cooperative agreements/interagency agreements, and exceptions for use of the Integrated Charge Card.

Management of Human Resources

This section provides information and procedures regarding management of human resources, including recruitment, pay, injury compensation, travel, and commissary.

Recruitment

Recruiting plans, hiring instructions and operating procedures should be developed by agencies in advance of incidents and include: sources of personnel, age requirements, physical fitness, proper clothing, conditions of hire, wages, and any special procedures pertaining to recruitment and use of personnel. All personnel will be covered 1) under the Administrative Determined Pay Plan for Emergency Workers as casual; or 2) under a cooperative agreement; or 3) by a contract; or 4) as a regular government employee.

Responsibilities

Recruiting agency is responsible for:

- Ensuring the development of recruiting plans;
- Providing training and certification; AND
- Completing the hiring paperwork.

Hiring unit or government official for casual hires is responsible for:

- Completing the hiring paperwork;
- Applying the provisions of the AD Pay Plan for Emergency Workers; and
- Ensuring that incident qualifications are current.

Organized Crews

Organized crews under agreements are managed in accordance with the terms of those agreements.

The agency that establishes the crew agreement is responsible to:

- Identify incident behavior expectations;
- Document consequences for inappropriate behavior in the crew agreement;
- Ensure incident behavior expectations are provided to crew personnel; and
- Establish procedures to document acknowledgement of receipt of this information by crew personnel.

Agencies may choose to utilize the IIBMH Incident Behavior Form.

Agreements for organized crews, who are hired as casuals, will comply with the AD Pay Plan for Emergency Workers.

The hiring unit is responsible to screen organized crews before they are transported to an incident and ensure all crew personnel have proper clothing and meet position and physical fitness qualifications.

Crew representatives or crew bosses are responsible to provide a copy of the agreement, upon request, to the incident management team or incident agency to ensure the terms of the agreement are met.

Crews provided under contract (known as Contract Crews) are governed by the terms of the contract and the provisions in this chapter do not apply.

Casuals

Single resource casuals may be hired locally or through state employment offices. Hiring of casuals through a state employment office shall be in accordance with an agreement and understanding reached prior to the incident on hiring methods and procedures for casuals. Hiring units must adhere to the provisions in the AD Pay Plan for Emergency Workers when hiring casuals. Units are responsible for designating the appropriate agency hiring official, either by name or position.

Nonresident aliens may be hired and paid as casuals for the duration of an incident (Comp. Gen. B-146142, 6/22/61). The IRS requires each non-resident alien to have a valid SSN at the time of hire. IRS can be reached at <http://www.ssa.gov/>.

Hiring officials will complete the Single Resource Casual Hire Information Form (PMS 934) at the time of hire and obtain the casual's signature. Retain a copy for the hiring unit and provide a copy to the casual. Follow agency policy for disposition of the original. This form is not required when hiring crews.

If the requesting incident agency has identified on the resource order that electronic devices such as cell phones, etc. are required to accompany the ordered individual, the hiring official will assist the individual with obtaining government issued or acquired property prior to mobilization. If the hiring unit is unable to provide government owned/acquired equipment, advise the individual to contact the incident assignment supervisor upon arrival.

Agencies, incident management teams or incident support units should not establish EERA'S or other federal contracts for personal computers, laptops, cellular phones, PDA's, cameras, or GPS as the incident unit should provide these items, if required by the position.

Federal and state income taxes will be withheld from the casual's earnings. Casuals must be provided the opportunity to complete appropriate federal and state income tax withholding forms at the time of hire to ensure the correct amount of tax is withheld.

Casual earnings may be subject to Social Security earnings limitations. Casuals should contact the Social Security Office to determine applicability.

Casuals are required to adhere to established incident behavior responsibilities and may be released if inappropriate behavior occurs.

Hiring units are responsible to provide the Incident Behavior Form to single resource casuals, ensure the casual signs the form, retain the original form and provide the casual with a copy. An Incident Behavior Form (PMS 935) is required at the time of hire for each incident. (See IIBMH Section 13.6 Exhibit 21.)

The Area Commander, Type 1 and Type 2 Incident Commander, Type 1 or Type 2 Deputy Incident Commander, Security Specialist Level 1 or Level 2, Fire Investigator, and Buying Team Leader are key positions and may only be filled by current agency employees.

For state or local government partners who cannot work on federal incidents under their employment status or cooperative agreement due to policy or statute, the following positions will be allowed to be filled under the included conditions:

- Area Commander: State or local government employees who meet qualifications as certified by their Geographic Area Coordinating Group;
- Type 1 and Type 2 Incident Commanders: State or local government employees who meet qualifications as certified by their Geographic Area Coordinating Group; and
- Fire Investigators: State or local government employees.

It is recommended the following positions be filled by current agency employees; Incident Business Advisor, Finance/Administration Section Chief, Procurement Unit Leader, Compensation/Claims Unit Leader, and Injury Compensation Specialist. If these or any other positions are filled through the use of the AD Pay Plan, the hiring official is responsible to ensure the individual has maintained current qualifications and experience.

Casuals hired under the AD Pay Plan for Emergency Workers cannot supervise, hire, order or recommend payments that in any way affect a company or contractor the casual has ownership or employment with or perform any other financial responsibilities to, or for, the company or contractor on an incident. If such working conditions exist on an incident or other work place, the casual is to immediately disclose their relationship with the company, or contractor, to their immediate supervisor, the Agency Administrator, Incident Business Advisor or Finance/Administration Section Chief for immediate action.

Persons hired as casual firefighters must meet the following requirements:

- Be at least 18 years old;
- Minimum physical fitness standards as established by agency policy;
- Minimum training requirements for the position before assignment;
- Agency security requirements;
- Have proper clothing and footgear; and
- All small unit leadership, e.g., Crew Bosses and assistants, Squad Bosses and/or Crew Representative Leader, engine supervisors (captains) and assistants (engineers), must be proficient in the English language and the language used by members of their crew/units.

Job Corps and Youth Conservation Corps (YCC) Enrollees

Refer to IIBMH.

Hiring of 16 and 17 Year Olds

In accordance with applicable State and Federal laws, 16 and 17 year old persons may be hired. Obtain incident agency policies (State or Federal) for hiring regulations.

Hiring of Federal Retirees

Federal retirees may be hired as casuals under the AD Pay Plan for Emergency Workers. They must meet the same hiring requirements as any other casual. Federal retirees who received separation incentive payments, e.g., buyout, may be subjected to repayment of incentive payment if hired as a casual. Retirees should check with the OPM for specific restrictions.

Volunteers Under a Formal Agreement

Volunteers may be hired as casuals for an incident. While in casual pay status, the provisions of the volunteer agreement do not apply.

Using Regular Government Employees from Other Federal Agencies

It may be permissible to hire and utilize regular government employees from any federal agency as a casual while they are in a non-pay status, e.g., leave without pay, furlough, intermittent and regularly scheduled days off. See agency specific directives or policy for guidance.

Cooperators

Refer to IIBMh.

Casuals Hired as Drivers When Employed by BIA

In accordance with the BIA Motor Vehicle Policy, casuals hired as drivers are required to possess a valid driver's license in order to operate a motor vehicle and have safe driving record.

Agencies should recruit a pool of drivers prior to fire season. They must submit GSA Form 3807, Government Motor Vehicle License and Driving Record, in advance to verify they have a favorable driving record <http://www.bia.gov/nifc/library/Memos/index.htm>. Form 3807 will be processed through Regional channels to retrieve the driving record of the application with the State, or National Driver Registry and applicable Tribe. Regional Directors can contact the Division of Safety and Risk Management for information on completing and submitting Form 3807.

Meeting the qualification requirements for a motor vehicle license is a condition of employment within BIA for those individuals whose duties require the operation of a motor vehicle for official wildland fire operations business. Failure to adhere to the policy will result in automatic termination of the casual.

BIA employees who are required to operate a privately owned or leased or Government owned motor vehicle either as a condition of employment or incidentally in support of their primary job functions must follow the BIA Motor Vehicle Policy <http://www.bia.gov/nifc/library/Memos/index.htm>. This definition includes BIA employees who occupy positions not officially classified as a Motor Vehicle Operator.

EFF Program Management and Funding

It is recommended that crew management boards be established regionally. The intent of the EFF crew management boards or designee is to provide a consolidated and consistent approach to managing EFF administration, training and operations by:

- Facilitating and providing accountability for training and crew qualifications;
- Reviewing, prioritizing and consolidating program funding requests;
- Identifying and verifying the number of BIA EFF crews available annually to the Assistant Center Manager at the NICC;
- Establishing procedures to respond to employee conduct issues that are beyond the scope of the home unit; and
- Crew Management Plans are to be sent to the National Office upon revision or implementation, (geographic and/or agency specific).

Request For Funding Authorization

The authorization and procedure for use of the operations "suppression" (AF2001010) program account, for emergency firefighter training is as follows.

- A regional funding request plan must be completed that identifies the program need for EFF funding;
- The request must be submitted through the EFF crew management boards or equivalent to the respective Regional FMO by January 1st of each year;
- Requests will be reviewed and authorized in writing to the respective agency; and

- BIA-NIFC will do random audits of this process to ensure program compliance.

Training Program Funding Process

The BIA national fire program has authorized the use of the operations "suppression" program account to provide training of EFF personnel. The use of this account for the purposes described below requires Regional Office authorization.

A fireCode will be used by all BIA units to charge obligations related to EFF required training for either trainees or instructors annually by separate memo from the BIA Fire Director.

The following describes what may be charged to this activity:

- Payments for facility rental, fire camps, and related support costs to present EFF required fire training courses and field exercises;
- Payments for catering when training is located in remote locations that are not conducive to people traveling home and returning the next day;
- Payments for transportation of EFF personnel to training;
- Payments for fire training instructors i.e., salary, per diem, and related travel;
- Payments for maintaining or providing fuel and service equipment used to support the EFF training program; and
- Procurement of training course materials and supplies.

Authorization and procedures for use of the DOI AD Pay Plan for fire training are as follows:

The plan may be used to pay individuals, other than regular federal employees to attend fire suppression training with the following parameters:

Not to exceed a total of 80 hours per year for an individual in preparation for emergency fire situations;

Not to exceed a total of 120 hours per year for a qualified individual to prepare, instruct, and issue certificates for required courses for emergency incident situations;

Allows the hiring of personnel to attend prescribed fire training and/or to instruct fire suppression or prescribed fire training when weather conditions, training coordination, and a timely response are critical to the success of the training. Activities that can be planned well in advance must use traditional methods of payment; and

Training should take place during regular work hours.

Supplies and Materials Funding

Preparedness funding must be used for such things as one-time startup costs for EFF crews. One-time startup costs including the cost of equipment, supplies and materials.

The authorization and procedures for use of the preparedness account are as follows:

A documented and approved EFF training program should be established by the home unit in conjunction with the Crew Management Board or equivalent to train EFF personnel for wildland fire or camp crew tasks;

The EFF crew management board or equivalent should develop a consolidated funding request; and

The request should be consolidated into a subsidiary request. Requests for the fiscal year will be submitted through the crew management boards or equivalent and respective Regional FMO's to BIA-NIFC Operations by January 1st of each year. Funding requests will be reviewed and authorized in writing to the respective Regional FMO.

Pay Provisions

The sections follows guidelines as reflected in the IIBMH concerning tours of duty, hours of work, and pay for Government employees and casuals. Refer to the IIBMH, Chapter 10 for more detail. The following are detailed administrative procedures for BIA specific pay provisions.

Overtime Pay

Public Law 106-558 required that employees of the Department of the Interior whose overtime pay is calculated under rules established in Title 5, United States Code, Section 5542(a), to be paid at a rate equal to one and one-half times their hourly rate of basic pay when they are engaged in emergency wildland fire suppression activities (reference IIBMH, Chapter 10, Section 12.11.).

Use hours code 113 to record overtime hours earned by exempt employees working in exempt positions. In order to qualify for hours code 113, an exempt employee's overtime work must be charged to wildland fire, severity, or wildland fire suppression funds tied to the support of suppression operations and recorded on a time sheet approved by an appropriate supervisor.

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

Use regular overtime hours code (110) to record wildland fire suppression activity overtime for all non-exempt employees and for exempt employees working in a non-exempt position. Reference the IIBMH, Chapter 10, for a listing of exempt and non-exempt incident positions.

Pay code, 113, Firefighter Overtime/Regular Unscheduled - authorizes employees to be paid under annual rather than bi-weekly maximum earnings limitations.

Do not use hours code 113 for any other overtime earned including prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or for overtime incurred in conjunction with any non-fire incident, e.g., hurricanes, floods, non-fire presidential declarations.

This overtime pay provision does not apply to:

- Personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or to overtime incurred in conjunction with any other activity not specified above.
- Conducting fire training for regular General Schedule (GS) or Wage Grade (WG) employees.

Removal of Pay Cap – Bi-Weekly Salary Limitation

- Public Law 100-202 removed the pay cap limitations for those employees engaged in duties that are performed “in support of wildfire emergencies during the period January 1, 1987 through September 30 1987.” Public Law 100-523, known as the Forest Wildfire Emergency Pay Equity Act of 1988, amended Title 5, U.S. Code allows forest firefighting employees to be paid overtime without limitation while serving on forest fire emergencies.
- The FPPS established the Message Code “FF” to comply with the law cited in “1” above. It is used to document times when an employee who is fighting forest fires and is not subject to the bi-weekly maximum earnings. The message code “FF” does not remove the annual maximum pay limitation, which restricts earning to no more than the maximum rate received by a GS-15 step 10.

Exempt And Non-exempt Firefighting Positions

See IIBMH, Chapter 10, section 12.11 for Positions on Type I and Type II incidents identified as exempt and non-exempt.

Non-fire Support Staff

Suppression overtime is not limited to Forestry/Fire Management personnel. Support staff from other programs at the agency, who are supporting the incident as requested by the fire management office, are entitled to wildfire suppression overtime.

Hazard Pay

Hazard Pay for GS Employees

- When the employee is involved in a hazardous condition as described in Chapter 10 Section 12.9 of the IIBMH, reference 5 U.S. Code 5545 (d) and 5 CFR 550.903, timekeepers must code hazard pay using pay code 090 V separate from Regular hours, 010, and Overtime Pay Code 113.
- In determining hazardous duty and environmental differentials for other types of exposure, verify with CFR references listed above. Once the percentage rate has been identified, refer to the FPPS Pay Codes Manual to find the appropriate Environmental/Hazard (EH) code to be entered on the Time and Attendance (T&A) Record.

Coding of Time for Fire Management Personnel Time

The purpose of the following instruction is to ensure proper use and coding of the cost structure field on the T&A Reports.

When entering hours and cost accounts on the T&A, it is important the respective functional area and the WBS structure be positioned correctly in the cost structure field. Invalid functional area and WBS structures improperly positioned or erroneously coded will result in a default in the FBMS and a charge will be posted to the agency's or Region's default account.

Personnel funded from the WFM appropriation will charge their regular base 8 hours to the preparedness account with appropriate WBS fireCode related to the incident.

Personnel funded from the WFM appropriation will charge their overtime, hazard (if applicable) to the appropriate incident: wildfire, wildland fire use, support action, severity, hazard fuels or rehabilitation project.

Coding of Time for Non-Fire Management Personnel

When coding a T&A in FPPS for non-fire employees the base 8, overtime and hazard (if applicable) is coded and charged to the appropriate WBS incident, support action or hazard fuels treatment project.

Personnel Timekeeping/Recording

Timekeeping/Recording Objective

The primary objective is to keep time records for individuals under a system of control, see IIBM, Chapter 10, section 13. Emergency Firefighter Time Reports (OF-288) that have been certified as accurate by an authorized signature are considered to be accurate for pay purposes and authorization for overtime. Agency timekeepers will not make changes to the official document, except to correct mathematical error and/or to complete return travel entries. If there are errors on the OF-288, timekeepers should contact the incident agency for clarification or verify the hours as indicated on CTR's (SF-261).

Fire hours must be reported on an OF-288 or a SF-261 for a GS or WG employee when engaged in emergency wildfire suppression and wildland fire use activities. The OF-288 and SF-261 verify and authorize official hours worked.

The incident supervisor and/or FMO certify time worked by signing the CTR on an incident. The CTR is the document on which time for all crews and overhead is initially recorded. The IC's time report is signed by the AA or FSC. Individuals may not sign their own CTR.

Final Emergency Firefighter Time Report OF-288

The Time Unit Leader reviews the time reports, ensures all on-shift and commissary issues have been posted and signs Block 26. Casuals and regular government employees must sign Block 25 of the OF-288.

Initial attack crews that are moved from incident to incident and that are managed by the incident agency are required to start a new column for each new incident. It is not always necessary to start a new OF-288. The CTR is acceptable for verification of overtime for GS employees in lieu of the OF-288.

Commissary

Purpose

Commissaries are established to service the needs of incident personnel. There are two types of commissary, contracted and agency-provided. Casuals, regular employees, and all other assigned personnel should be equipped to be self-sufficient for several days on the incident to reduce the need for commissary. Refer to IIBMH Chapter 10, Section 14.

Posting Commissary Issues

The personnel time recorder will post commissary issues to the OF-287, or contractor provided form, to the OF-288 daily. Posting includes transferring date of issue, items issued and amount to Block 22 of the OF-288, and transferring the ID number from Block 1 of the OF-288 to Block 12 of the OF-287.

Upon receipt of the OF-288, the home unit/agency will ensure that appropriate commissary charges are deducted from the employee's pay.

Responsibility of Travel

An employee's home unit/agency is responsible for providing a TA in accordance with agency regulations and policy. Refer to IIBMH Chapter 10, Section 16.

Travel Authorization and Vouchers

A travel authorization is required for employees subject to fire assignments outside their assigned duty stations **before** travel begins. A travel voucher is required in GovTrip for each Incident assignment. An open travel authorization is no longer valid. Refer to GovTrip travel policy at <https://govtrip.com/govtrip/site/index.jsp>. An employee in travel status to and from a fire is entitled to per diem. Upon arrival at a fire camp where food and lodging are provided, in CONUS the traveler would be entitled to \$5.00 per day for incidental expenses.

Government Integrated Charge Cards

Regular federal government employees who travel on official business are required to use a government integrated charge card for travel related expenses.

Acquisitions

Authority

This section sets forth procedures governing emergency incident acquisition program operations. Authority is derived from the Federal Property and Administrative Services Act of 1949, 41 U.S.C. 253, as amended.

Delegations of procurement authority for an incident shall be made in accordance with agency policy. DOA's issued by federal agencies may be honored as authority to procure in interagency incident situations. It is incumbent on ordering officials to request and permit only those with the properly delegated procurement authority to be assigned as Procurement Officers. Warranted Procurement Officers shall provide a copy of their warrant and delegated procurement authority to the incident agency and must adhere to our Agency regulations.

Per 90 IAM, the WFM program for the BIA, requires the use of the IIBMH in conducting wildland fire business.

Acquisition Methods

Government Integrated Charge Card Micro-purchase

The following outlined procedures must be followed by micro-purchase card holders:

- Purchases shall be made by the most efficient method and in accordance with incident Agency procedures. The resource order and request number must be included on all acquisition documents (including convenience checks and purchase card receipts).
- Purchases under the micro-purchase threshold of \$3,000 for supplies and \$2,500 for services may be made by micro purchasers using their integrated charge card or convenience checks.

The BIA Branch of Fire Management's waiver for fire/emergency personnel purchases are cited in Memoranda dated 6/12/03. <http://www.bia.gov/nifc/library/Memos/index.htm> The exceptions are identified below:

Meals, Beverages and Lodging

This exception will be used to lodge and feed EFF and seasonal employees serving on fire crews or in emergency situations

Rental of Vehicles

This exception will be used for short-term rental of vehicles for local transportation of fire crew/emergency personnel when expeditious transportation cannot be through other means.

Personal Gear

This exception will be used to purchase personal items, e.g., clothing, boots and/or toiletries, for fire crew/emergency personnel when items are destroyed, lost or stolen while serving on the fire crew/emergency team.

A claim shall be deemed to have been presented when an incident agency, home unit, or other designated office receives written notification, accompanied by a claim for money damages in sum certain (for specific amount) from a claimant, or his/her duly authorized agent or legal representative. Claims may be presented on a Claim for Damage Injury, or Death (SF-95) for tort claims, agency-specific form for employee claims, or in other written form. (See Chapter 70 of the IIBMH.)

A payment of one-hundred dollars (\$100.00) per calendar year "stipend" is authorized for all personnel holding a valid Incident Qualification and Certification System (IQCS) Incident Qualification Card (Red Card) with a fitness rating of "arduous" or "moderate", and who, as a condition of employment, are required to purchase footwear that meet the standard as outlined in the Blue Book.

Contracting Officer/Purchasing Agent/Buying Team Member

Warranted Contracting Officers may use integrated charge cards to place orders and/or make payments over the micro-purchase threshold when the supplies or services are under contractual instruments. These instruments include contracts, basic order agreements, incident claims (non-Tort) and BPA's.

BPA

Agency Purchasing Agent or Contracting Officers should establish BPA's with local vendors who are used on a recurring basis. The process works best for purchases over the micro-purchase threshold and for the following:

- **Meals, beverages and lodging** - This exception will be used to lodge and feed EFF (casual) and seasonal employees serving on fire crews in emergency situations.
- **Rental of Vehicles** - Rental Cars – Use of rental cars while assigned to an incident must be authorized by the incident agency or incident, and documented on a resource order. The incident agency should provide rental cars to authorized incident personnel through an agency procurement method, d.g. BPA, purchase order, contract, or Emergency Equipment Rental Agreement (EERA).
- **Personal Gear** - This exception will be used to purchase personal items such as clothing, boots or toiletries for fire crew/emergency personnel when items are destroyed, lost or stolen when on a wildland fire assignment.

A claim shall be deemed to have been presented when an incident agency, home unit, or other designated office receives written notification, accompanied by a claim for money damages in sum certain n(for specific amount) from a claimant, or his/her duly authorized agent or legal representative. Claims may be presented on a Claim for Damage Injury, or Death (SF-95) for tort claims, agency-specific form for employee claims, or in other written form. (See Chapter 70 of the IIBMH.)

A payment of one-hundred dollars (\$100.00) per calendar year "stipend" is authorized for all personnel holding a valid Incident Qualification and Certification System (IQCS) Incident Qualification Card (Red Card) with a fitness rating of arduous" or "moderate", and who, as a condition of employment, are required to purchase boots that meet the standard as outlined in the Blue Book.

- **Payment of medical treatment** for EFF firefighters when authorized by APMC.

The Regional/Agency Purchasing Agents or Contracting Officers shall ensure that those who are designated to place orders follow the procedures in FAR 13.303.5 and must review BPA's annually. BPA's with local vendors may provide goods or services and are established to shorten the procurement cycle.

Service and Supply Plan

Incident agencies shall establish procedures for administering the EERA and Incident Blank Purchase Agreement (I-BPA) including ordering, inspecting, record-keeping, releasing and paying. Changes or modifications to the EERA or I-BPA terms and conditions may only be made by the original signing procurement officer. If the original signing procurement officer is not available and adjustments are deemed appropriate, a new EERA will be established at the incident and only applies for the duration of the incident. Unless otherwise specified in the EERA or I-BPA, the jurisdictional or protection agency is responsible for payment.

The Regional/Agency Purchasing Agents or Contracting Officers shall ensure that those who are designated to place orders follow the procedures in FAR 13.303.5 and must review BPA's annually. BPA's with local vendors may provide goods or services and are established to shorten the procurement cycle.

Agencies shall maintain a Service and Supply Plan that identifies local resources. These plans should be established pre-season. The Service and Supply should include the following:

- EERA, OF-294 (Valid only for the duration of the incident);
- Land Use and Facility Rental Agreements;
- Blank Purchase Agreement(s);
- Other agency contracts;
- Available local open-market sources. List sources for heavy-demand items, such as clothing, food items, food service (including menus), hand tools, fuel, and vehicle and equipment rentals and repairs;
- Local interagency agreements and Annual Operating Plans;
- Geographic area supplement for standard emergency equipment rental rates covering different types of equipment and vehicles; and
- Geographic area supplemental food policy, which may restrict the national policy.

Incident Procedures for Purchasing

Agencies may develop Incident Business Operating Guidelines, to supplement guidance in this acquisition section, to provide consistent incident business management operations throughout the unit. These plans should be established by the agency/Tribe in the year and prior to need.

The Incident Business Operating Guidelines should include the following:

- An IBA DOA and responsibilities, if the incident agency/Tribe requests an IBA for Type I or Type II fires;
- Responsibilities;
- Organization and Communications;
- Procurement;
- Commissary;
- Compensation for Injury and AMPC;
- Information Systems Management;
- Incident Payments;

- AD Pay Plan Rates see http://www.nifc.gov/programs/programs_PaymentCenter.html;
- End of Pay Period & Attendance Reports;
- Law Enforcement;
- Cooperative Agreements; and
- Closeout.

Incident Procedures for Purchasing

Individuals assigned to incidents or Agency staff, who have micro-purchase authority, must coordinate all purchases with the IMT Finance Section Chief, Procurement Unit Leader or AA.

Purchases made on an incident must be documented with a resource order, a copy of all procurement documents must be turned into the IMT Finance Chief or AA prior to leaving the incident. The resource order may be used in lieu of agency requisition forms.

Integrated Charge Card Template - Fire

A fire template is an integrated charge card option to allow fire personnel (FMO's, Hot Shot Crew Superintendents, Buying Team members, Fire Dispatchers, Crew Representatives and Crew Bosses) to purchase meals, lodging, supplies and services for crews. All purchases are centrally billed and cost accounting code adjustments are indicated on the charge card monthly statement and submitted to the Regional representative who processes charge card adjustments.

The Regional/Agency FMO determines who needs to be assigned to a fire template, obtains endorsement from the individual's supervisor and submits the request to the Regional Agency Program Organization Coordinator (A/ POC) for approval.

When the request is approved by the Regional APC, the Agency Point of Contact (A/POC) contacts the Acquisition-Charge Card Program Coordinator and request the individual be assigned to one of the fire templates. This should be requested as soon as needed (e.g. at the beginning of the fire season, upon assignment to an incident for single resources).

When the fire template is approved by Reston, Virginia, the A/POC will notify appropriate Agency personnel (e.g. administrative staff responsible for travel voucher processing, etc.).

Types of fire templates

With the exception of automated teller machine (ATM) cash advances, all items purchased under any of the three fire templates will be centrally billed.

- Option Set #03043: Non-warranted Personnel,
- Single Purchase Limit - \$3,000.
- Option Set #03044: Personnel with \$10,000 limited warrant, Single Purchase limit - \$10,000.
- Option Set #03045: Warranted Personnel with over \$10,000 Warrant, No Single Purchase limit.
- Note: Option Sets No. 2 and 3 can only be assigned to Warranted Contracting Officers.

Restrictions

- Individuals with fire templates must have purchasing authority to charge travel expenses for themselves and their entire crew as well as other emergency incident related purchases. A copy of the resource order must be on file to support costs for the crew. When lodging and meals are paid with the Integrated Charge Card, crew members will be only reimbursed for miscellaneous expenses.
- Individuals must ensure that only authorized expenses are charged on the Integrated Charge Card (meals, lodging, rental car, fuel, etc). Examples of unauthorized expenses include, but are not limited to, optional insurance for rental cars, hotel movie rentals, alcoholic beverages, phone calls, fines, penalties, etc.
- Phone calls, both business and authorized personal calls, should be made using the government calling card issued from the home unit.
- The APOC must notify appropriate agency personnel (e.g. administrative staff responsible for travel voucher processing) of individuals who are under a fire template and the effective dates(s).

Accountability

- Receipts for centrally billed items must be filed with the charge cardholder account statement. Individuals and Regional APOC's are responsible for ensuring that travel-related expenses comply with BIA travel regulations and are within per diem limits.
- Personnel under a fire template changing costs from centrally billed to individually billed must file a travel voucher for M&IE. Traveler must submit to the Regional APOC the following information when changing charges from centrally to individually billed items:
 - Account Number: Last 12 digits;
 - Transaction Posting Date;
 - Transaction Amount;
 - Merchant Name;
 - Reference Number (If available); and
 - A brief justification for the request to transfer the transaction.
- Individuals, reviewing officials, or others approving travel vouchers must ensure charges and reimbursements are appropriate. For information purposes, the travel voucher must show the daily lodging charges even if lodging charges are centrally billed and not claimed. Personnel are responsible to ensure that current per diem rates are recorded when requesting reimbursement.

Voucher for Travel

To receive reimbursement for travel, emergency fire personnel must ensure a travel authorization is approved by supervisor before travel begins. Fire personnel must adhere to Regional Office procedures for filing travel vouchers. The cardholder will file a travel voucher for reimbursement of items that are not provided by the Government (i.e. if lodging and meals were not provided while en route to a fire). A travel voucher is not required if travel expenses (meals, lodging, rental car, etc.) have been provided by the government (centrally billed items are considered provided by the Government). A travel voucher should be claimed for miscellaneous expenses.

Convenience Checks for Emergency Incident Support

Convenience checks may be issued to vendors only when the vendor does not accept the integrated charge card. The integrated charge card is the first choice for making purchases of commercially available goods and services within the cardholder's single purchase limit. If a vendor does not accept a credit card a convenience check may be written for emergencies by the Contract Specialist at NIFC. Convenience checks are limited to \$2,500 per transaction. Integrated charge card transactions are considered an electronic payment and, therefore, must comply with the DCIA. Convenience check transactions, on the other hand, are not considered electronic.

Convenience checks for emergency incident support may not be written for travel cash advances, travel expenses, salary payments, cash awards, refunds, travel-related tickets, payments to oneself, Government Bills of Lading, commercial bills of lading exceeding \$100 or personal clothing or footwear (unless it is a commissary order request).

Persons arriving at incidents who have micro-purchase authority must coordinate purchases with the Finance/Administration Section Chief, or Procurement Unit Leader. Purchases made on an incident must be documented with a resource order and a copy of all transactions must be turned over to the Finance Section Chief or home unit prior to leaving the incident.

Contracting Officers are responsible for adhering to BIA policy regarding check issuance, check completion, responsible check use, completion of 1099s for IRS reporting, and documentation of related commitment items in FBMS.

Emergency Equipment Rental Agreements (EERA)

Procedure

The Emergency Equipment Payment Operating Guidelines provides procedure, guidance and instructions to the BIA WFM Programs, Regional fire management offices and agency offices, Office of Financial Management, Office of Acquisition and Property for implementation of the EERA's payment process. Refer to the IIBMH, Chapter 20, for EERA Administration.

Procedures for Including the System for Award Management (SAM) Requirement in EERA's.

The BIA must follow these procedures to include the SAM requirement when establishing EERA's the Warranted Contracting Officer (CO) coordinates with vendor and provides guidance and assistance to complete this information:

If the performance of an existing EERA extends beyond December 31, of the year the EERA is written, it must be modified to incorporate Federal Acquisition Regulation (FAR) clause 52.204-7, CCR.

For existing EERA's whose vendors are registered in SAM, no further action is required unless a change in your business circumstances required updates. SAM consolidated the CCR registry, regional and agency offices should send annual reminders to vendors to update SAM registrations.

The exemption found at FAR 4.1102(3) (ii), contracts awarded by Contracting Officers, in the conduct of emergency operations, will apply only to procurements initiated during an incident and not to procurements initiated pre-incident or during pre-season preparation.

The exemption found at FAR 4.1102(4), contracts to support unusual or compelling needs (see 6.302-2), will also apply only to procurements initiated during an incident and not to procurements initiated pre-incident or during pre-season preparation.

Include the most current version of FAR clause 52.213-4 – Terms and Conditions – Simplified Acquisitions (Other Than Commercial Items) when establishing EERA's. Also include by reference these additional FAR clauses that apply to EERA's:

- 52.204-7 – System Award Management (Feb 2010)
- 52.208-4 – Vehicle Lease Payments (April 1984)
- 52.208-5 – Condition of Leased Vehicles (April 1984)
- 52.208-6 – Markings of Leased Vehicles (April 1984)
- 52.236-7 – Permits and Responsibilities (November 1991)
- 52.243-1 – Changes – Fixed Price (Aug 1987), Alternate I (April 1984)

Prior to establishing an EERA during the pre-season, the contractor must be registered and have an active record on the System Award Management (SAM) site on the Central Contractor Registry (CCR) at <http://www.sam.gov>. Additional information can be found at <http://www.acquisition.gov>.

During emergencies, a contractor who has not registered on SAM must provide an ACH enrollment form. The contractor must complete and mail or fax this form to BIA Finance or include the completed form in the EERA payment package.

- The BIA, Division of Accounting Management (DAM) at Reston, Virginia requires a copy of the EERA to process payments for emergency incidents and small business vendors
- Contracting Officers should review pre-season EERA's to determine if there is a likelihood the equipment will be dispatched and payments will be made; if so, these EERA's should be added to the vendor table. During the active fire season, Contracting Officers should work closely with their local dispatch offices to ensure that vendor, ACH and SAM information is included in the vendor table, prior to receiving any invoices for equipment that has been or will be called up, within or outside the local area.
- If a number of EERA payments are needed for a large incident or if the workload in an office is such that payments cannot be processed in a timely manner, an APT should be requested through normal dispatch channels. The NPS has established APT's and are under a national rotation schedule. They can process vendor payments for equipment, supplies and services. See the *National Interagency Mobilization Guide* <http://www.nifc.gov/nicc/mobguide/index.html> (NFES 2092) for information on dispatch procedures for the NPS APT's.
- Whenever emergency equipment invoices are processed, checks and balances must be in place to ensure proper payment. This is especially critical if integrated charge card/convenience check payments are made by procurement personnel who may not have the level of experience and training in processing payments as voucher examiners and Certifying Officers. For guidelines used to process Emergency Equipment Use Invoices, refer to IIBMH, Chapter 20.
- The following cannot be paid with an integrated charge card or convenience check:
 - National contracts except when approved by the issuing Contracting Officer. Approval should be documented and filed with the payment.
 - Personnel hired under the AD Pay Plan are not included with an equipment payment.

Centralized Emergency Firefighter Payment Center

Authority

- Department of the Interior and Related Agencies appropriation Act of FY 2001 & Subsequent Years, P.O. 106-291.
- Federal Land Policy and Management Act of 1976 (43 U.S.C. & 1702).
- National Wildlife Refuge Administration Act of June 27, 1998 (16 U.S.C. & 668dd).
- National Indian Forest Resources Management Act of 1990 (25 U.S.C. & 3101).
- *Interagency Incident Business Management Handbook*.

Policy

- Emergency firefighters area paid pursuant to the AD Pay Plan for Emergency Workers (casuals) Time and attendance for casuals is processed by the CPC using the FPPS and will be referred to as the Casual Pay System. http://www.nifc.gov/programs/programs_PaymentCenter.html. The CPC processes all DOI casual payroll for emergency incidents.
- Emergency incidents include fire, or extreme fire potential, flood, storm or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, public health risk, or damage to natural or cultural resources unless brought under immediate control.
- Tribal employees can serve as a Time Officer (Item No. 26 on OF-288) when specific contract or compact language authorizes this function and must be in the approved Cooperative Agreement or Annual Funding Agreement (AFA).

Agency Administrator (AA) and Fire Management Officer (FMO)

The AA's and FMO's are responsible for implementing the AD Pay Plan as authorized under the authority and provisions in the AD Pay Plan. This is pursuant to 5 U.S.C. 5102(c) (19), 7 U.S.C. 2225 and 2226, and 43 U.S.C. 1469. The AD Pay Plan is implemented and revised annually to ensure compliance with new laws, regulations and legal opinions are met. EFF's shall be paid under the provisions of the AD Pay Plan - http://www.nifc.gov/programs/programs_PaymentCenter.html.

The AA may delegate the hiring authority to the FMO.

Regional Points of Contact

Regional Points of Contact (POC) shall have the following responsibilities:

- Provide program leadership and oversight for incident business.
- Disseminate program information for incident business.

Regional and Agency Responsibilities

The following documents will be submitted to the CPC. Forms can be found at the CPC website at http://www.nifc.gov/programs/programs_PaymentCenter.html.

- Original OF-288 Timesheet;
- The W-4, W-5, W-7, and State income tax form (if applicable) will be used if submitted. This is the responsibility of the employee. If not submitted the higher tax rate will apply;
- Single resource Casual Hire Information, Form PMS 934; and
- Casual Hire Payment Information, Direct Deposit, SF-1199a.

The EFF OF-288 timesheets will be reviewed for the following information before the Agency submits to the Regional Office:

- Regular government and Tribal employees OF-288 timesheets do not get processed by the CPC. They should be sorted and provided to the appropriate agency and Tribal payroll clerks;
- The OF-288's will be arranged in alphabetical order;
- Ensure BIA is indicated on the OF-288;
- Ensure the OF-288 is legible;
- Two or more OF-288s for the same individual will indicate in the right corner of each OF-288, "Page 1 of 2; Page 2 of 2";
- Each OF-288 will be checked for completion of all items. Item No. 2 through 26 (check for accuracy);

- Ensure correct accounting information is on the OF-288;
- Ensure the AD rate is consistent with title as outlined in AD Pay Plan and geographical area supplements;
- Time officer signature signed and legible;
- Employee signature signed;
- Ensure the correct hiring unit is on the OF-288;
- Documentation for work performed beyond 16 hours per day;
- Copy of any other documentation which relates to casual employee's pay or on-the-job injuries;
- Upon completion of audit, the auditor will initial the OF-288 in Item No .23, remark section; and
- Transmittal sheet will be submitted with the batches of OF-288's, to Regional POC or directly to the CPC.

All Hazard Incidents

Authority

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), P.L. 93-288, as amended.

Presidential Executive Order 12148.

The National Response Framework uses the foundation provided by the Homeland Security Act, P.L. 107-296 HSPD-5 and the Stafford Act to provide a comprehensive, all-hazards approach to domestic incident management.

The National Response Framework can be found at www.fema.gov.

The Post-Katrina Emergency Management Reform Act (PKEMRA).

The Economy Act. 31 USC 1535-1536 (2005).

Service First Legislation. Public Laws 106-291 and 109-54.

The National Emergencies Act. 50 USC 1601-1651 (2005).

The Office of Federal Procurement Policy Act. 41 USC 428a (2004).

The Emergency Federal Law Enforcement Assistance Act (EFLEA) 42 USC 10501 (2006).

Policy

- Presidential Declared Disasters

Process

The NRF identifies the coordinating agency and primary agency(s) responsible for each of the 15 Emergency Support Functions (ESF) outlined in the Framework.

- Non-Stafford Act Disasters

Consult agency specific guidelines for all hazard responses not specifically covered by a Presidential emergency declaration. These guidelines should outline the level of response allowed and include any additional requirements.

Pay Provisions

Federal employees responding to all hazard assignments will follow procedures outlined in the IIBMH and applicable agency regulations.

Cooperative Relations

Federal employees responding to all hazard assignments will follow procedures outlined in Chapter 50 of the IIBMH and applicable agency regulations.