



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, DC 20240

## Memorandum

**To:** All Regional Directors  
Attention: All Agency Superintendents  
All Regional Fire Management Officers  
Agency Fire Management Officers

**Through:** Deputy Bureau Director, Field Operations

**From:** Director, Bureau of Indian Affairs

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

Purpose: This memorandum amends the Bureau of Indian Affairs (BIA) memorandum, "Funding of Base Salaries for Personnel Assigned to Wildfire Incidents" issued on March 3, 2020. It also communicates the policy issued by the Department of the Interior (DOI), Office of Wildland Fire (OWF) on December 18, 2018 (Attachment 1 - OWF Policy Memorandum 2019-006).

Background: On December 18, 2018, the DOI, OWF updated and clarified, the timekeeping practices related to base-8 funding for all DOI employees assigned to a wildfire incident. The purpose was to ensure appropriate funding protocols are in place to maintain the financial integrity of the wildland fire management program and prevent the need to borrow funds from other DOI or bureau accounts for extended or challenging wildfire seasons.

Time Frame: This policy is effective immediately and will remain in effect until rescinded or superseded. It will be included in Chapter 6 of the Interagency Standards for Fire and Fire Aviation Operations (Red Book) starting in 2024.

Policy: All BIA employees whose base-8 time is funded by the Wildland Fire Management (WFM) Preparedness Activity should use the Preparedness functional area (FA) prefix of AF100 to appropriately charge their base-8 time to Preparedness while assigned to a wildfire incident. They should also use the work breakdown structure (WBS) prefix of AFSPFIRE (where "FIRE" is amended to the appropriate Fire Code) for the wildland fire incident assigned during base hours.

Appropriate coding of base hours at the WBS level, while still charging correctly to Preparedness when applicable, will aid in appropriate suppression cost analysis and true cost calculation for reimbursable wildland fire incidents.

Wildland Fire Management employees whose base-8 time is funded by another WFM activity - Fuels Management or Burned Area Rehabilitation will charge their base-8 time, and all other time incurred above their base-8 time, to Suppression while assigned to an incident. Refer to the OWF Policy Memorandum 2019-006 for split funded positions.

The QuickTime example below demonstrates appropriate timekeeping documentation for an individual base-8 funded by Preparedness. Note that the Functional Area reflects appropriate

charging of hours, while the WBS reflects the appropriate coding to the benefiting project (wildland fire). Hazard (090) hours are displayed for additional clarity (note, V in the E column).

Select	Hours Code	Sun 04/16	Mon 04/17	Tue 04/18	Wed 04/19	Thu 04/20	Fri 04/21	Sat 04/22	Total	Fav Key	Functional Area	Cost Center	WBS
<input type="checkbox"/>	010		08:00	08:00	08:00	04:00			28:00	***	AF1004040.999900	HOMEUNITS	AFPPBASEWBS00000
<input type="checkbox"/>	010					04:00	08:00		12:00	***	AF1004040.999900	HOMEUNITS	AFSPFIRE000000000
<input type="checkbox"/>	110					08:00	06:00	12:00	24:00	***	AF2001010.999900	HOMEUNITS	AFSPFIRE000000000
<input checked="" type="checkbox"/>	090					14:00	14:00	12:00	40:00	***	AF2001010.999900	HOMEUNITS	AFSPFIRE000000000

**Example Definitions:**

Fav Key (This is established by your timekeeper)

- 001 - utilized when charging and coding to your preparedness funded line of accounting, when not assigned to a benefiting project (wildland fire).

\*\*\* (three asterisks) for this example, \*\*\* was used in above example on all lines.

- Clears out Fav Key, to allow user to manually input a new Functional Area, Cost Center and/or WBS.

Functional Area

- Prefix AF100, reflects Preparedness Activity for base-8 time.
- Prefix AF200, reflects Suppression Activity for hours including overtime pay, hazardous duty pay, base-8 hours for non-preparedness funded employees, or any other applicable pay category while assigned to a wildfire incident. Note that the Suppression LOA can change each FY depending on availability of funding.
- Prefix AF210, reflects Severity Activity (not shown above). Note, base-8 preparedness funded individuals would still utilize the FA prefix AF100 for base hours but would utilize the severity WBS reflecting the severity project assigned. Non-preparedness funded individuals would utilize the FA prefix AF210 for base-8 hours reflecting the severity project assigned. Note that the Severity LOA can change each FY depending on availability of funding.

Work Breakdown Structure (WBS)

- AFSPFIRE0000.00000 reflects Suppression Activity on a wildland fire incident where "FIRE," within the WBS, reflects the Fire Code of the incident. A Fire Code is a four digit-alphanumerical code assigned to each wildland fire incident.
- AFSPTIME0000.00000 has been created for use during periods of high fire activity, specifically for use at the end of pay periods when fire codes have not yet been generated for use in QuickTime. Use of the "TIME" fire code should be temporary and corrected to reflect the benefiting activity (actual fire code) as soon as possible.

If you have any questions regarding this policy, please contact Michael Nutter at Michael.Nutter@bia.gov