

BLM Standards for Fire Business Management

U.S. Department of the Interior
Bureau of Land Management

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CHAPTER 1 PERSONNEL

REFERENCES

- The DOI Payroll Manual
- The BLM Payroll Manual (<http://1.usa.gov/1F05UO>)
- The Code of Federal Regulations (CFR) (<http://1.usa.gov/1mPJMq7>)

CODING BASE-8 HOURS

The BLM follows the base-8 funding policies presented below.

EMPLOYEES FUNDED BY FIRE PREPAREDNESS PROGRAM (LF1000000.HT0000)

Preparedness employees continue to charge their regular base-8 hours to the fire preparedness program when they are assigned to a wildfire suppression incident, including initial attack (LF1000000.HU0000 LF.SP.XXXX0000). Overtime and premium pay is charged to fire suppression functional area and work breakdown structure (WBS) (LF2000000.HU0000 LF.SP.XXXX0000).

Note: In the examples, XXXX=Fire Code.

EMPLOYEES FUNDED BY HAZARDOUS FUELS REDUCTION, EMERGENCY STABILIZATION, BURNED AREA REHABILITATION AND NON-FIRE PROGRAMS

All non-preparedness employees' charge their regular base-8 hours and any overtime or premium pay to the fire suppression program (LF2000000.HU0000. LF.SP.XXXX0000) when they are assigned to a wildfire suppression incident.

The examples above do not include cost centers. Employees should always charge to their own 10-character cost center when coding to suppression.

Questions should be addressed to the state incident business lead or national incident business lead when the state lead is not available. A list of BLM state incident business leads can be found at <http://1.usa.gov/1mPJPCq>.

GUIDANCE ON EARNING, USING AND PAYING OVERTIME AND COMPENSATORY TIME

The following provides guidance on issues related to earning, using, and paying overtime and compensatory time for BLM employees, both those who are covered by the Fair Labor Standards Act (FLSA) (status designation non-exempt), as well as those that are not covered (status designation exempt).

In locations where there are applicable collective bargaining agreement provisions that conflict with this guidance, the collective bargaining agreement takes precedence.

RESPONSIBILITIES

BLM supervisors and managers are responsible for:

- Establishing the hours of duty and work schedules for their employees and being cognizant of the hours being worked by all their employees and whether they are covered (non-exempt) under FLSA. The employee's FLSA designation is very important, as the actual work performed by the employee determines whether they are entitled to overtime compensation and/or compensatory time.
- Taking positive steps to ensure employees are not performing work outside their regular tour of duty unless the immediate supervisor or higher level management have ordered/authorized the work to be done at that particular time. Information on the employee's Position Description Cover Sheet (OF-8) should identify the position's FLSA designation, or the servicing human resources office can provide this information.
- Scheduling work to ensure that the mission and functions of the organization are carried out efficiently and effectively.
- Authorizing and approving overtime or compensatory time in advance before the work is performed. The overtime or compensatory time may be authorized either in writing (preferred) or verbally.
- Distributing overtime equally among employees (collective bargaining agreements should be consulted to determine if this subject is addressed).
- Overtime may be directed as necessary. Failure to work directed overtime may result in disciplinary action. An employee is required to work overtime when ordered, unless the manager determines that the health or efficiency of the employee may be impaired or circumstances make it impossible for the employee to work overtime.

TYPES OF OVERTIME**Callback Overtime**

Paid when an employee is required to return to the place of employment or travels directly to a temporary duty location that is outside their regularly scheduled tour of duty, outside their scheduled time off for a holiday, or on a scheduled non-workday. Any callback overtime is unscheduled work and considered to be "irregular and occasional". Overtime work continuous with the exempt employee's scheduled hours of work is not callback overtime. In other words, overtime is paid for the actual time when an employee is called in to begin working earlier than the employee's start time or is asked to continue working at the end of the employee's scheduled workday. The employee's manager must explicitly order and approve any overtime work that will occur at a non-work site.

Irregular or Occasional Overtime

Work scheduled after the start of the administrative work week for which the supervisor did not know before the start of the administrative work week it would be required.

As an example, an exempt employee's regular work schedule is the traditional Monday through Friday, eight hours a day. On Monday morning, the supervisor is notified of an emergency assignment and informs the exempt employee that overtime must be worked on Wednesday of the same week to meet the deadline. This meets the criteria for irregular or occasional overtime,

1 as it was scheduled after the start of the administrative work week and the supervisor did not
2 know it would be required.

3 Another example, a non-exempt engine crew is working their regularly scheduled shift, 9:00 –
4 18:00 and is called to an incident at 17:00. They begin working their irregular overtime at 18:00.
5 Pre-approval to work the overtime is not required in emergency situations. However, the
6 employees are responsible to notify their supervisor and ensure time documents are completed.

7 **Regularly Scheduled Overtime**

8 Work scheduled before the start of the administrative work week. Overtime is also regularly
9 scheduled if the supervisor or manager knew or should have known in advance of the
10 administrative work week the overtime work would be required.

11 **Compensated Telephone Availability**

12 When an exempt or non-exempt employee is required to remain available by telephone or by
13 other electronic device during certain off-duty hours and does not have to stay at home, but must
14 leave a telephone so they may be called to perform emergency work and respond in a reasonable
15 length of time, s/he is not paid for the time spent in a telephone status. The employee will be paid
16 for actual time worked when the employee receives a call while on scheduled telephone
17 availability and provides guidance without having to report to the work location. The employee
18 only receives callback overtime when required to report to the work location to perform work.

19 **Standby Status**

20 An employee who is required to perform standby duty by remaining at or within the confines of
21 a designated duty location for longer than ordinary periods of time for work-related reasons, not
22 performing actual work but remaining ready to perform actual work when the need arises, is
23 considered to be on duty. Time spent on standby duty is considered hours of work when an
24 employee is restricted to a designated post of duty AND must be in a state of readiness to
25 perform work AND activities are so limited an employee cannot use the time for personal
26 reasons.

27 **Suffered or Permitted Overtime**

28 A non-exempt employee is entitled to compensation for overtime work that is “suffered or
29 permitted” by management. “Suffered or permitted” overtime work occurs when a non-exempt
30 employee works outside of their approved traditional or CWS hours: (a) without the request or
31 approval of a supervisor, AND (b) the work benefits BLM; AND (c) the supervisor knew the
32 work was performed, or had reason to believe the work was performed; AND (d) the supervisor
33 could have prevented the work from being performed. Any “suffered or permitted” overtime is
34 considered irregular and occasional.

35 **Overtime Pay for FLSA Exempt Employees Engaged in Emergency “Wildland Fire 36 Suppression” Activities**

37 Under Public Law 106-558, dated 12/21/2000, employees whose regular and recurring work is
38 determined to be FLSA exempt are to be paid at a rate equal to one and one half (1.5) times their
39 hourly rate of basic pay when they are engaged in emergency wildland fire suppression
40 activities. Wildland fire suppression activities, for this purpose, do not include prescribed fire,

1 other fuels management activities, implementation of fire rehabilitation plans, fire plan
2 monitoring or any non-wildland fire incident activities (DOI Memo dated October 3, 2001).

3 The FLSA exempt employees performing emergency wildland fire suppression work are to code
4 their overtime hours to Hours Code 113 - Fire Fighter Overtime Regular Unscheduled (DOI
5 Memo dated October 3, 2001). This allows payment of overtime under the new rules established
6 under Public Law 106-558.

7 Public Law 106-558 does not affect the maximum earnings limitation rule that limits employee
8 basic and premium pay to the greater of GS-15 Step 10 (Locality Rate) or Level V of the
9 Executive Schedule.

10 **Overtime Pay for FLSA Exempt Employees Engaged in “Non-Wildland Fire” Emergency**
11 **Work:**

12 Emergency work for purposes of determining entitlement to non-wildland fire emergency work
13 overtime, is work in response to a temporary condition that poses a direct threat to human life or
14 safety, serious damage to property, or serious disruption to the operations of an activity, as
15 determined by the employing agency (5 CFR 551.104). Examples of these types of situations
16 include but are not limited to hurricanes, floods, tornadoes, earthquakes and search and rescue
17 operations. During the period of the agency-determined emergency, if the exempt employee’s
18 primary duty (over 50% of employee’s work) is determined to be non-exempt for a work week,
19 the employee becomes non-exempt for that work week and is entitled to FLSA overtime pay for
20 all overtime hours during that work week (5 CFR 551.211).

21 The FLSA exempt employees performing agency-determined emergency work are authorized to
22 be changed as non-exempt in the automated timekeeping system for the work week in which
23 they perform over 50% non-exempt emergency work and are to code the respective overtime
24 hours for that work week to Hours Code 110 - Regular Overtime.

25 **Overtime for a FLSA Exempt Employee**

26 Work time that is officially ordered and approved in excess of 40 hours in an administrative
27 work week, 80 hours in a pay period, or hours in excess of a full-time employee’s scheduled tour
28 of duty. Paid leave is considered hours of work when determining overtime entitlement.
29 Overtime for FLSA exempt employees on a traditional work schedule is hours of work that are
30 officially ordered and approved and in excess of the basic work requirement. This applies to both
31 full- and part-time FLSA exempt employees on traditional schedules, as well as all FLSA
32 exempt intermittent employees.

33 **Overtime for FLSA Non-exempt Employee**

34 Work time that is officially ordered and approved or “suffered or permitted” (where applicable)
35 hours of work in excess of the basic work requirement for a full-time employee’s scheduled tour
36 of duty. Paid leave is considered hours of work when determining overtime entitlement.

37 Overtime for FLSA non-exempt employees on a traditional work schedule is hours of work that
38 is officially ordered and approved or “suffered or permitted,” and in excess of eight hours in a
39 day or 40 hours in an administrative work week. This applies to both full and part-time FLSA

1 non-exempt employees on traditional schedules as well as all FLSA non-exempt intermittent
2 employees.

3 Overtime for FLSA non-exempt employees on CWS is hours of work that is officially ordered
4 and approved or “suffered or permitted.” Overtime for part-time employees on CWS is hours of
5 work that is officially ordered, approved or “suffered or permitted” and is in excess of the
6 number of hours for the basic work requirement for a full-time employee on that type of work
7 schedule.

8 Overtime for FLSA non-exempt employees on FWS is hours of work that is officially ordered
9 and approved and is in excess of the number of hours required for the basic work requirement
10 (not including credit hours, when applicable). Hours of work that are officially ordered in
11 advance (in writing) that are in excess of the basic work requirement are “overtime hours” and
12 will be compensated as such (or as compensatory time if the employee so elects). Overtime for
13 part-time employees on FWS is hours of work that is officially ordered and approved in excess
14 of the number of hours required for the basic work requirement of a full-time employee on that
15 type of schedule. Credit hours worked are not overtime hours and cannot be compensated at the
16 overtime rate or converted to compensatory time.

17 *Other Premium Pay While Working Overtime*

18 *Night Differential*

19 (<http://1.usa.gov/1hJaAoD>)

20 An employee whose work is regularly scheduled between 6:00 p.m. and 6:00 a.m. is paid night
21 differential (10% of rate of basic pay) for hours actually worked. Night differential is not paid for
22 irregular or occasional overtime).

23 *Holiday Premium Pay*

24 (<http://1.usa.gov/1q6DVvP>)

25 Holiday premium pay (100% of rate of basic pay) is paid only for hours included in the
26 employee’s basic work week. Overtime worked on a holiday is not applicable to holiday
27 premium pay and paid at the appropriate overtime rate.

28 *Sunday Premium Pay*

29 (<http://1.usa.gov/1i7CWVX>)

30 Sunday premium (25% of rate of basic pay) is paid only for hours included in the employee’s
31 basic work week. Overtime worked on a Sunday is not applicable to Sunday premium pay and
32 paid at the appropriate overtime rate.

Overtime Computation

Overtime is paid in 15-minute increments.

For each employee whose rate of basic pay does not exceed the minimum rate for GS-10, step 1 (including any applicable special rate for pay for law enforcement officers or special pay adjustments for law enforcement officers under section 403 or 404 of the Federal Employees Pay Comparability Act of 1990, respectively; a locality based comparability payment under 5 U.S.C. 5304; and any applicable special rate of pay under 5 U.S.C. 5305 or similar provision of law), the overtime hourly rate is 1.5 times his or her hourly rate of pay.

For each employee whose rate of basic pay exceeds the minimum rate for GS-10, the overtime hourly rate is equal to the greater of (a) 1.5 times the applicable minimum hourly rate of basic pay for GS-10, step 1; or (b) the employee's hourly rate of basic pay.

Overtime While In Training

The BLM restricts the payment of overtime (and other premium pay) to an employee while attending training. This restriction includes any work an instructor may order an employee to perform outside of the classroom and outside of the hours of training.

Generally, the law prohibits paying overtime hours to employees who are attending training, except under certain circumstances (cited in 5 CFR 410.402 (b), <http://1.usa.gov/Px9guc>, and 551.423 (a) (2), <http://1.usa.gov/1dTP3KG>).

Overtime While In Official Travel Status

The DOI's Personnel Bulletin Number 08-01 dated February 11, 2008, <http://on.doi.gov/1jaB3Lm>, established a policy for employees to earn, on an hour-for-hour basis, either overtime compensation or time off for time in a travel status away from the employee's official duty station when the travel time is not otherwise compensable. It is DOI's policy, that travel on behalf of the DOI must be accomplished during normal business hours. Deviations from standard itineraries should be noted and approved by managers in advance of the travel. The employee is required to document travel times during periods when they are not otherwise compensated.

It is the BLM's policy to compensate non-exempt employees' overtime pay for the time they spend in a travel status outside their normally scheduled hours when the activities are for the benefit of and under the control or direction of the agency.

A non-exempt employee is entitled to receive overtime pay for travel if the travel directly relates to a specific job assignment and extends his/her normal tour of duty.

An employee's normal work day is 7:30 a.m. until 4:00 p.m. and s/he must attend a meeting 30 miles from the office from 2:30 p.m. until 4:30 p.m. The employee is entitled to receive overtime pay for the time spent in the meeting from 4:00 p.m. until 4:30 p.m. and additionally for the travel time back to the office.

A non-exempt employee is entitled to receive overtime pay for officially ordered travel during non-duty hours if they: must work during travel (e.g., driving a government vehicle as part of a

1 work assignment; travel as a passenger on an assignment away from the official duty station; or
2 travel as a passenger on an overnight assignment on a day(s) that is not a regularly scheduled
3 workday that corresponds to their regular working hours.

4 **COMPENSATORY TIME OFF EARNED DURING OFFICIAL TRAVEL (5 CFR 550.1404)**

5 BLM offices must track and manage granted and earned compensatory time off for travel time
6 separately from other forms of compensatory time. All employees must use accrued
7 compensatory time off for travel earned while travelling by the end of the 26th pay period after
8 the pay period during which it was earned, or it will be forfeited, except in the following cases:

9 In rare cases, the BLM Director may grant an exception based on exigency of government
10 business. If an employee fails to use his or her compensatory time off for travel earned under
11 550.1403(a) by the end of the 26th pay period after the pay period it was earned, the BLM
12 Director, at his or her sole and exclusive discretion, may extend the time limit for using such
13 compensatory time off for travel up to an additional 26 pay periods.

14 If an employee has been called to active duty or placed on the long-term rolls for an on-the-job
15 injury and later returns to service with the DOI, the compensatory time off for travel will be re-
16 credited and the employee will be obligated to use all the compensatory time by the end of the
17 26th pay period following the pay period in which the employee returns to duty, or such
18 compensatory time off for travel will be forfeited.

19 **COMPENSATORY TIME**

20 (<http://www.opm.gov/oca/pay/html/comp.htm>)

21 ***General***

22 Compensatory time is a substitute for monetary overtime. A manager cannot grant compensatory
23 time for work that does not qualify as overtime work.

24 Compensatory time is granted for an equal amount of overtime work performed. Managers and
25 supervisors have the discretion to order and approve compensatory time for exempt employees in
26 increments appropriate to business requirements.

27 Compensatory time, instead of overtime for non-exempt employees, may be granted at the
28 employee's request. The authorization for compensatory time in lieu of overtime is subject to the
29 following limitations: any employee has the option to elect compensatory time instead of
30 payment for irregular or occasional overtime; and an employee on a FWS has the option to elect
31 compensatory time in lieu of paid overtime for regularly scheduled overtime. For situations in
32 which an employee has the option to elect compensatory time in lieu of paid overtime, the
33 election is solely at the employee's discretion. Managers and supervisors should avoid the
34 appearance of coercing employees into requesting compensatory time. Approval to elect
35 compensatory time in lieu of paid overtime must be done in advance of working the overtime.
36 For those employees who may desire to choose compensatory time in lieu of emergency fire
37 overtime, must negotiate with their supervisor prior to taking an assignment and document in

1 writing. The approved request is to be attached to the OF-288 for each employee and given to the
2 timekeeper for filing.

3 **Note: For Exempt employees compensatory time is considered premium pay and is**
4 **included in the annual pay cap calculations.**

5 Management may require that compensatory time be provided instead of payment for an equal
6 amount of irregular and occasional overtime work for an exempt employee whose rate of basic
7 pay is greater than a GS-10, step 1. The decision to pay compensatory time is management's
8 discretion.

9 Compensatory time, instead of overtime, may also be granted at the request of an exempt
10 employee, subject to the following limitation: any employee has the option to elect compensatory
11 time instead of payment for irregular or occasional overtime; and an employee on a FWS has the
12 option to elect compensatory time in lieu of paid overtime for regularly scheduled overtime. An
13 employee on a traditional schedule or CWS cannot be authorized compensatory time in lieu of
14 regularly scheduled overtime pay, even if requested by the employee.

15 General rules on the use of compensatory time off:

- 16 • Employees and managers have a shared responsibility for ensuring use of compensatory
17 time as soon as practicable. Compensatory time off earned must be used by the end of the
18 26th pay period after the pay period during which it was earned. If a non-exempt
19 employee does not take the earned compensatory time off within 26 pay periods, transfers
20 to another agency or separates from Federal service, then s/he will receive payment for
21 the unused compensatory time at the overtime rate in effect when earned. If an exempt
22 employee does not take the earned compensatory time off within 26 pay periods, transfers
23 to another agency (outside the DOI) or separates from Federal service, then s/he will lose
24 the compensatory time.
- 25 • Generally, accrued compensatory time should be used before annual leave is approved,
26 unless the use of accrued compensatory time will result in the forfeiture of use-or-lose
27 annual leave.
- 28 • Compensatory time cannot be used to offset advanced leave.
- 29 • Employees who move to another bureau within the DOI will have their compensatory
30 time balance transferred to the gaining bureau.

31 Change in FLSA Status

32 An employee's unused compensatory time is subject to the policy or regulations under which it
33 was earned, regardless of his/her current FLSA designation.

34 Approval

35 Deputy Directors, Assistant Directors, State Directors and Center Directors have the authority to
36 identify and approve hours which will be creditable toward the accrual of compensatory time.
37 This authority may be further delegated, at their discretion, to the lowest managerial level
38 practicable that serves the interest of the organization.

CREDIT HOURS

Credit hours are hours of work in excess of the basic work requirement and worked at the employee's option. Credit hours are only available to BLM employees under FWS. Employees may not earn credit hours on a traditional or CWS. Employees must request and receive management approval before working credit hours. Credit hours cannot be granted for overtime worked. Employees receive their regular pay, not overtime pay or compensatory pay, when credit hours are liquidated.

For more information, refer to <http://1.usa.gov/1q0rqjv>.

HAZARD PAY DOCUMENTATION

In order to provide proper documentation in support of the entitlement to hazard/environmental pay differentials, BLM employees should notate on Crew Time Reports (SF-261) and other supporting documentation the duty performed that supports the entitlement. While providing documentation that the fire is "uncontrolled" could be considered additional documentation, it alone does not adequately support the entitlement to hazard/environmental pay differential.

Further reference regarding Hazard Pay qualifications can be found at:

GS Employee References:

- IIBMH page 10-26 (line 30) through page 10-30 (line 6)
- 5 CFR 550.901 through 550.907 and Appendix A (www.ecfr.gov)
- 5 CFR 532.511 and 513

Prevailing Rate Employee (WG, WS & WL) References:

- IIBMH page 10-30 (line 8) through page 10-33 (line 17)
- 5 CFR 532.511 and Appendix A (www.ecfr.gov)

A document that provides describing proper documentation of hazard pay for crew time sheets and fire time sheets can be found at <http://1.usa.gov/1hJbRMi>.

BOOT STIPEND

The National Wildfire Coordinating Group (NWCG) wildland fire boot standard has been adopted by the BLM as appropriate for safe work on the fireline. The NWCG has also concluded that protective footwear is very personal in nature, and can be used by employees off the job site. In October 2011, the DOI issued Office of Wildland Fire Coordination Memorandum 2011-2, Department of the Interior Wildland Fire Boot Stipend, authorizing payment of the wildland fire boot stipend.

QUALIFICATIONS

To qualify for the wildland fire boot stipend, a taxable benefit in the amount of \$100.00 per calendar year, individuals must be:

A permanent full-time, career-seasonal or temporary employee who:

- Holds a current incident qualification card with a fitness rating of moderate or arduous, **and**
- Encumbers a position that has been approved for special (firefighter) retirement (regardless of appointment type), **and**
- Is primarily employed in one of the following categories:
 - Fire operations supervisor/station manager
 - Fire engine crew (including engine captain, engine operator, and engine crewmember)
 - Fire water tender crew (including fire water tender operator, and fire water tender crewmember)
 - Fire heavy equipment operator (including fire heavy equipment operator, fire bulldozer/tractor plow operator, and firefighters/crewmembers assigned as primary support staff)
 - Helitack crew (including helicopter crew supervisor, assistant, squad leader, and helicopter crewmember)
 - Hand crew (including crew supervisor, assistant, squad leader and crewmembers of Type 1 interagency hotshot crews and Type 2 crews)
 - Smokejumper
 - Alaska fire specialist (Alaska FSS)
 - Fuels technician/specialist responsible for implementing prescribed fires (stipends for these positions will be paid with hazardous fuels funds)

Personnel hired under the administratively-determined (AD) authority who:

- Hold a current qualification card with a fitness rating of moderate or arduous, **and**
- Have received their first fire assignment in an Incident Qualification Certification (IQCS) position requiring a moderate or arduous fitness rating (as per the PMCS 310-1 or agency requirements).

PROCEDURES FOR AUTHORIZING PAYMENT OF BOOT STIPEND

Once the qualification has been determined:

Regular Government Employees

- The employee will fill out the following fields on the A-18, Report of Taxable Fringe Benefits Form, located at <http://1.usa.gov/1i7GyqX>.
 - Name: *Employee's Name*
 - Social Security Number: *Only the last 4 digits of the employee's SSN*
 - Sub bureau: *Employee's State Code (i.e., LLAk, LLAZ, LLFA, etc.)*

- 1 • The authorizing officials will complete the following fields and forward the A-18 to the
- 2 Servicing Human Resource Office (SHRO):
- 3 o From: *Authorizing Officials Name*
- 4 o P.C. EFB (Taxable Benefit) Cost account #: *LFSPB00T0000*
- 5 – For Regular Government Employees: *LF100000 HT0000*
- 6 – For Casuals: *LF200000 HU0000*
- 7 o Authorized By: *Authorizing Officials Signature*
- 8 o Date: *Date Signed*
- 9 o Phone Number: *Authorizing Official's Phone Number*
- 10 • The SHRO will verify all forms are completed and signed and will forward Form A-18
- 11 to the National Business Center, Payroll Operations Division, Attn: D-2663 for payment
- 12 processing. (Forms can be faxed to 303-969-7429.)

13 Casual or AD Hires

- 14 • Payments will be processed by the DOI Casual Payment Center (CPC). It will be a
- 15 taxable wage and included on their W-2 in block 1, Wages.
- 16 • Completion of the A-18 is not required for reimbursement to an AD. On the Emergency
- 17 Firefighter Time Report (OF-288) indicate in the Remark/Commissary section of the
- 18 OF-288 the current year, "Boot Stipend", the amount of the reimbursable (\$100) and
- 19 identify the cost string (i.e., LLID9340000.LF2000000.HU0000.LFSPB00T0000).
- 20 • Boot stipend reimbursement requests inadvertently omitted from the OF-288 can be
- 21 processed by sending a list to the CPC, in lieu of an additional OF-288. The list must
- 22 include:
- 23 o Casual's Full Name
- 24 o Employee Common Identifier (ECI)
- 25 o Qualifying Position Code
- 26 o Full Cost String
- 27 o Entitlement Year

28 **POSTING FIRE TIME IN QUICKTIME**

29 DEFINITIONS

30 Accounting Code

31 BLM accounting code for suppression:

32 LLFA400000	LF2000000	HU0000	LFSPPA510000
33 (Cost Center)	(Functional Area)	(PE Code)	(WBS)

34 See Chapter 8 and 9 for detailed accounting code information.

35 Administrative Work Week

36 Period of seven consecutive calendar days designated in advance by the head of a department (5
37 U.S.C. 6101(a)).

Assignment

The time period (days) between the first full operational period at the first incident, or reporting location on the original resource order, and commencement of return travel to the home unit.

Base Hours

The number of hours in a daily tour of duty.

Basic Work Week

Refers to the scheduled work week of the employee (individual) at the home unit.

Callback

Employees are entitled to a minimum of two hours of regular overtime or compensatory time when they are required to return to their place of work or are called in to work on a non-workday. This does not apply when receiving phone calls outside of normal working hours on work related matters.

The two hour call back provision in law does not apply when assigned to an incident.

Compensable Hours and Travel

Those hours of work or travel for which an employee is authorized to receive compensation.

Days Off

After completion of a 14 day assignment and return to the home unit, two mandatory days off will be provided (2 after 14). During an incident, if the assignment is extended, mandatory days off are applied before the 22nd day.

Environmental Differential

An additional pay entitlement for Wage Grade employees for irregular or intermittent work involving unusual hazard which could result in serious injury or death; or exposure to an unusually severe physical hardship or working condition (see code chart in the DOI Time and Attendance (T&A) Pay Codes Manual).

Emergency Support Function (ESF) #4

The ESF#4 is an annex under the National Response Framework (NRF) which manages and coordinates federal firefighting activities. The BLM may also respond under ESF#4 to assist with non-fire emergencies (e.g., floods, hurricanes, earthquakes) that are presidentially declared.

General Schedule (GS)Employee

A regular federal government employee who is compensated under the GS Pay Plan.

Guaranteed Hours

All employees are guaranteed at least 8, 9, or 10 hours (depending on their established daily tour of duty) of pay each day while assigned to an emergency. Exception: When personnel are required to take a mandatory day off which falls on their normal day off, there will be no pay compensation.

Hazard Pay

A pay differential for GS employees for the performance of hazardous duty or duty involving physical hardship not usually involved in carrying out the duties of his/her position. Reference 5 U.S. Code 5545 (d) and 5 CFR 550.903 (see code chart in the DOI T&A Pay Codes Manual).

Home Unit

The employing office where the employee is regularly assigned.

Incident

An occurrence, either human-caused or natural phenomenon that requires action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Assignment

An assignment to an incident that requires a length of commitment.

Length of Assignment

An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit. Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extension of up to 14 additional days.

Management Directed Days Off

Agency policy determines approval authority level and documentation requirements for a management directed day off. A management directed day off may only be given when the employee is at the home unit.

Military Time

Consecutive, numbered hours based on a 24-hour day. Midnight is the cutoff time between days (i.e., one minute after midnight is 0001, midnight is 2400). Reference the Interagency Incident Business Management Handbook (IIBMH) (chapter 10, exhibit 2, page 10-48).

On Call

Employee will be in on-call status if he or she is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain in a reasonable call-back radius. The employee may be subject to restrictions necessary to ensure that he or she will be able to perform his or her duties and responsibilities safely, such as restrictions on alcohol consumption or use of certain medications. On call time is non-compensable.

Off Shift

Non-compensable time; e.g., eating, sleeping, or other activities of a personal nature.

Ordered Standby

When an employee has been directed or ordered to be in ready status (fully outfitted, awaiting imminent departure) at an assembly point, staging area, or other location and is awaiting departure. 5 CFR 551.431(a) (1) states: "An employee is on duty, and time spent on standby duty

1 is hours of work if, for work-related reasons, the employee is restricted by official order to a
2 designated post of duty and is assigned to be in a state of readiness to perform work with
3 limitations on the employee's activities so substantial that the employee cannot use the time
4 effectively for his or her own purposes."

5 **Pay Period**

6 The two week period used to compute pay.

7 **Prevailing Rate Employees**

8 Employees who are compensated under the Federal Wage System. They are frequently referred
9 to as wage grade (WG), wage leader (WL), or wage system (WS) employees.

10 **Regular Government Employees**

11 Includes all those people hired under authorities other than the pay plan for emergency
12 firefighters. General schedule and prevailing rate employees are included in this category.

13 **Spot Change**

14 A spot change occurs on the second continuous day of an incident, at 0001, and each day until
15 the emergency is over. A regular government employee's normal daily tour is "spot changed" to
16 where the first 8, 9, or 10 hours worked are base hours. Any time worked over the base hours are
17 paid at the appropriate overtime rates.

18 **Time Record**

19 A time record documents actual time worked and includes justifications for hazard pay,
20 compensated meal breaks, excessive hours, etc. and must be approved by an incident supervisor.
21 This could be a Crew Time Report (CTR), locally approved Field Time Report or an OF-288.

22 **Tour of Duty**

23 The hours of a day (a daily tour of duty) and the days of administrative work week (a weekly
24 tour of duty) that constitutes an employee's regularly scheduled administrative work week.

25 **Travel**

26 Time spent in transit from one location to another, and while awaiting transit to or from an
27 incident.

28 **INCIDENT ASSIGNMENTS**

29 **Tour of Duty**

30 In applying fire time occurring during a pay period, keep the current work schedule and be sure
31 to document the specific work schedule.

32 **Single-Day Assignment**

33 All compensable hours are covered under FLSA and Title 5 U.S.C. provisions as applicable.

34 Usually no changes are made in an individual's regularly assigned tour of duty when the
35 emergency incident assignment, including travel, is contained within one calendar day (0001 to
36 2400 hours).

Multi-Day Assignments and Spot Change

Employees remain on their current tour of duty through the first day of an incident assignment. At 0001 on the second continuous day of the incident assignment, the employee “spot changes” to a first 8, 9, or 10-hour schedule as shown below:

<u>Work Schedule</u>	<u>Spot Change</u>
First 40 or Regular	First 8
5-4/9	First 9 (or 8)
4-10's	First 10
Maxiflex (No matter what schedule you work within maxiflex)	First 8

Employees remain on their new spot change schedule through the last day of work or travel associated with the incident.

For a two day incident, the Supervisor may elect to not spot change the individuals tour of duty.

When posting time for an employee that has been spot changed, in QuickTime click on the remarks tab and select "Employee working under temporary tour of duty change."

Guaranteed Hours on an Incident Assignment

Every day is considered a workday during an incident assignment until the assignment is over or the employee is officially released from the incident. This includes personnel assigned to support an incident or multiple incidents from a location other than the incident camp, such as dispatchers, buying team members, payment teams, incident business advisors, and pilots.

Exception to this rule: When personnel at the incident are required to take a mandatory day off which falls on their normal day off, there will be no pay or any other form of compensation.

The entitlement for the guarantee does not begin or end at any specific time during a day, but is calculated at the end of the calendar day to ensure the employee's compensation for work, compensable travel, and ordered standby is at least equal to their base.

Crossing Time Zones

When traveling from one time zone to another (both to and from an incident assignment), time should be recorded in the clock hours of the first time zone until off shift for the day. The next work shift is recorded in the new time zone.

Compensation for Travel

Travel to and from an incident is compensable; time starts when employee leaves home to report to an incident, unless employee first reports to their duty station. In that case, this would be considered normal home to work travel and is not compensable. Travel would then start when employee leaves official duty station.

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

1 Travel interruptions exceeding three hours (i.e., air travel delays), where employees are free to
2 sleep, eat, or to a limited degree pursue personal activities, are considered non-compensable.

3 Waiting time of more than three hours should be noted in Block 11 of the CTR or OF-288. All
4 travel time should be recorded using the time zone of departure.

5 **Work /Rest, Length of Assignment, And Days Off**

6 The intent of the work/rest, length of assignment, and days off guideline is to manage fatigue and
7 provide flexibility for incident commanders and agency administrators managing initial attack,
8 extended attack, and large fires.

9 **Work /Rest**

10 To maintain safe and productive incident activities, incident management personnel must
11 appropriately manage work and rest periods, assignment duration and shift length for personnel
12 (reference chapter 7, Interagency Standards for Fire and Fire Aviation Operations). A justification
13 will be documented in the daily incident records for those instances where a works shift exceeds
14 16 hours and those that do not meet the 2:1 work-to-rest ratio. Documentation shall include
15 mitigation measures used to reduce fatigue.

16 The time officer's/unit leader's approval of the OF-288, or other agency pay document, certifies
17 that the required documentation is on file and no further documentation is required for pay
18 purposes.

19 **Length of Assignment**

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

24 Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days
25 may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of
26 travel).

27 **Paid Days Off**

28 A regular government employee is compensated for base hours (8, 9, or 10 hours per the normal
29 weekly tour of duty) for all days assigned to the incident. Compensation on a paid day off cannot
30 exceed the base hour requirement. The base hour requirement is met by any hours recorded in a
31 calendar day (e.g., work, travel, administrative leave, etc.).

32 After completion of a 14 day assignment and return to the home unit, two days off will be
33 provided (2 after 14). In addition, personnel may be extended up to 14 additional days.
34 Regardless of extension duration, two mandatory days off will be provided prior to the 22nd day
35 of the assignment.

36 Code a paid day off occurring on a regular workday to hours code (HC) 060 which will populate
37 the generic Administrative Leave Functional Area in the automated payroll system.

1 Employee/supervisor/timekeeper will enter “paid day off authorized for (month/day)” in the
2 QuickTime comments section.

3 NOTE: Employees are not compensated for a day off occurring at the home unit or on the
4 incident that falls on a scheduled day off or on a holiday.

5 **Management Directed Days Off**

6 A management-directed day off occurs only on a regular government employee’s normal
7 workday while at the home unit.

8 Supervisors hold the responsibility for managing work schedules for initial attack, dispatch and
9 incident support personnel during extended incident situations. During periods of non-routine or
10 extended activity, these employees will have a minimum of one day off in any 21-day period.
11 The IIBMH, chapter 10, addresses management-directed days off.

12 Required days off for all employees are non-compensable when they occur on the employees
13 scheduled day(s) off or on a holiday. Home unit agency administrators may authorize additional
14 day(s) off with compensation to further mitigate fatigue.

15 Code the management directed day off to HC 060 which will populate the generic
16 Administrative Leave Functional Area in the automated payroll system.
17 Employee/supervisor/timekeeper will enter “paid day off authorized for (month/day)” in the
18 QuickTime comments section.

19 If leave is taken for personal reasons not related to mandatory days off, the employee will be
20 placed on off-duty status; the OF-288 will show the total hours actually worked and the remarks
21 block will document that the employee was released for personal reasons.

22 **GENERAL GUIDELINES**

23 State/field offices are responsible for establishing procedures to ensure:

- 24 • Adequate documentation of time worked in support of emergency incidents, including
25 initial attack.
- 26 • Supervisor review/verification of employee time records for adherence to and
27 documentation of the established work/rest policy.
- 28 • Proper application of overtime and special pay regulations (e.g., night differential,
29 hazard, exempt employee working in a non-exempt position).
- 30 • Employees on off-unit incident assignments are responsible to submit the original
31 Emergency Firefighter Time Report, OF-288, to their home unit through their supervisor
32 for processing of T&A and related payroll deductions. The supervisor approves travel
33 time not posted at the incident. Overtime associated with firefighting or ESF#4 activities
34 must be supported by some type of overtime authorization (e.g., CTR, OF-288, or other
35 Overtime Authorization Form) signed by the supervisor.
- 36 • The home unit timekeeper, or employee if they are posting time into QuickTime, codes
37 incident time per the Federal Personnel/Payroll System (FPPS) T&A Pay Codes Manual,
38 National Business Center Client Interface Manual, the IIBMH, and this guidance.

- 1 • The original OF-288 is retained in T&A files, per records management requirements.
- 2 • Time is recorded on an OF-288 using military time. Each workday involves a 24- hour
- 3 period, and each day starts and stops at midnight. Every day (Sunday through Saturday)
- 4 is considered a workday during an incident until the incident is over or the employee is
- 5 officially released from the incident.
- 6 • Time may be recorded in 15-minute, 30-minute, 45-minute, and one-hour increments.
- 7 • The OF-288s, Emergency Firefighter Time Reports, will have fire related activities
- 8 identified as follows:
 - 9 ○ Regular time – by military hours – no initial shown.
 - 10 ○ Travel time – by military hours – initial “T”
 - 11 ○ Hazardous Duty time – by military hours – initial “H”
 - 12 ○ Environmental Duty time – by military hours – initial “E”
- 13 • *Fire time recorded on CTR should also use the same initials to identify work activities.*
- 14 • Timekeepers who are recording duty hours from the OF-288 onto the T&A may not make
- 15 any changes to “clock” time; however, corrections may be made to any addition or
- 16 subtraction errors on the “time” totals.

17 PAY CODES IN QUICKTIME

18 Following are hours codes related to wildland fire and non-fire emergency incidents. For specific
19 definitions on pay codes refer to definitions earlier in this chapter.

20 BASE TIME

21 HC 010, Regular Time

22 This is used to record the regularly scheduled tour of duty hours an employee worked during the
23 basic work week.

- 24 • Maximum Hours Per Day - Do not record more than 8 hours of regularly scheduled duty
- 25 hours per day, unless the employee is working an approved alternate work schedule.
- 26 Then enter 9 or 10 hours, as applicable.
- 27 • Meal Period - Compensable meal period is the exception, not the rule. A meal period is
- 28 only compensable when work is actually being performed and documented on a crew
- 29 time report.
- 30 • Ordered Standby - Ordered standby is limited to those times when employees are held by
- 31 direction or orders at a specific location, fully outfitted and ready for assignment. The
- 32 hours may be paid as base or overtime. Employees are not entitled to standby for time
- 33 spent eating when actual work is not being performed, nor when free to rest, eat, or
- 34 pursue activities of personal nature (i.e., mob/demob center).

35 HC 020, Annual Leave Used

36 This is used to record hours of annual leave used that are to be charged against the employee’s
37 accrued annual leave balance.

HC 030, Sick Leave Used

This is used to record hours of sick leave used that are to be charged against the employee's accrued sick leave balance.

An employee who has been determined to be too sick to perform work is entitled to guaranteed regular hours on the first day of the illness. On the second day the employee is placed on sick leave if the day is within the employee's basic work week at the home unit. If the second day of illness occurs on the employee's regular non-scheduled workday day, no pay is given for that day.

HC 040, Compensatory Time – Earned

Compensatory time earned is time off with pay in lieu of overtime pay. Authorized compensatory time is earned in 15 minute increments.

HC 041, Compensatory Time – Used

This is used to record compensatory hours used. Compensatory time off may be taken in minimum periods of 15 minutes or multiples thereof.

HC 046, Compensatory Time Off for Travel – Earned

This is used to record the hours of compensatory time off for time spent by an employee in travel status away from the employee's official duty station when such time is not otherwise compensable. Authorized compensatory time is earned in 15 minute increments.

HC 047, Compensatory Time Off for Travel – Used

Authorized compensatory time off for travel is used in 15 minute increments.

HC 050, Holiday Not Worked

This is to record hours paid to the employee for all federally declared holidays. The employee will claim hours based on their normal work schedule.

HC 051, Holiday Worked

This code is to record hours worked for all federally declared holidays.

HC 59A, Commissary Charges

This code is used to post commissary charges for personal items charged at an incident. Commissary charges are documented in Section 13 of the OF-288. Payroll deductions for commissary items are processed using Form 1340-15, Timekeepers/Quarters, Meals, Commissary Adjustment Notice. It is the responsibility of the employee to ensure the Form 1340-15 is completed and the original forwarded to the DOI National Business Center (DOI-NBC), D-2663. A copy should be retained in the employee's T&A file.

HC 060, Administrative Leave

This is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. Use HC 060 to code days off occurring on a regular workday at the home unit following a 14 day assignment and/or management directed days off. Employees are not compensated for a day off occurring at the home unit or on the incident that falls on a scheduled day off or on a holiday.

OVERTIME**HC 110, Overtime Regular**

This is used to record overtime hours performed outside the basic 40-hour work week. Use HC 110 to record wildland fire suppression activities for all non-exempt employees.

HC 110 is also used for recording overtime hours for an exempt employee working in support of non-fire emergencies (e.g., hurricanes, floods, earthquakes, etc.), and their primary duties are non-exempt for over 50% of the employee's work. Reference the IIBMH (chapter 10).

HC 111, Callback Overtime

This overtime is paid at the same rate as the rate of regular overtime for the employee.

HC 113, Overtime Exempt Employees

Premium pay for work in connection with emergency suppression activities. The HC 113 is used to record overtime hours performed outside the basic 40 hour work week for those exempt employees assigned to emergency wildland fire suppression activities to include Federal Emergency Management Act (FEMA) wildland fires.

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).

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 non-fire incident (e.g., hurricanes, earthquakes, floods, or other non-fire presidential declarations).

DIFFERENTIALS**HC 090, Hazard Pay**

All GS/WG employees are eligible for hazard/environmental differential, computed at 25 percent of the base rate for all hours in pay status, when performing firefighting, uncontrolled fires, climbing above 50 foot structures, tree climbing, low level flying, groundwork beneath hovering helicopters, and work in rough and remote terrain. Timekeepers should consult the FPPS T&A Pay Code Manual (page 8-1) for the proper codes. Definition and criteria for entitlement to hazardous pay for a GS employee is covered in the NWCG Interagency Incident Business Management Handbook (chapter 10) and 5 CFR 550.901 through 907. Criteria for entitlement to environmental differential for WG employees are covered in the NWCG Interagency Incident Business Management Handbook (chapter 10) and 5 CFR 532.511 and 513.

- GS employees – the OF-288 will show an “H” by the hours. The timekeeper will need to place a “H” in the Environmental Hazard “EH” section of the QuickTime screen for all hours in pay status and use a 090 line.

Example: 090 V LF2000000 HU0000 LFSP____0000

- WG employees – the OF-288 will show an “E.” The timekeeper will need to place an “V” in the “EH” section of the QuickTime screen for all hours in pay status and use a 090 line.

Example: 090 H LF2000000 HU0000 LFSP_ _ _ _ 0000

Pay Codes 090 Environmental/Hazard Differential
091 Environmental/Hazard Differential Not Worked
092 Environmental/Hazard Differential Overtime Worked
093 Environmental/Hazard Differential Overtime Non Worked
094 Environmental/Hazard Differential Sunday Overtime
095 Environmental/Hazard Differential Sunday Overtime Not Worked
096 Environmental/Hazard Differential Holiday
097 Environmental/Hazard Differential Holiday Not Worked
098 Environmental/Hazard Differential Sunday Premium

HC 130, Night Differential

This is used to record hours worked between 1800 through 0600.

The BLM Manual 1400-550 (Pages 11-12) states:

Night Differential Pay

A. Eligibility

- 1) An employee who is regularly scheduled to perform work between 6 p.m. and 6 a.m.
- 2) An employee who is temporarily assigned to a tour of duty which includes night work during their administrative workweek.
- 3) An employee who is assigned to a regularly scheduled night tour of duty and leave taken totals less than 8 hours in a pay period.
- 4) Employees who are on a first 40-hour tour of duty are entitled to night differential pay for all hours worked between 6 p.m. and 6 a.m. within their first 40-hour tour of duty.

B. Relationship to Other Pay

- 1) GS employees receive night pay differential when they perform regularly scheduled night work between the hours of 6 p.m. and 6 a.m. For these employees, night pay differentials are paid in addition to overtime, Sunday pay, or holiday pay but are not included in the rate of base pay used to compute these premium payments. OPM’s website (<http://1.usa.gov/1hJaAoD>) provides additional guidance.
- 2) FWS employees regularly assigned to a night shift, who perform work which extends into or falls entirely within a day shift, shall be entitled to overtime pay computed on the night rate.

HC 140, Sunday Premium Worked

This is used to record the non-overtime hours worked between midnight Saturday and midnight Sunday. Employees who are entitled to Sunday Premium are those whose regular basic tour of

1 duty at their home unit includes Sunday as part of their basic work week. These employees retain
2 the Sunday Premium on the incident as long as they perform work on Sunday.

3 **INJURY LEAVE – CONTINUATION OF PAY (COP)**

4 The COP rates are established according to Federal Employee Compensation Act (FECA)
5 regulations. Directions for coding the OF-288 are found in the IIBMH, chapter 10. For Office of
6 Workers' Compensation Program (OWCP) technical direction on coding OWCP lost time,
7 coordinate with your local compensation specialist. The compensation specialist is responsible
8 for verifying the continuation of pay rate and that other compensation disability reporting
9 requirements are met.

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

12 Pay Codes:

- 13 • 160, FECA/COP Paid (1st Occurrence) Continuation of pay (COP) for employees who
14 sustain a disabling, job-related, traumatic injury. These employees are entitled to COP for
15 a period not to exceed 45 calendar days from the date of injury.
- 16 • 161, FECA/COP Unpaid (1st Occurrence) Periods of unpaid time (non-work days) that
17 fall within a period of paid FECA/COP leave.
- 18 • 164 - FECA/COP - Paid (2nd Occurrence)
- 19 • 166 - FECA/COP - Paid (3rd Occurrence)
- 20 • 168 - FECA/COP - Paid (4th Occurrence)
- 21 • 16L - FECA/COP - Paid (5th Occurrence)
- 22 • 16N - FECA/COP - Paid (6th Occurrence)
- 23 • 16Q - FECA/COP - Paid (7th Occurrence)
- 24 • 16S - FECA/COP - Paid (8th Occurrence)
- 25 • 16U - FECA/COP - Paid (9th Occurrence)
- 26 • 16W - FECA/COP - Paid (10th Occurrence)
- 27 • 16Y - FECA/COP - Paid (11th Occurrence)

28 **OTHER KEY POINTS**

29 **Maximum Earning Limitation**

30 The CFR 550.105(a) limits GS employee's bi-weekly pay to the greater of the maximum step of
31 a GS-15 or level V of the Executive Schedule (see also 5 CFR 550.106(c)(1)). The bi-weekly
32 maximum earnings limitation is waived for employees working in support of emergency
33 wildland fire suppression activities. In order to qualify for the bi-weekly maximum earnings
34 limitation, an employee's overtime work must be charged to wildland fire, Burned Area
35 Emergency Stabilization and Rehabilitation (ESR), severity, or wildland fire suppression funds
36 tied to the support of suppression operations, and that overtime work must be recorded on a time
37 sheet approved by an appropriate supervisor.

1 All employees working on or in support of all non-wildland fire emergency incidents or activities
2 are subject to the bi-weekly maximum earnings limitation. In certain non-wildland fire
3 emergency circumstances, the bi-weekly maximum earnings limitation may be waived. The bi-
4 weekly waiver must be approved by either the BLM WO Human Resource office or by the DOI
5 Human Resource office if all four DOI bureaus are affected. When a waiver is requested for all
6 four DOI fire bureaus, the request must be sent to the DOI Human Resource office through
7 OWF. When the bi-weekly limitation is waived, written direction will be issued from the BLM
8 Assistant Director, Fire & Aviation Directorate. However, in all situations, the annual maximum
9 earnings limitation remains in place.

10 **Incident Job Codes**

11 *FireCodes*

12 Unique FireCodes are required for any size class fire, trespass fires, billable/reimbursable fires,
13 and fires of suspicious origin (arson).

14 *FEMA Support*

15 All hazard (non-fire) incidents declared under the Stafford Act will have a reimbursable code.
16 The FEMA reimbursable codes are posted on the National Interagency Fire Center (NIFC)
17 budget web site.

18 *FEMA Wildland Fire Support*

19 All wildland fires declared under the Stafford Act will have a reimbursable code. These are
20 posted on the NIFC Budget web site.

21 *Non-Federal Department of Defense (DOD) Fires with BLM Support*

22 States and the DOD do not utilize the FireCode system to generate codes; however, BLM will
23 retrieve a FireCode if federal resources respond and provide support. The agency that receives
24 the request initially and fills an order will generate the FireCode. The information contained in
25 the FireCode record will identify it as a non-federal fire. Costs associated with these fires will be
26 collected through a reimbursable agreement.

27 *Severity*

28 FireCode is used to assign project numbers for BLM severity activities. When the BLM assists
29 other DOI agencies, the FireCode severity number provided by the requesting agency will be
30 used. The FAD will use the interagency FireCode system to assign one code annually for all
31 severity assistance provided to the Forest Service by BLM.

32 *Administratively Uncontrollable Overtime (AUO)*

33 AUO and Fire Assignments – Refer to 1400-550 Pay Administration Manual.

34 **Administration**

35 *Quick Time*

36 The DOI NBC, Federal Personnel Payroll Systems and Services Directorate, provides support
37 and maintenance for the QuickTime automated T&A system software. QuickTime is a web-
38 based T&A system that allows employee entry of time, as well as traditional timekeeper data
39 entry. The system provides extensive editing to ensure that data meets relational edits and

1 regulatory requirements. The T&As must be validated and certified through electronic signatures
2 before updating and producing payroll interface files. The system also provides built-in audit
3 trails and management controls.

4 *OF-288, Emergency Time Report*

5 Changes should not be made to the OF-288, with the exception of posting travel time and
6 correcting math errors once the employee arrives at the home unit. The original OF-288 is
7 retained in the employee's T&A files, per records management requirements.

8 *Commissary*

9 Incident management teams may establish an agency-provided commissary to provide personal
10 items such as socks, boots, and tobacco products to incident personnel. Items purchased from an
11 agency-provided commissary are always payroll deducted. The incident finance/administration
12 section posts commissary payroll deductions to block 22 of the individual's OF-288.

13 Payroll deductions for commissary items are processed using Form 1340-15,
14 Timekeeper/Quarters, Meals, Commissary Adjustment Notice. It is the responsibility of the
15 employee to ensure the Form 1340-15 is completed and the original forwarded to the DOI-NBC,
16 D-2663. A copy should be retained in the employee's T&A file.

17 *Federal Appointment Authorities*

18 *30-Day Critical Need*

19 Appointment that does not exceed 30 days, for which a critical hiring need exists. (5CFR
20 213.3102(I)(2))

21 *Temporary NTE Noncompetitive Reinstatement Eligible*

22 Appointment expected to last for a specified period not to exceed one year. (5CFR 316.402(B)(1))

23 *Temporary Promotion*

24 Time limited promotion of an employee to a higher graded position for a specific period of time.
25 (Agency Merit Promotion Plan)

26 *Detail*

27 Temporary assignment of an employee to a different position within an agency, at the same
28 grade and pay, for a specific period.

29 *Temporary NTE Competitive*

30 Appointment expected to last for a specified period not to exceed one year. (5CFR 316.402(B)(1))

31 *Dual Appointment*

32 Agency career, career conditional, or term employees, in non-pay status under their
33 permanent/term appointment in one agency, may be employed in a temporary appointment with
34 another agency, during the period of non-pay. (Applicable temporary hiring authority)

35 *Administratively Determined (AD) Pay Plan for Emergency Workers*

36 The pay plan applies only to those individuals (casual hires) that are recruited for the sole
37 purpose of dealing with an immediate fire emergency, extreme fire potential, or other

- 1 emergency. Casual hires shall be terminated when other employment methods can be initiated.
- 2 ***This authority cannot be used to circumvent other hiring authorities.*** (4USC 5102 (19), &
- 3 USC 224 and 2226, 16 USC 554e and 43 USC 1469)

- 4 More information on the appointment types listed above can be found at
- 5 <http://1.usa.gov/1hJbRMi>.

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CHAPTER 2 CASUAL HIRES

BLM AD PAY GUIDANCE

The AD Pay Plan is a special hiring authority granted to DOI, providing a simplified process to hire casuals for the specific needs identified below. This pay plan may not be used to circumvent other hiring authorities (i.e., temporary 1039 or career seasonal appointments), contracting procedures, or to fill vacant government positions. Additionally, this authority can never be used to extend a time limited appointment (i.e., 1039 appointment).

It is imperative that hiring officials, approving officials, and other pertinent staff educate themselves with this guidance, the pay plan, and the IIBMH prior to hiring under the AD Pay Plan authority.

To assist the field, a list of Frequently Asked Questions (FAQ) can be found at <http://1.usa.gov/1hJbRMi>.

If it is determined that the AD Pay Plan was not the appropriate mechanism for hiring, the hiring unit will need to work through their local human resource office to determine payment options (e.g., “de facto” pay).

PROPER APPLICATION OF THE AD PAY PLAN

The AD Pay Plan only applies when it becomes necessary to hire persons:

- To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other emergency that threatens damage to federally protected property, unless brought under immediate control.
- To provide emergency assistance to states under formalized agreements.
- To meet mission assignments issued by FEMA.
- To supplement regular personnel assigned to prescribed fire projects (this authority does not include mechanical or chemical hazardous fuels reduction projects).
- To attend emergency incident training.
 - Units may hire casuals to attend training in preparation for emergency incidents (e.g., Incident Command System (ICS) courses, refresher and other State/Nationally recognized training). The training course number should be noted on the OF-288 when submitted to the CPC for processing. (e.g., “S-261 Training” under Block 2, Fire Name, for each completed column to clarify that the hours worked are for being a student.
 - In most cases, training hours, excluding travel time, should not exceed a total of 80 hours per calendar year, regardless of the hiring agency. Please identify travel time on the OF-288, so the CPC can properly input time and keep travel separate from actual training hours.

- It is the responsibility of the hiring unit to monitor training hours through the use of the Casual Pay Datamart system.
- Salary, travel, and per diem will be charged to LF2000000.HT0000 LF.SP.AZA10000, and the hiring unit's cost center. If a meeting is identified as critical to the Casual employee's training for the upcoming fire season, attendance must be approved by the State FMO.

- To instruct emergency incident training.

- Units may hire casuals to instruct emergency incident training only when all other methods of hiring and contracting instructors have been exhausted. The training course number should be notated on the OF-288 when submitted to the CPC for processing. Note "Training Instructor" under Block 2, Fire Name, for each completed column to clarify that the hours worked are for being an instructor.
- Length of employment is not to exceed a total of 120 hours, excluding travel, per calendar year, regardless of hiring agency. Please identify travel time on the OF-288, so the CPC can properly input time and keep travel separate from actual instructor hours.
- It is the responsibility of the hiring unit to monitor instructor hours through the use of the Casual Pay Datamart system.
- Salary, travel, and per diem will be charged to LF2000000.HT0000 LF.SP.AZA10000, and the hiring unit's cost center.
- The pay plan does not authorize the hiring of casuals to fill support roles during fire training (e.g., Rookie School, Fire Academy).

- To carry out emergency stabilization (ES) work during or directly following an incident, or during a transition period (not to exceed 90 days), to develop plans and manage an emergency stabilization effort until regular government employees can handle the situation.

- To assist with prescribed fire projects due to the unpredictable nature of prescribed fire activities. This does not include mechanical or chemical hazardous fuels reduction projects.

- The term of hire may not begin until 24 hours before planned ignition, and must be completed 24 hours after the perimeter is secured.
- Work on prescribed fires is limited to 300 hours per person, per calendar year, excluding travel regardless of agency. The hiring unit holds the responsibility to monitor prescribed fire hours, through use of the Casual Pay Datamart system.
- Casuals should not be hired for prescribed fire projects conducted by other agencies. It is the benefitting agency's responsibility to hire casuals.

HIRING UNIT RESPONSIBILITIES

It is the responsibility of the hiring unit to:

- Designate hiring/approving officials.
 - Hiring officials are designated the authority to hire casuals. Hiring officials need to have an in-depth knowledge of the AD Pay Plan, and a full understanding of how and when it can be utilized.
 - Approving officials audit casual time (OF-288s) for accuracy and completeness, and then certify that each timesheet is properly completed and legal for payment by meeting the provisions of the AD Pay Plan. Incomplete, illegible and/or inaccurate timesheets submitted will delay payment being made to the casual.
- Review the OF-288 and hiring forms for accuracy and completeness, prior to submission to the CPC for payment.
- Maintain casual hiring documents in accordance with the Privacy Act (5 U.S.C. 552a).
- Coordinate with human resources for application of Homeland Security Presidential Directive 12 (HSPD-12) as it applies to hiring casuals. When hiring casuals, hiring offices will use their own cost center, with LF2000000.HT0000 LF.SP.CCA80000 to track costs associated with this directive.
- Process workers compensation claims. Casuals are covered under the Federal Employee's Compensation Act (5 U.S.C. 81), which authorizes medical care and compensation for periods of disability for casuals who sustain traumatic injuries and occupational diseases in the performance of duties. Casuals are entitled to payment of COP for traumatic injuries for eight hours per day, seven days a week, for a maximum of 45 calendar days. Reference the IIBMH for more detailed information on coding COP for casuals (Chapter 10, pages 10-92 through 10-95).
- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- Hiring units are required to collect performance evaluations for all casual employee returning from assignments.

HIRING FORMS

Hiring units are required to complete the necessary hiring forms when hiring a casual. The following forms are to be completed and maintained at the hiring unit in accordance with the Privacy Act (5 U.S.C. 552a):

Blank casual hiring forms can be found at http://www.nifc.gov/programs/cpc_forms.html

- Single Resource Casual Hire Information Form (SRCHIF);
- Incident Behavior Form;
- Form I-9 (most current with instructions) available at <http://www.uscis.gov/i-9>.

The following forms are to be completed and the original forwarded to the DOI CPC:

- Form W-4, Employee's Withholding Allowance Certificate;
- SF 1199A, Direct Deposit Sign-Up Form (optional).

Hiring units are responsible for obtaining an Employee Common Identifier (ECI) from the Payment Center and relaying ECI information to the appropriate entities, inputting on the appropriate documents, etc.

1. Submit hiring information to the Payment Center to generate an ECI for new casuals. Existing casuals will already have an ECI generated. New casuals will have an ECI generated as soon as hiring information is entered into FPPS.
2. When casuals are mobilized to an incident:
 - a. If an ECI is needed for a new casual and the hiring information has not yet been submitted to the DOI Casual Payment Center (CPC), an Approving Official (AO) may call the CPC to have an ECI generated and provided over the phone. The AO must provide the casual's name, SSN and hired at locations.
 - b. If an ECI is needed for a new or existing casual and the hiring information has been submitted to the CPC, an AO may call the CPC for ECI information. The AO must provide casual's name and SSN.

If ECI information is needed for multiple casuals, an AO may submit the list of casuals with name, SSN and hired at location by secured fax to the CPC. The list of casuals with corresponding ECIs will be faxed back to the appropriate AO with sensitive PII removed.

Established ECI numbers are accessible through DataMart.

Electronic Funds Transfer waivers

On March 1, 2013, the U.S. Treasury implemented the requirement for direct deposit and will discontinue the issuance of paper checks. This will be implemented in FPPS on April 11, 2014.

If a casual cannot get a direct deposit bank account, there are two options;

- Electronic Transfer Account (ETA) (<https://eta-find.gov/eta/>)
- Electronic Fund Transfer Waiver request. The waiver request form can be found at http://www.nifc.gov/programs/cpc_forms.html.

Casuals may apply for a waiver if electronic funds transfer would impose a hardship because of the individual's inability to manage an account at a financial institution or a US Debit card account due to:

- 1 • Mental impairment or
- 2 • Living in a remote geographical location lacking the infrastructure to support electronic
- 3 financial transactions

4 The Electronic Funds Transfer Waiver Request form must be completed by the casual and
5 approved by an Agency Official; then submitted to the Payment Center for processing. The
6 waiver is only valid for one calendar year.

7 **FEDERAL/STATE TAXES**

8 Federal and state taxes will be withheld from casual salary payments. If a W-4 has not been
9 submitted, taxes will be withheld at the single, with no exemption rate.

10 In states that require income taxes, withholdings will be assessed for the state in which the casual
11 is hired, unless a reciprocal agreement is in place. The casual pay FPPS also allows for a
12 voluntary state tax record to be added when a casual needs to pay state taxes for the state they
13 reside in, as well as the “hired at” state.

14 Please encourage casuals to consult with a tax expert for guidance on federal and state taxes.

15 **TRAVEL**

16 Casuals who travel will need to complete a Concur Government Edition (CGE) User Profile, and
17 Financial and Business Management System (FBMS) Vendor Master Setup Form. The assigned
18 Federal Agency Travel Administrator (FATA) will use this form to create or update the casual’s
19 individual CGE profile.

20 **EXCEPTION POSITIONS**

21 If the need arises, an exception position may be established to meet a local need (for use within
22 the local/geographic area). The pay plan provides classification guidelines for determining what
23 level an exception position may be established. A brief description of duties must accompany the
24 OF-288 when sent for processing. The State Incident Business Lead must review and approve
25 any exception positions established. A copy of the approval must be submitted with the OF-288
26 to the CPC.

27 **HIRING OF RELATIVES**

28 The BLM policy regarding the employment of relatives is applicable to the AD Pay Plan. The
29 policy prohibits a BLM public official from appointing, employing, promoting, advancing, or
30 advocating the employment or advancement of a relative in their organization where they have
31 jurisdiction.

32 **INCIDENT BUSINESS REVIEWS**

33 States are responsible for conducting casual reviews as part of the Incident Business Review
34 process. The intent of the review is to demonstrate offices are following the DOI standard and

1 BLM policies and guidance in the application of the AD Pay Plan for Emergency Workers
2 (casuals). The Business Review Checklist can be found at <http://on.doi.gov/1q6UPuh>.

3 **PAYMENT PROCEDURES FOR CASUALS HIRED UNDER THE AD PAY PLAN**

4 The processing of emergency firefighter payroll for casuals hired by the BLM will be
5 accomplished by the DOI CPC, located at 3833 S. Development Avenue, Boise, Idaho 83705-
6 5354. Payment procedures can be found at <http://1.usa.gov/1efwETf>.

7 The CPC provides for detail opportunities throughout the year. If a hiring or approving official
8 has an interest, they should contact their state incident business lead to coordinate dates for a
9 three or five day training assignment.

10 **WHO DO I CALL?**

11 Any questions regarding the AD pay plan authority should be directed to a local subject matter
12 expert. Local subject matter experts include the Fire Management Officer (FMO), the Assistant
13 Fire Management Officer (AFMO), hiring officials, etc. If the local subject matter expert is
14 unable to answer questions regarding the AD pay plan authority, contact the state incident
15 business lead or national incident business lead when the state lead is not available. A list of
16 BLM state incident business leads can be found at <http://1.usa.gov/1hoaYnT>.

17 Any questions regarding the actual payment of a casual(s) or the payment process should be
18 directed to the CPC. Use the “Batch” number and/or a social security number (SSN) for
19 reference purposes to expedite the call. The CPC employees are experts on the casual pay FPPS,
20 as it applies to casual payments and the casual payment process.

21 A helpful table that lists items that the CPC will call about for further explanation or verification
22 and ways to help avoid being called by the CPC can be found at: <http://1.usa.gov/1hJbRMi>.

CHAPTER 3 TRAVEL

REFERENCE

- DOI Travel Guidance (<http://on.doi.gov/1hJm0IZ>)

SF-1164 – CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

The SF-1164 can be used in order to receive reimbursement for the \$5 per day camp rate when meals are provided, not to exceed \$200 per each SF-1164 request submitted. Please note: If traveler is claiming the \$34 per day camp rate (when meals are not provided) or if any other expenses such as meals, lodging, transportation, mileage, etc., are to be reimbursed, **a travel voucher must be filed**. See IM OC-2014-003 at http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202014/IM%20OC-2014-003.pdf

USE OF UNAUTHORIZED WEB-BASED TRAVEL SERVICES

Use of unauthorized web-based travel services is prohibited by 41 CFR §301-50.3. All lodging, transportation, and car rental arrangements must be made through the official Travel Management System (TMS) website.

Charge card transactions will be monitored weekly by the National Operations Center (NOC) to identify unauthorized charge card transactions for web-based travel services. The travel team will utilize this data to identify employees who have improperly booked lodging and will hold the travel voucher until the procedures below are completed. The voucher will be considered an improper voucher and the traveler will not be entitled to late payment fees or penalties as outlined in 41 CFR §301-71.203. Prior to implementation of this policy, state offices/centers with bargaining unit agreements must consult with their local unions.

When an unauthorized transaction is identified, the travel team will notify the traveler and the state/center/Washington Office (WO) Lead Charge Card Agency/Organization Program Coordinator (A/OPC) that the travel was booked improperly. In addition, the Deputy State Director (DSD) for Support Services, NOC Director, or WO AD will be informed that one of their employees used incorrect procedures to make travel arrangements.

The following must occur before the travel voucher can be processed for payment:

- The A/OPC must move the centrally-billed lodging transaction and any associated booking or cancellation fees to individually-billed status.

- 1 • The A/OPC must prepare a memorandum that states:
 - 2 ○ The unauthorized transaction(s) have been moved to individually billed status.
 - 3 ○ All future official travel must be arranged in accordance with the BLM policy and
 - 4 41 CFR §301-50, which mandates the use of the agency designated TMS.
 - 5 ○ The traveler has been advised that future infractions will result in appropriate
 - 6 disciplinary action as defined in the DOI Handbook on Charges and Penalty
 - 7 Selection for Disciplinary and Adverse Actions.

8 The A/OPC, the traveler, and the approving official must sign the memorandum. The A/OPC
9 must forward all memorandums to the DSD for Support Services, NOC Director, or WO AD for
10 review on at least a monthly basis.

11 The memorandum, or a scanned copy with signatures, must be mailed, faxed, or emailed to the
12 NOC Travel Team (OC-623). The voucher will then be processed for the authorized expenses
13 immediately. No fees will be reimbursed for hotel and rental car reservations. For rental cars not
14 rented under the current federal contract, the daily rental rate reimbursement will be limited to
15 the rental rate (plus applicable taxes and fees) provided in the current federal contract, and the
16 traveler will have the same liability for property and personal damages as they would if they
17 were using a privately-owned vehicle. Transaction fees for airfare will be reimbursed up to the
18 amount being charged by the agency's TMS at the time of the booking (currently \$4.35).

19 The cost of lodging, transportation, and car rentals booked through an unauthorized web-based
20 travel service are not refundable if the traveler must cancel the trip. Because this process is not
21 authorized, any nonrefundable charge paid directly by the BLM will be moved to individually-
22 billed and will be the responsibility of the traveler. Under no circumstances may the traveler be
23 reimbursed by the BLM for any individually-billed nonrefundable expenses incurred.

24 AUTHORIZATIONS

25 When there is not ample time for an emergency deployment traveler to create a travel
26 authorization in the TMS before departure, the resource order will serve as the temporary travel
27 authorization. Note: The resource order does not circumvent the requirement to obtain your
28 supervisor's approval prior to traveling or compliance with travel regulations. Upon return, a
29 travel authorization must be created in the TMS in order to generate a travel voucher for
30 payment.

31 AIRLINE FOOD PURCHASES

32 Many airlines offer a food-for-purchase service to travelers. Travelers **must not** use their
33 government-issued charge card for these purchases, as they will be centrally-billed. Instead,
34 personal funds should be used to purchase airline meals. If the charge card is inadvertently used,
35 the cost of the meal(s) needs to be deducted from the meals and incidental expenses (M&IE)
36 claim for that day.

37 Please note the policies regarding the M&IE allowance for trips of various lengths. Trips of 12
38 hours or less are not eligible for the M&IE reimbursement. However, mileage, taxi fares,
39 shuttles, parking, etc., are eligible if not centrally-billed.

1 When the entire trip is more than 12 hours but less than 24 hours, the M&IE allowance is 75
2 percent, or three-fourths of the applicable rate as specified in the Federal Travel Regulations
3 (FTR) for the location, unless a different rate is fully justified and approved.

4 For trips of 24 hours or more, the M&IE allowance is computed as follows:

- 5 • The day of departure and the last day of travel: 75 percent, or three-fourths of the
6 applicable M&IE rate.
- 7 • Full days of travel: 100 percent of the applicable M&IE rate.

8 For further information, please refer to the Financial Administration Memorandum No. 2004-005
9 at <http://www.doi.gov/pfm/fams/fam2004-05.html>.

10 **FIRST CLASS PROCEDURES**

11 When traveling on official government business, whether domestically or internationally, BLM
12 employees must use coach class accommodations, except as provided under sections §301-
13 10.123 and §301-10.124 of the FTR
14 [http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202012/
15 IM%20OC-2012-054Att1.pdf](http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202012/IM%20OC-2012-054Att1.pdf).

16 First-class travel must be approved by the Assistant Secretary – Policy, Management and Budget
17 per 205 DM 15. The routing chain described in Financial Administration Memorandums No.
18 2007-19 (<http://on.doi.gov/1hJmMFS>) and No. 2008-03 (<http://on.doi.gov/1mIP5EV>) must be
19 used for all first-class travel requests.

20 Business-class travel at the BLM level is delegated to the Assistant Director of Business and
21 Fiscal Services
22 [http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202012/
23 IM%20OC-2012-054Att2.pdf](http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202012/IM%20OC-2012-054Att2.pdf).

24 If first-class travel is being requested on a justifiable reason under the FTR §301-10.123
25 [http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202012/
26 IM%20OC-2012-054Att3.pdf](http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202012/IM%20OC-2012-054Att3.pdf), or business-class travel is being requested on a justifiable reason
27 under the FTR §301-10.124, the detailed documentation and request must be on a trip-by-trip
28 authorization.

29 If travel is for emergency situations (fire or natural disaster), first-class or business-class travel
30 may be approved if no other seats are available and it is imperative that the traveler boards that
31 particular flight. This is the only situation where the approval can be accepted after the fact.

32 If premium-class travel is being requested based on a medical necessity, the employee must
33 provide current medical documentation from their medical provider to their approving official.
34 This documentation must be kept at the office of origin for six years and three months as
35 prescribed by the National Archives and Records Administration, as this information may be
36 requested as part of an audit. Please keep in mind this information must be treated as proprietary
37 and confidential information and must be safeguarded from unauthorized disclosure.

1 Business-class and first-class tickets cannot be booked online, nor will the TMC issue any
2 premium-class tickets without the approved documentation. Employees may upgrade to
3 business-class or first-class travel at their own expenses or through redemption of frequent flyer
4 benefits with no additional approval required.

5 If first-class or business-class travel has been approved, for annual reporting purposes please
6 submit a copy of the approved request to the National Operations Center, fax number 303-236-
7 2531.

8 **COMMON CARRIER CASH PAYMENTS**

9 This section states the BLM's policy for reimbursement of common carrier transportation
10 services paid in cash by BLM employees. For purposes of this section, checks (personal or
11 travelers) and personal credit or debit cards are considered the equivalent of cash.

12 All passenger transportation services by common carrier must be procured through the use of
13 either the United States (U.S.) Government Transportation Request or a government-issued
14 charge card.

15 The use of cash to procure passenger transportation services will be authorized under the
16 following circumstances:

- 17 • Travelers may use cash to procure passenger transportation services costing \$100 or
18 less.
- 19 • Under emergency circumstances when the use of the government-sponsored charge
20 card is not possible, the state director or Chief, Division of Business Services (DBS) at
21 the NOC must approve the reimbursement of travelers' use of cash greater than \$100.

22 A memorandum requesting reimbursement for cash payment of transportation services under
23 emergency circumstances will show the ticket number, carrier name, class of service, origin, and
24 destination of travel performed, total cost of the purchased transportation ticket, applicable city
25 pair fare, and a full explanation of the emergency situation. The memorandum must also assign,
26 to the BLM, the traveler's right to recover any excess payment involving a carrier's use of
27 improper rates.

28 The completed memorandum, along with a copy of the travel voucher and supporting
29 documentation, should be forwarded to the Chief, DBS at the NOC, OC600, to approve the use
30 of cash in excess of \$100.

31 The approved memorandum must be attached to the TMS travel voucher prior to payment. In all
32 cases, receipts, passenger coupons, or other appropriate evidence is also required to support
33 reimbursement.

34 **TEMPORARY DUTY RECEIPTS**

35 Certain types of receipts, including itemized lodging receipts (regardless of amount), airline
36 itineraries, itemized rental vehicle receipts (regardless of amount), and receipts for expenses over

1 \$75, are required as supporting documentation in order to comply with statutory, regulatory, and
2 the DOI policy requirements.

3 At a minimum, itemized lodging receipts must include the name of the lodging establishment,
4 date(s) of the traveler's stay, method of payment, and the amount(s) charged for lodging, taxes,
5 and other miscellaneous expenses. Credit card slips are not acceptable, as they do not itemize the
6 amounts paid.

7 At a minimum, airline itineraries should include the traveler's name, the dates of travel, the class
8 of service, the arrival and departure locations, the ticketing information, and the amounts.
9 Reservation itineraries are not acceptable, as they do not provide the final amounts.

10 At a minimum, rental receipts must include the date the car was rented and the date the car was
11 returned, the car class charged, the amount(s) charged for the car, the amount(s) charged for
12 taxes, the amount(s) of mandatory charges, the amount(s) of miscellaneous expense, and the final
13 amount. Rental agreements are not acceptable, as they do not include the final amounts.

14 Per the FTR, if it is impracticable to furnish receipts in any instance as required, the failure to do
15 so must be fully explained on the travel voucher. Mere inconvenience in the matter of taking
16 receipts will not be considered.

17 **WHAT IS REQUIRED FOR IN-EXCESS LODGING**

18 When it is not possible to attain lodging at a hotel that is within the maximum lodging rate
19 allowed for the applicable location, the traveler should request a waiver through their supervisor
20 and approved by the District Manager or Deputy State Director.

21 The request should be in the form of a memorandum and should contain the following
22 information.

- 23 • Traveler's name
- 24 • Location of hotel and maximum allowable lodging rate for that location
- 25 • Lodging rate of the applicable hotel
- 26 • Dates of travel
- 27 • Reason(s) lodging will exceed allowable rate: Examples may include, but are not
28 limited to:
 - 29 ○ A large event such as a convention or conference was taking place at the lodging
30 location and the hotels in the area were not offering the government rate.
 - 31 ○ The travel/lodging was unplanned and could not make prior arrangements (e.g. fire
32 or other unplanned/arranged travel).
 - 33 ○ The event/meeting is being held at the place of lodging with no hotel offering a
34 government rate in the area. Staying a distance away from the meeting location
35 would require incurring additional expenses such as taxi, rental car, etc.

36 A copy of this memo must be attached to your travel voucher when it is submitted.

PER DIEM AND LODGING WHEN LESS THAN 50 MILES

A per diem allowance may not be paid if your temporary duty station is 30 miles or less from your official duty station or residence. Per Diem for travel more than 30 miles but less than 50 miles may be approved and paid only if the travel is for a conference, you are in an authorized travel status, and you incur costs that generate an entitlement to reimbursement (i.e., meals or lodging). An exception to the 50-mile limitation may be approved if the travel involves unusual or uncontrollable factors such that requiring an employee to return to their duty station or residence would create an undue hardship. Exceptions to the 50-mile limitation must be approved by your State Director. A memorandum fully documenting the unusual circumstances should be prepared and approved by the State Director prior to beginning the travel.

SELECTING MODES OF TRANSPORTATION

Select the type of transportation which offers the greatest advantage to the government for energy conservation, safety, and overall economy, and which is compatible with the conduct of official business. Guidance is provided in BLM Manual Section 1382, Travel, for transportation in connection with official travel. Additional information can be found in IM OC 2014-009, Use of the Prepaid Fuel Option and Global Positioning Satellites for Rental Cars. Guidance concerning utilization of aircraft is located in BLM Manual Section 9400, Aviation Management. Generally, the order of preference for transportation is as follows:

- Common carrier
- Government-owned
- Privately owned conveyance
- Rented (less than 60 days)
- Leased (60 days or more)
- Special conveyance

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**CHAPTER 4
WORKERS COMPENSATION**

Please refer to your local servicing HR office for questions on Workers Compensation.

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CHAPTER 5 CHARGE CARDS

REFERENCES

The BLM charge card manual is located at <http://on.doi.gov/1fGKH8f>.

TRAINING

Initial training for new charge card holder users is located at <https://chargecardtraining.nbc.gov/>.

Mandatory refresher training for charge card holders with purchase, travel, fleet and uniform is available through DOI Learn.

Refresher training for Crew Chief Option is available through <https://chargecardtraining.nbc.gov/>.

Personnel with purchasing authority that are not assigned to a buying team or other purchasing support position must obtain authorization from the incident agency or bureau and Finance/Administration Section Chief to use the government charge card and convenience checks on all incidents.

Charge card adjustments for all incident charges will be made by the home organization (state, district, or field office). In order to pull the information needed from the FBMS, the following format is required in the description field when entering charge card adjustments: home office code, first four letters of the last name, and the request number as indicated on the resource order in block 12 (i.e., a supply order would read AK HARP S140 or, for overhead, AZ JONE O235).

CREW CHIEF

- Meals provided for fire support should meet the specifications identified by Montana Technical Development Center, *Eating for Health and Performance: The Wildland Firefighter*, to ensure firefighters have the capability and sustainability of meeting their mission requirements. In order to meet these standards, it is often difficult to procure meals at the allowable General Services Administration (GSA) meal rate. Meals may be procured above this rate (reference Travel Regulation §301-11.300, “When is actual expense reimbursement warranted?”). A Waiver approved by the State Director according to the BLM Delegation of Authority Manual, MS-1203 (Subject 1382) is required.
 - Firefighting is a physically demanding occupation that may require 6,000 calories (kilocalories) per day. Below is an example of what would be required in a firefighter lunch:
- Lunches: (<http://1.usa.gov/1hofUJi>)
 - A total of 2,000 to 2,500 kilocalories per lunch
 - A macronutrient breakdown of 55- to 65-percent carbohydrates, 25- to 35-percent fat, and 10- to 15-percent protein

1 ○ 10 to 14 food units per lunch (100 to 300 kilocalories per unit), including entrées,
2 drinks, fruits, energy bars, breads, and snacks

- 3 ● Meals procured in support of an incident will have the following documentation with the
4 charge card statement: quantity, meal type (breakfast, lunch, or dinner), incident name,
5 individual placing the order, and charge code. This documentation will be supported by a
6 resource order or resource order request number, at a minimum.

7 ○ This is not necessary when individuals are in route to or from an incident, but
8 ensuring they have sustainable meals during the incident is important for firefighter
9 safety.

10 ○ Audit Opportunity: When capturing the names of all individuals on the incident is
11 not feasible, the resource orders or like documentation will serve as the historic
12 documentation of what resources were assigned to the fire. These documents may
13 be requested as supporting documentation in the case of an internal/external review.
14 Note: However, meals purchased by a designated Crew Chief for the crew must
15 have the names of the crew members.

16 FIRE SPECIFIC DOCUMENTATION

17 A table has been created as a reference for fire specific charge card documentation help. It can be
18 found at <http://1.usa.gov/1hJbRMi>.

19 The table can be used and modified for your state's specific needs.

20 SPLIT PURCHASES

21 Individual orders for items identified on a resource order are considered single orders and are
22 treated as such when paying with a government charge card. Multiple bills from a single vendor
23 over the course of an emergency incident are not considered split purchases unless an individual
24 intentionally splits the purchase to keep the amount smaller than the card holder's authority. If an
25 order for goods is received above the card holder's authority it will be forwarded to someone
26 with the appropriate authority for payment.

27 CREW SHIRTS

28 Reference(s):

- 29 ● Reference Uniform Guidance
30 ● Appropriations Law, Chapter 4, Availability of Appropriations: Purpose

31
32 Procurement of crew shirts is prohibited. The use of awards and gifts for distribution of crew
33 shirts is not acceptable. Districts can provide a source where shirts can be procured by
34 individuals.

35 BLM uniform shirts can be procured for a standard appearance (refer to Uniform Guidance for
36 details).

PURCHASE OF PROMOTIONAL ITEMS

Reference:

- [WO-IM 2012-123](#), Purchase of Promotional and Informational/Educational Items

In accordance with Executive Order (EO) 13589, Promoting Efficient Spending, issued on November 9, 2011, and subsequent DOI policy on Restrictions on the Purchase of Promotional Items, issued on March 29, 2012, BLM Washington Office, state offices (SO), and centers may not acquire promotional items for internal or external use with appropriated, non-appropriated, or donated funds. This policy applies to purchases made through any means, including purchase order, charge card, convenience check or other procurement vehicles, and applies to any dollar amount.

This policy pertains to all tangible items and materials that are intended to promote the BLM or provide information about the BLM's mission, offices, and programs. This includes, but is not limited to: key chains, clothing (such as t-shirts, hats, vests, bandanas and other wearable items), bags, mugs, novelties, pins, coins, and mouse pads, or any material item that has the BLM name or emblem printed on it, pertains to a BLM message, or is intended to promote any facet of the BLM.

This policy does not apply to the following:

- Printed publications and other printed documents that are educational or informational in nature. For policy regarding printed publications, see IM 2011-029, which delegates approval for printed publications to the WO Public Affairs Chief and the SO External Affairs Chiefs.
- The purchase of uniform items for employees or volunteers as provided for in BLM Manual Section 1103.15. Clothing and related items, as referenced above, that are distributed as a promotional item, is not permitted.
- Non-monetary awards for employees and volunteers.
- The purchase of fire informational and educational items is allowed under the following circumstances (see FA IM-2012-020, Change 1):
 - All fire education items must contain a clear fire prevention, safety, or mitigation message or direct the recipient to a source for additional information, such as a web or social media site. Items with just the BLM logo are not allowed. All Smokey Bear materials are allowed, as Smokey's image IS the fire prevention/safety message.
 - All purchases of fire education items should be cost-effective and follow procurement guidelines that require a market analysis to achieve the best price.
 - All fire education items shall be purchased appropriately, tracked, and accounted for according to Bureau guidelines. Offices should coordinate with their local procurement and property personnel to ensure all applicable guidelines are followed.

Supervisors are responsible to approve, monitor, and ensure these requirements are followed for all fire education and information items purchased with BLM funds.

1 **NON-MONETARY AWARDS**

2 Reference:

- 3 • DOI Memo dated February 5, 2013, signed by Rhea Suh (<http://1.usa.gov/1hJbRMi>)

4 Awards may not exceed the nominal value of \$50.00. A DI-451, Recommendation and Approval
5 of Awards form, is required for all non-monetary awards.

6 Approving officials shall exercise care in selecting an appropriate item for non-monetary
7 recognition to avoid the appearance or potential appearance of misuse of government funds.

8 Where appropriate, a non-monetary award item should contain the BLM or Departmental name,
9 logo, award title, and/or mission.

CHAPTER 6 ACQUISITION

EMERGENCY EQUIPMENT RENTAL AGREEMENTS (EERA) PAYMENT PROCEDURES

Each year the BLM National Operations Center issues an instruction memorandum laying out the procedures and any changes to the process for paying EERAs. The current instruction memo, IM OC-2013-043, Emergency Equipment Rental Agreement Payment Procedures can be found: http://teamspace/oc/sites/prog_rmfoia/NOC%20Instruction%20Memorandums%20IM%202013/IM%20OC-2013-043.pdf

RETARDANT PAYMENTS

The FS holds the retardant Blanket Purchasing Agreement (BPA) for retardant used for fire suppression. Forest Service Retardant Contracts (full service and bulk) and BPA's for wildland fire chemicals and mobile retardant bases are considered established sources for all federal wildland agencies. Additional information can be found at: <http://www.fs.fed.us/fire/contracting/retardant/fob.htm>

Tanker bases need to ensure their retardant issue logs provide the following information for use in developing a PR when the vendor invoice is received:

- Number of gallons dispensed
- Cost per gallon
- Total cost
- FireCode

Upon receipt of retardant vendor invoice, a FBMS PR will be developed for that specific time period (e.g., July 1-15, 2010). Reconciliation will be done between the invoice and the tanker base logs to verify what is being billed. The fire codes from the tanker base log and the retardant resource orders will be used to fill out the accounting portion of the PR. (Note: WBS LFSP9990000 may be used on the PR to cover the invoice costs in cases where bulk retardant has been ordered. For example at the beginning of the fire season to be ready for the season and there are no current fires to utilize or in the instance where the office is creating journal vouchers to move actual retardant costs to the proper fire code.)

Once the procurement official has received the PR they will then develop a BPA call against the FS retardant BPA. The BPA call number will be provided to ICL for their official invoice request which is entered into the Invoice Processing Platform (IPP).

FBMS provides notification of SES requirements. **Completion of the SES is critical to meeting prompt payment criteria.**

The receiving official will complete one service entry sheet for each line item (each fire number) on the BPA call. Once this process is completed, the NOC processes the payment.

INCIDENT CONTRACTING AUTHORITIES AND PROCEDURES

The direction below provides clarification of warrant authorities.

SERVICE AND SUPPLY PLAN

Based on fire history and to the extent practical, offices are expected to establish a service and supply plan during the fire preseason that includes commonly used resources in the area. See IIBM chapter 20, page 20-4, for guidance on this topic.

Blanket Purchase Agreements (BPA): It is recommended that BPAs be established for commonly ordered items (e.g., lodging, food, water, etc.) whenever possible.

EMERGENCY INCIDENT PURCHASE ORDER

The CO shall promote competition to the *maximum extent possible*, requesting quotations from as many potential *sources, as practical*, under the circumstances. Files shall document competition and determination of price reasonableness.

Federal Acquisition Regulation (FAR) Subpart 13.301 requires a procurement instrument be in place for orders over \$3,000, including delivery and task orders, when the method of payment is by purchase card or convenience check; utilize the Emergency Incident Purchase Order, Form 1510-65. The following will be attached, when appropriate: terms and conditions required by the FAR, and statements of work shall be attached as appropriate; typical commercial item clauses suitable for most orders placed on incidents; and the Service Contract Act Wage Determination. This form can be found at <http://on.doi.gov/1oyiBSB>.

This form will be submitted to NIFC Acquisition for data entry.

NUMBERING SCHEME

Emergency Incident Purchase Orders shall be numbered as follows: INLYY06xxxxA to xxxxZ where YY is the State code and xxxx are the last 4 digits of the charge card. The last alpha character represents each action. If there are more than 26 actions, the user will move to a 14-digit document number; i.e., INLYYK06xxxxAA, xxxxAZ, xxxxBA, xxxxBZ, xxxxCA, xxxxCZ, etc.

CONVENIENCE CHECKS

Checks shall only be used in lieu of the purchase card if the vendor does not accept the card and one of the Debt Collection Improvement Act waivers applies. Please ensure that Internal Revenue Service 1099 information is obtained and processed in accordance with the BLM guidance. The maximum amount for checks is \$2,500. Authority to issue checks exceeding \$2,500 may be granted on a case-by-case basis by the Bureau Procurement Chief (BPC). The COs may make payments for Emergency Equipment Rental Agreements (EERA), when necessary, within the limits of their warrant to a maximum of \$10,000 with BPC waiver approval.

FEDERAL PROCUREMENT DATA SYSTEM-NEXT GENERATION (FPDS-NG) REPORTING

If the vendor is registered in System for Award Management (SAM), report all transactions over \$3,000 via direct access to FPDS-NG (limited to select individuals). If the vendor is not registered in SAM, encourage the vendor to register so they will be ready to do business with the government in the future. If the vendor is still not registered at the time you are reporting the action into FPDS-NG, use the SAM exception of unusual and compelling need. Be sure your charge card file is documented per FAR 6.302-2.

WARRANT AUTHORITIES

Warranted COs whose warrants restrict service contracting to \$2,500 and construction contracting to \$2,000, remain restricted to those levels. The EERAs requiring negotiated rates are limited to the warrant level of the CO.

DEBT COLLECTION IMPROVEMENT ACT

Debt Collection Improvement Act
31 CFR 208
Waivers – Section 208.4

Payment by electronic funds transfer is not required in the following circumstances:

- (a) Where an individual determines, in his or her sole discretion, that payment by electronic funds transfer would impose a hardship due to a physical or mental disability or a geographic, language, or literacy barrier, or would impose a financial hardship. In addition, the requirement to receive payment by electronic funds transfer is automatically waived for all individuals who do not have an account with a financial institution and who are eligible to open an ETA SM (the Treasury-designated electronic transfer account made available by a federally-insured financial institution acting as a financial agent under Sec. 208.5), until such date as the Secretary determines that the ETA SM is available;
- (b) Where the political, financial, or communications infrastructure in a foreign country does not support payment by electronic funds transfer;
- (c) Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared;
- (d) Where either:
 - (1) A military operation is designated by the Secretary of Defense in which uniformed services undertake military actions against an enemy, or
 - (2) A call or order to, or retention on, active duty of members of the uniformed services is made during a war or national emergency declared by the President or Congress;
- (e) Where a threat may be posed to national security, the life or physical safety of any individual may be endangered, or a law enforcement action may be compromised;

(f) Where the agency does not expect to make more than one payment to the same recipient within a one-year period, i.e., the payment is non-recurring, and the cost of making the payment via electronic funds transfer exceeds the cost of making the payment by check; and

(g) Where an agency's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless payment is made by a method other than electronic funds transfer; or, where there is only one source for goods or services and the Government would be seriously injured unless payment is made by a method other than electronic funds transfer.

DEPARTMENT OF INTERIOR EMERGENCY WARRANTS

Reference: DIAPR 2010-09 amendment 1, Certificate of Appointment (COA) Supplement, Emergency Acquisitions and Office of Federal Procurement Policy Letter 05-01, Developing and Managing the Acquisition Workforce.

This authority allows for two types of warrants (standing and temporary) to support wildland fire management and other designated emergencies. To request one of these warrants, individuals should work through their respective State Procurement Analysts.

Types of Emergency Acquisition Contracting Officer (EACO) COA Authority

EACOA Type	Series	Required FAC-C Level	Open Market (maximum)	Interagency Agreements (maximum)	Ordering from Established Sources (maximum)
Standing	Any Series	None	\$10,000	\$50,000	\$150,000
Temporary	Any Series	None	\$10,000 Supply, \$2,500 Service \$2,000 Construction	\$50,000	\$50,000

EACOA appointments may only be made to Federal employees. COs are only required to sign obligations; i.e., funding being transferred to another agency, not agreements under which funds are received by DOI.

Limitations on EACO Authority

- The authority to serve as an EACO on an acquisition is determined by the total potential value of the stand-alone contract or task/delivery order, not just the obligated amount of the initial award. EACOs are prohibited from signing the following actions:
 - a contract award that exceeds their COA authority,
 - a modification to a contract with a cumulative amount greater than their COA authority,
 - base plus option contracts or multi-year contracts; these must be procured by a CO with authority under the COA program, rather than this supplement,

- 1 ○ modifications to indefinite-delivery vehicles; these must be executed by a CO
- 2 with authority under the COA Program, rather than this supplement,
- 3 ○ claims, and
- 4 ○ any other transaction that exceeds their COA authority.
- 5 • Except as outlined above, EACOs are authorized to sign contract actions up to their
- 6 delegated COA authority as specified on the SF 1402, Certificate of Appointment. In
- 7 accordance with FAR 13.301, EACOs are also authorized to use DOI charge cards as a
- 8 payment mechanism for contractual actions over the micro-purchase threshold and up to
- 9 their delegated COA limit. The EACOs may also use convenience checks up to their
- 10 delegated COA limit, or up to the \$10,000 limit for emergency incidents as specified in
- 11 the DOI Integrated Charge Card Program Policy Manual, whichever is less.
- 12 • Task/delivery orders issued by EACOs under indefinite-delivery vehicles are limited to
- 13 the EACO's COA authority for the amount of the individual task/delivery order.

14 The EACO is ultimately responsible for every aspect of the contract, including FPDS-NG
15 reporting. Other individuals may perform certain functions only as delegated by the EACO.
16 Emergency acquisitions may be conducted and awarded outside of a contracting writing system,
17 but all actions exceeding micro-purchase level must be reported to FPDS-NG in accordance with
18 FAR 4.6.

- 19 • Emergency Acquisition: Procurement activities undertaken in support of contingency
- 20 operations, defense or recovery from certain attacks, response to disasters or other
- 21 incidents declared by the President, or other emergencies such as a fire incident.
- 22 • Standing Emergency Acquisition COA: COAs needed on a continual basis, which are
- 23 activated upon the occurrence of a specific type of emergency or incident, such as a fire.
- 24 The type of emergency triggering activation of the COA authority must be specified on
- 25 the COA. Only purchases supporting response to the type of emergency specified may be
- 26 made under the COA, and purchase files must contain documentation showing how the
- 27 purchase is related to the emergency. The COA is valid for two (2) years from the date of
- 28 issuance, and may be re-issued provided all required continuous learning maintenance
- 29 training hours have been completed.
- 30 • Temporary Emergency Acquisition COA: COAs issued in support of a specific
- 31 emergency incident, such as an oil spill or natural disaster. The specific incident (i.e.,
- 32 Blue Mountain Fire) and time period that the COA authority is active must be specified
- 33 on the COA. The COA time period must not be longer than six (6) months from date of
- 34 issuance. Purchase files must contain documentation showing how the purchase is related
- 35 to the specific emergency.

EMERGENCY ACQUISITION CONTRACTING OFFICER CERTIFICATE OF APPOINTMENT

INTERNAL CONTROLS

- Delegation of COA authority to individuals is subject to review. BPCs must appoint an 1102 with Level III FAC-C to review 100% of the EACOs purchases. Bureaus may determine appropriate criteria, timing, and mechanisms for such reviews, within the internal control review parameters established by the Office of Acquisition and Property Management, and pursuant to Office of Financial Management (PFM) guidance; but reviews of EACO purchases must be conducted annually, at a minimum, and must be documented. The purpose of this review is to determine whether the purchases were made in compliance with federal and agency acquisition policy.
- Reviews must include, at a minimum:
 - Verification of the sustained need by COA type and dollar value; and
 - Evaluation of 100% of EACO's purchase for compliance with federal and agency acquisition policy.

TRAINING – AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING (SF-182)

Local units can sign-up vendors for off the shelf training up to \$150,000 utilizing the SF-182. Training above this amount should be signed by the appropriate contacting officer.

REFERENCES

- OPM Training and Policy Handbook (<http://1.usa.gov/1hJHNAa>)
- DIAPR-2010-24, Procurement of Training (SF-182) (<http://on.doi.gov/1shzhgp>)

PROCUREMENT OF TRAINING

- Use of the Training Authorization Form (<http://1.usa.gov/1q0T8wz>)
- Contracting with Government Employees (<http://1.usa.gov/1q7yooM>)
- Contracting with Foreign Governments or International Organizations
<http://1.usa.gov/QLFumO>
- Delivery of Goods and Services in a Subsequent Fiscal Year (<http://1.usa.gov/1i7Y2Dw>)
- The Economy Act – <http://1.usa.gov/PxO5ID>
- U.S. Office Management and Budget Circular A-76 (<http://1.usa.gov/11FZIR3>)

Although the head of an agency has training procurement authority under *Title 5 USC Chapter 41*, procurement of training in most agencies is governed by U.S. General Services Administration regulations. An individual human resource development professional or manager should consult the agency delegations of authority to determine what specific authorities he or she has.

USE OF THE TRAINING AUTHORIZATION FORM

Agencies may use an authorized training form to procure and certify payment of training expenses through government or non-government facilities. The form is certified by training officials and supervisors, instead of the contracting officer, under a procedure negotiated by the two offices and addressed in the agency's administrative directives. *Comp. Gen. B-210334 (July 14, 1983)*.

Under typical negotiated procedures, the *Training Authorization Form (SF-182)*, or equivalent, is authorized for use to obligate funds, contract for training, and certify payment of approved training expenses under the following conditions:

- The training cost of a single training event, program, or instructional service does not exceed the simplified acquisition process dollar limit established by U.S. General Services Administration;
- The cost is of a fixed nature; i.e., price per student or price per course, program, or service; and
- The program, course, or instructional service is off-the-shelf and no modification or development resulting in increased cost to the government is needed to meet the organization's needs.

The *Training Authorization Form* is also used for requesting, approving, and certifying payment for attendance at meetings, conferences, seminars, and symposia where the primary purpose is to train an employee to meet a performance improvement related need. The form is not used to purchase general supplies, training equipment, or non-training services.

When an agency training course or program requires new design and development, the authorized contracting officer contracts for the service on behalf of and as requested by the responsible training or management official.

Office of Personnel Management (OPM) announced the new SF-182 form entitled "Authorization, Agreement, and Certification of Training." The electronic SF-182 will enable OPM to maintain consistency in collecting training data and will assist agencies in reporting training requirements.

The electronic SF-182 form can be downloaded at <http://www.opm.gov/hrd/lead/index.asp> or <http://www.opm.gov/forms/html/sf.asp>

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CHAPTER 7 PROPERTY MANAGEMENT

SENSITIVE ITEMS

Sensitive Items are property that is identified by the BLM as requiring tighter controls because of that property's historic susceptibility to loss or theft. Bureau-Sensitive Items are system-controlled regardless of acquisition cost.

The following items having an acquisition cost less than \$5,000 must be entered into the FBMS.

- Firearms
- Radio, Portable
- Radio Mobile, encrypted/non-encrypted
- Radio base stations
- Night Vision Equipment
- Global Positioning System greater than \$500
- Theodolites
- ADP Equipment (PCs, laptops, servers, CPUs)
- Assets requiring license plates
- Satellite Phones
- ADP Equipment, iPads
- Universal Forensic Extraction Device (UFED)

EMPLOYEE RESPONSIBILITY FOR GOVERNMENT PERSONAL PROPERTY

National Operations Center IB 2013-019 - Employee Responsibility for Government Personal Property, http://teamspace/oc/sites/prog_rmfoia/Information%20Bulletins%20IB%202013/IB%200OC-2013-019.pdf, provides guidance to BLM employees regarding their personal responsibility and accountability for property entrusted to their care by the Federal Government.

MINIMALLY ACCEPTABLE SECURITY PRECAUTIONS

SENSITIVE EQUIPMENT

Laptop computers, handheld computers, radios, cameras, cellular telephones, are especially susceptible to theft and should be stored in secured, locking cabinets or desks when not in use.

Laptops that are stored in docking stations need to be locked in the docking station or attached via a security cable. If secured cabinets are not available, your supervisor should contact the warehouse staff to determine if locking furniture is available, or contact the procurement staff to arrange acquisition of furniture necessary to provide security.

1 Custodial Officers need to:

- 2 • Always maintain pooled sensitive equipment in a locked cabinet and reissue it to other
3 employees only on a receipt for property (DI-105).
- 4 • Never dispose of government property, no matter what method is used—trade-ins,
5 donations, destruction, or sale—without property management authorization.
 - 6 ○ During an office move: Inventory all equipment they are responsible for, both
7 before and after the move.
 - 8 ○ Occupying space with other agencies: If assigned to an office space under the
9 control of another agency, take time to become familiar with the security policy of
10 that office. Contact their supervisor if the office cannot provide the minimum
11 safeguards outlined above.

12 When in the field: Inventory equipment frequently while using it to ensure that a loss has not
13 occurred. If a loss occurs, notify your supervisor and take immediate steps to find the equipment.
14 If you are using vest pockets to hold small field-going equipment, make sure that the pockets are
15 secure.

16 When operating a government vehicle:

- 17 • Remain alert and fully aware of vehicle and road conditions. If you become drowsy,
18 change drivers or take a break from driving for several minutes. If any drivers are
19 unfamiliar or uncomfortable with a vehicle, take a few minutes before you start to find all
20 controls and make all adjustments necessary.
- 21 • Allow yourself plenty of time to get where you need to go.
- 22 • **Always lock the vehicle when you park it.**

23 When leaving equipment in the vehicle:

- 24 • Use a locking truck box or car trunk.
- 25 • Place equipment out of sight behind or under the seat of locked vehicle (short-term only).
- 26 • Remove equipment from the vehicle if other employees are going to use the vehicle, or
27 when leaving the vehicle with vendors.

28 When on official travel:

- 29 • Keep sensitive property with you whenever possible. Airlines and motels do not assume
30 responsibility for lost or stolen valuables.
- 31 • Do not check sensitive equipment as baggage on airlines.
- 32 • If you must leave sensitive property in a motel room while you are out of the room, store
33 the property out of sight.
- 34 • Use of security cables is strongly recommended.

USE OF GOVERNMENT-OWNED PROPERTY RESTRICTED TO OFFICIAL PURPOSES

Reference: BLM Manual 1520 – Personal Property Management (<http://bit.ly/Oi0q2v>)

- No officer or employee of the BLM shall use or authorize the use of government property for other than official purposes (see 18 U.S.C. 641).
- Government property may be furnished for use by a contractor, grantee or cooperator only when specifically authorized within the written terms and conditions of a legally executed contract, grant, cooperative agreement, purchase order, or memorandum of understanding.
- Unauthorized use of government property is prohibited. Property may not be used in or moved to an employee's residence or other location not leased or rented by the government unless specific written authority is granted by the Accountable Property Officer (APO). The written authority will indicate the period of time the employee is authorized such use, and specify the termination date of the authorization. Such authorization will be granted only in instances when the employee is required to use property for official uses in the performance of assigned duties. This paragraph does not apply to field equipment needed and used for the performance of authorized work in the field, nor does this paragraph apply to property used for official purposes while the employee is in official and authorized travel status.
- Limited use policy: Limited personal use of government-owned or -leased computers, telephones, fax machines and non-color photocopiers within the office location is permissible during non-duty time only, as long as such use is not prohibited by the local supervisor, does not interfere with official business of the office, is not an otherwise prohibited activity, and the expense to the government is negligible. (See 410 DM 2, Limited Personal Use of Government Office Equipment and Library Collections, and the DOI Ethics Guide for DOI Employees)
- The policy set forth in 41 CFR 101-25.100, which permits the use of government property in emergency conditions which threaten loss of life or property, shall be followed in making determinations as to what constitutes official use under exceptional circumstances.

Employee-owned property may not be used in the performance of official duties. This policy is established to limit the possibility of tort claims against the government in the case of accident or injury caused by or related to the use of non-government property. The employee must be informed that the government cannot be held liable for loss or damage to such property before granting approval, unless such liability is defined by and assumed by the bureau/office in a written agreement which is signed by the Bureau Director. This authority is delegated to the state/center directors.

EMPLOYEE OBLIGATION FOR PERSONAL PROPERTY

All employees have a personal obligation for the proper use, care, security, and return of personal property entrusted to them, or under their control or direct supervision. Employees may be held financially liable for loss, damage, destruction, or theft of property items.

MANAGEMENT CONTROLS FOR GOVERNMENT PROPERTY

It is the policy of the BLM to maintain management controls for the systematic accountability, use and disposal of property assets. The APOs or CPOs may add additional management controls to minimize exposure to waste, fraud, and abuse, as they determine economical.

- Property should be kept to the minimum necessary to accomplish the mission. Property that is unassigned for use and is not available for immediate issue must not be warehoused for purposes other than immediate disposal.
- Available, excess, and surplus property is the first source of supply and must be used in lieu of acquisition of new property whenever possible.
- Detailed procedures regarding the acquisition process, establishment of accountability, and what types of property are Bureau-managed are found in the General Operation Procedures Guidebook (G-1520-1).

SYSTEM-CONTROLLED PROPERTY

System-controlled property must be recorded and controlled in a BLM property management system (FBMS). System-controlled property includes:

- All property with an original acquisition cost of \$5,000 or more (including capitalized and non-capitalized property).
- Property with a license plate, regardless of acquisition cost (e.g., trailers, motor vehicles, motor cycles, all-terrain vehicles, snowmobiles, etc.).
- All property leased for more than 60 days, regardless of acquisition cost.

LOCALLY-MANAGED PROPERTY

Locally-managed property has acquisition cost below the accountability threshold and has not been identified as either Bureau-controlled or sensitive. Locally-managed assets should not be entered into FBMS, but must be managed through local procedures, such as a Receipt for Property (DI-105). Several examples of locally-managed property are listed below. Additional categories may be identified by the APO.

- Property which, if lost or stolen, could result in security risks to BLM proprietary data (cell-phones, blackberries, flash drives, etc.)
- Property which, if lost or stolen, could result in security risks to BLM facilities (keys, card keys, identification badges, etc.)
- Property which could easily be converted to personal use (cameras, binoculars, GPS units, etc.)
- Property which has an intrinsic value to the BLM beyond its acquisition cost (antiques, artwork, etc.)

Locally-managed property, in addition to those listed above, can be identified by the local APO or CPO. Before identifying additional locally-managed property, consideration should be given to the value, the risk of loss, damage or theft, and the resources required to establish and maintain accountability for the property.

EXPENDABLE PROPERTY

Establishing accountability for expendable property is not required. The APOs/CPOs must insure that appropriate safeguards and controls are established at the operating office level to guard against excessive losses, excessive purchases when compared to program requirements, or use of property for other than official purposes. Local managers may choose to develop forms or spreadsheets to support planning, budgeting, and restocking effort for these items

INVENTORIES

All APOs must complete an inventory of all accountable property (system-controlled and locally-managed) every other year, with the exception of firearms, radios, and capitalized assets which are inventoried each fiscal year (reference changes in IM OC-2014-002) to verify that property is adequately safeguarded by cognizant employees/CPOs and to document unutilized, lost, damaged, or stolen assets. In addition, prior to separation (transfer, resignation, retirement, etc.) of an APO, CPO, or cognizant employee, an inventory of assets assigned to that individual must be performed and the accountability for those assets must be conveyed to another APO, CPO or cognizant employee. The written procedures necessary to accomplish inventories can be found in the BLM Guidebook G-1520-3.

INCIDENT PROCURED PROPERTY

At the end of an incident, all incident procured accountable property must be returned to the appropriate owner, e.g., incident agency or local, geographic, or national cache.

PROPERTY RECORDS

The BLM property records must capture transactions affecting BLM's investment in property by maintaining control of government-owned property, and provide documentation through property management reviews, audits and physical inventories. These assets must have a signed/dated DI-105, or like form, by the end user. The DI-105, or like form, must be initiated, signed/dated by the end user upon completion of the inventory for each fiscal year.

INTERNAL CONTROL REVIEWS (ICR)

In order to provide reasonable assurance regarding the prevention or prompt detection of unauthorized acquisition, use, or disposition of assets, BLM is responsible for performing ICRs of asset management programs (real, property and fleet) on a regular basis.

As part of the process, corrective action plans are required to be developed, implemented, and tracked for deficiencies or weaknesses identified in the course of reviews/assessments.

Accountable offices are required to complete, within established timeframes, all actions that correct or resolve the deficiencies or weaknesses that were identified in review reports.

DISPOSAL PROCESS

The disposal of all non-expendable property assets (including system-managed and locally-managed) must be documented and approved in advance. The written procedures required to identify the best disposal method, document, submit and complete disposal transactions are found in the BLM Guidebook, G-1520-6. Excess and surplus property must be transferred or disposed of in a timely manner.

When disposing of used computer equipment, employees must follow the BLM Information Technology Security Handbook 1264-1 which sets procedures to sanitize, degaussing, wiping, or the physical destruction of this equipment.

RENTAL OR LOAN OF BUREAU-OWNED EQUIPMENT

Bureau-owned property may be rented or loaned to other government agencies or to individuals if documented in an agreement and whenever the purpose supports the BLM's mission. Rental or loan of bureau-owned property to individuals for non-government use or for a non-emergency situation is prohibited. Property reported as "available for disposal" must not be rented or lent.

GOVERNMENT PROPERTY PROVIDED TO A CONTRACTOR

Reference: Part 45 of the Federal Acquisition Regulations

Contractors are ordinarily required to furnish all property necessary to perform government contracts. Contracting officers provide property to contractors only when it is clearly demonstrated.

- To be in the government's best interest;
- That the overall benefit to the acquisition significantly outweighs the increased cost of administration, including ultimate property disposal;
- That providing the property does not substantially increase the government's assumption of risk; and
- That the government requirements cannot otherwise be met.

A government contractor, grantee or cooperator should never be provided government property unless the property is clearly identified and the responsibility for the government property is clearly defined in the contract, grant, or cooperative agreement.

IDENTIFICATION

Reference: G-1520-2: Receiving and Identification (<http://bit.ly/Oi0q2v>)

CONTROLLED PROPERTY

Labels bearing the legend "United States Department of the Interior, Bureau of Land Management," and the inventory number is affixed to identify Bureau-held/owned property.

EXCEPTIONS

Inventory tags must not be affixed to BLM vehicles, motor equipment, and trailers. Use the Government (license plate) number as the inventory number. Because of size or other physical characteristics, some items may be more effectively marked with the inventory number by means other than the adhesive inventory tag; e.g., global positioning systems, radios, guns. In such cases, etching, durable paint, or permanent waterproof ink may be more appropriate, unless an exception is issued by the NOC for a locally procured inventory tag that is smaller.

LOCALLY MANAGED PROPERTY

Property that is considered easily pilferable or susceptible to conversion to private use will be controlled on a DI-105 or local database. A BLM triangle decal to identify the property as Bureau-owned must be placed in an easily viewed area. This includes such items as cameras, binoculars, Blackberries, etc.

FIRE TOOLS

Fire tools and other items carried in fire program asset records must be marked, at the time of receipt, as U.S. Government property using die stamp, brand, or stencil. Because these items may be issued to many agencies, it is not necessary to include the identification "BLM."

- All handle tools and similar items must be die stamped "US GOVT" on the metal, or branded lengthwise onto the painted area of the handle.
- Cots, sleeping bags, tents, etc., must be stenciled "US GOVT" in letters 1 to 2 inches high on the part of the article observed most readily when folded, rolled, or packed.

ROLES AND RESPONSIBILITIES**STATE AND CENTER DIRECTOR**

State and center directors (NOC, NIFC and National Training Center [NTC]) are responsible for establishing internal property management programs and providing property management guidance and assistance to field offices, as appropriate. State and center directors are designated APOs for property located at each center or state office. The state or center director is also responsible for:

- Ensuring that adequate resources are available to ensure the adequacy of controls over the management of property within the state/center.
- Designating, in writing, in accordance with 410 DM 114-60.802, standing Board of Surveys (BOS) to review and make a determination of disposition and employee liability on incidents of loss, damage, destruction or theft of property.
- Designating, in writing, in accordance with 410 DM 114-60.802, when determined necessary, a special BOS to review and make a determination of disposition and employee liability regarding special incidents of loss, damage, destruction or theft (such as special circumstances require a board of specialized members, instances where the regular BOS is not able to perform their duty) of property.

STATE AND CENTER PROPERTY MANAGER

This individual is designated by the state/center director to manage the statewide and center property management program through effective communication, establishment of educational opportunities. Duties include:

- Providing on-site, telephone, and web direction as needed to enable the completion of annual inventories, and ensuring that local property managers receive the training necessary to accomplish their tasks.
- Monitoring and assisting local property managers in reporting property transactions (receiving, transfers, disposals, etc.) accurately and promptly.
- Ensuring that field, state office and center ROS is initiated within 30 days of the discovery of the loss, damage, destruction or theft of property, and that all necessary documentation is provided.
- Serving in an advisory capacity on the state office or center BOS.
- Reviewing all state and field office ROSs for completeness, correctness, and accuracy, and referring ROS to state office, NIFC, or NOC BOS for action, as necessary.
- Coordinating with the WO Branch of Engineering and Asset Management and NOC Branch of National Property and Support Programs to schedule and perform an ICR of property management in each state/center.

ACCOUNTABLE PROPERTY OFFICER (APO)

The APO is responsible for ensuring accountability of property located within the APO's jurisdiction. The APO accepts accountability for all of the assets in FBMS by completing Form 1520-9, Accountability Certificate. This form is completed upon arrival, after each inventory and before departure of an APO. The APO responsibility cannot be re-delegated below the levels identified below. The APOs are designated as follows:

- WO – Assistant Director, Business and Fiscal Resources.
- National Centers - NOC and NTC; Deputy Assistant Director, Law Enforcement; Deputy Assistant Director, Fire and Aviation (NIFC); and Alaska Fire Service Manager.
- State Offices - State Director.
- District Offices/Field Offices/National Monuments - district managers, field managers, and monument managers, as appropriate to the table of organization, in order to maximize local accountability and inventory accuracy.

The following is a listing of the APO responsibilities:

- To ensure that there are sufficient resources available to adequately manage the property portfolio within the office(s) under his/her control. This includes the designation of a local property manager to ensure that property is managed effectively.
- To take into consideration the life-cycle costs of property when making business decisions.
- To ensure that entire property portfolio is managed and tracked.
- To ensure that accurate and complete property records are maintained.
- To designate a CPO for all property in the portfolio.

- 1 • To ensure that all employees/contractors are aware of their roles and responsibilities
2 (including potential liability in cases of simple or gross negligence).
- 3 • Promptly establish, review and document the circumstances regarding loss, damage, or
4 theft of government property under the control of the APO.
- 5 • Designate a local survey officer and alternate to review and make recommendations
6 regarding employee liability in incidence of loss, damage or theft of property valued at
7 less than the capitalization threshold. A copy of the local survey officer designation
8 should be sent to the state office property manager.

9 **CUSTODIAL PROPERTY OFFICER**

10 The CPO is the local operating official who is responsible for ensuring individuals within their
11 area of responsibility acquire, maintain, and properly use property needed to perform their duties
12 and identify unneeded property for disposal. A CPO is normally the first-line supervisor, but is
13 sometimes designated by official responsibilities, such as contracting officers and contracting
14 officer's representatives in cases where government property is in the custody of contractors. A
15 CPO is appointed by the APO, and is identified in FBMS as a custodial property officer. A CPO
16 is responsible for:

- 17 • Ensuring employees under his/her jurisdiction are aware of their property management
18 responsibilities. This includes ensuring employees receive training before using
19 Government equipment (i.e., employees must receive special training before operating
20 heavy equipment or special-use vehicles) and that they have valid state licenses before
21 operation of vehicles or heavy equipment.
- 22 • Ensuring purchase card transactions of property that must be entered into FBMS are
23 reported to local property manager.
- 24 • Establishing accountability using a DI-105, Receipt for Property, or other local system
25 for locally-managed property that easily converts to personal use. The electronic DI-105
26 (E-form) should be used whenever possible.
- 27 • Completing annual inventory of items under his/her control.
- 28 • Ensuring that all property is used for official purposes only.
- 29 • Ensuring that all instances of loss, damage, or theft are immediately documented and
30 reported to the local property manager.

31 **PROPERTY CLERK**

32 A CPO may designate an individual in his/her organizational area of responsibility as a property
33 clerk to assist in fulfilling some of the responsibilities named above. Such a designation does not
34 eliminate or alleviate the CPO's responsibilities.

35 **EMPLOYEES/COGNIZANT EMPLOYEE**

36 All BLM employees have a personal obligation for the proper use, care, security, and return of
37 property entrusted to them, or under their control or direct supervision. Employees may be held
38 financially liable for loss, damage, destruction, or theft of property items. Property is assigned to
39 cognizant employees within the property records, whenever possible. Employees who use
40 property and who have been informed of their responsibilities for use, care and safeguarding of

1 their property via the signing of a DI-105, Receipt for Property (or similar document), are also
2 cognizant employees, even if the employee's name is not listed in the property system. An
3 employee who has taken and passed the Bureau-required defensive driving course, and has
4 supervisory authorization to drive a government vehicle, becomes a cognizant employee every
5 time he/she drives a government vehicle.

6 A cognizant employee must, at a minimum:

- 7 • Act responsibly regarding any property under his/her control. This includes adhering to
8 periodic directives regarding minimum standards for ensuring property accountability.
- 9 • Operate vehicles in compliance with all laws and regulations in the performance of
10 official business.
- 11 • Return unneeded property promptly.
- 12 • Use property safely, efficiently, and only for official purposes.
- 13 • Make a written report to the supervisor and the business manager in all cases of property
14 loss, damage, destruction, or theft.
- 15 • Any property that is damaged or destroyed should also be reported in the DOI SMIS) at
16 <https://www.smis.doi.gov/>.

17 **LOCAL PROPERTY MANAGER**

18 This individual is designated by the APO and is responsible for the management of property.
19 Duties include:

- 20 • Reviewing purchase requisitions to establish correct commitment item in FBMS and
21 ensure that excess is the first source of supply.
- 22 • Determining supply levels are kept at the minimum necessary to support the Bureau's
23 mission.
- 24 • Ensuring survey actions are initiated within 30 days of the discovery of the loss, damage,
25 or theft of government property, and that all necessary documentation is provided.
- 26 • Ensuring property is disposed of promptly and in accordance with 41CFR 102.
- 27 • Following procedures as established in the Property Management Guidebooks G1520-1
28 (General Operating Procedures), G-1520-2 (Receiving and Identification), G-1520-3
29 (FBMS Inventories), G-1520-4 (Warehouses), G-1520-5 (Reports of Survey), and
30 G1520-6 (Personal Property Disposal).

31 **GOVERNMENT PURCHASE CARD HOLDER**

32 The cardholder is responsible for coordinating purchases of controlled property (i.e., capitalized,
33 system-controlled, locally-managed property, and software) with the local property manager to
34 ensure the controlled property is correctly entered into the property system. Approving officials
35 are responsible for validating that this coordination has been completed.

FLEET

Reference: G-1525-1: Fleet Management (<http://bit.ly/QLHJ9z>)

OFFICIAL USE OF MOTOR VEHICLES AND MOTOR EQUIPMENT**Responsibilities**

All managers and employees entrusted with motor vehicles/equipment are responsible for the proper care, operation, maintenance, and protection of that vehicle/equipment. Employees are expected to operate a government vehicle with at least the same degree of care and diligence that they would exercise with their personal vehicle. The operator must remember that he/she is representing the BLM to the public. The use of government owned, rented, or leased motor vehicles/equipment for other than an official purpose, or the authorization of use for other than official purposes, is prohibited. It is the responsibility of the supervisor to ensure that, prior to allowing a government employee to operate a government vehicle, the operator is in possession of a valid state driver's license, and be qualified to operate the assigned equipment. Some offices have the ability, through the local Department of Motor Vehicles, to access employee driving records. It is strongly recommended that, when hiring a new employee for a position where driving a government vehicle will be a frequent requirement the driving record of the potential employee be checked. It is also recommended that the driving record be reviewed following any accident in which a Standard Form 91 is required, or in which law enforcement is contacted.

Statutory provisions require that any officer or employee of the government who willfully uses, or authorizes the use of any government owned or leased aircraft or motor vehicle/equipment for other than official purposes will be suspended, without compensation, for not less than one month, and will be suspended for a longer period or summarily removed from federal service if circumstances warrant it.

DOMICILE OF VEHICLES

Government owned or leased motor vehicles may be stored at an employee's residence or domicile under the provisions of FMR 102-5. Only those employees who meet certain statutory criteria as determined by their agency head may be authorized to domicile a government vehicle. For example, those employees engaged in field work, or faced with a clear and present danger, an emergency, or a compelling operational consideration may be authorized home-to-work transportation as determined by their agency head.

Approval Authority

The agency head may not delegate the authority to make home-to-work determinations.

Domicile in Connection with Field Work

This situation covers an employee whose job requires presence at various locations that are distant from the employee's office of assignment, and the employee does not normally report to a BLM office on a weekly basis. The domiciling of a vehicle can be requested for periods of two weeks at a time and must be to the government's advantage. Field work does not include situations where an employee commutes to a fixed location and is responsible for personal commuting costs, such as at a field station. Domicile is requested on BLM Form 1520-10, Request for Use of Government Vehicle. Each request must be submitted through the appropriate

1 field office, and approval recommended by the state director. The request is then forwarded to
2 WO-854, Assistant Director - Administration, to be submitted to the Secretary of the Interior for
3 approval. Authorization periods will be limited to those days when the employee is actually
4 engaged in field work, and the workday does not begin at the official duty station. Requests must
5 include approximate cost/time savings as a result of the domicile, and the justification for not
6 basing the vehicle at a government facility en route.

7 **PASSENGERS IN GOVERNMENT PROVIDED MOTOR VEHICLES/EQUIPMENT**

8 Transportation of government or non-government personnel in extra space in a government
9 owned, leased, rented, chartered, or privately owned motor vehicle or aircraft engaged in official
10 business is limited to official passengers except unofficial passengers as provided below.

11 **Official Passengers**

12 The following are considered official passengers:

- 13 • Officers and employees of the federal government traveling on official business. This
14 includes BLM volunteers and temporary labor pool personnel hired for the benefit of the
15 government.
- 16 • Members of Congress and employees of congressional committees whose work relates to
17 DOI programs.
- 18 • Non-federal passengers when engaged in missions which relate to a DOI program such as
19 personnel of cooperating state, county, or local agencies; representatives of foreign
20 governments; contractors' representatives; advisory board members; conservation society
21 members; representatives of the news media; etc.

22 **Unofficial Passengers in Government Provided Motor Vehicles/Equipment**

23 Unofficial passengers are not authorized unless all of the following requirements are met:

- 24 • The entire trip is fully and solely justified by its official purpose.
- 25 • No additional expense to the government is involved.
- 26 • Government business is not delayed and no private profit seeking activities or
27 commercial dealings, other than normal consumer purchases, are involved.
- 28 • No circuitous routes are used.
- 29 • Unofficial passengers are approved by name in writing by the state director.

30 **Considerations for Transporting Unofficial Passengers**

31 Unofficial passengers are not prohibited by law. However, the following disadvantages must be
32 considered:

- 33 • Public criticism is often aroused by the appearance of imprudent incidental use of
34 vehicles.
- 35 • The personal convenience provided may be greater than the controlling official purpose
36 of the trip.
- 37 • If the unofficial passenger is injured, there is the risk of a tort claim against the
38 government, even if a waiver was signed by the passenger.

Authorization to Approve Unofficial Passengers

The following officials are delegated authority to approve transportation of unofficial passengers in motor vehicles in accordance with criteria contained herein.

- State Director
- National Centers Directors

Hitchhikers

Picking up hitchhikers and giving rides to strangers is prohibited when operating government owned, leased, or rental vehicles, or privately-owned motor vehicles engaged in official business.

Use During Emergencies or Errands of Mercy

Use of government-owned vehicles, including transport of unofficial passengers in the case of emergencies such as natural disaster (storms, floods, etc.), need for medical attention, or other errands of mercy, is not restricted. Individual employees are authorized to exercise their own judgment in using or authorizing use to promptly assist in avoiding loss of life or property in emergencies. Such use must be promptly reported through supervisory channels to the field office managers or other appropriate office head. Use must be recorded on BLM Form 9240-1, Search and Rescue Emergency Event Procedure Record, found in the back of the Operator's Guide.

Official Use by Contractors and Subcontractors

The heads of all BLM offices and involved BLM personnel are responsible for ensuring that:

- Employees of contractors and subcontractors authorized to use government motor vehicles do so solely in the performance of the government contract or subcontract they are under.
- Contractors and subcontractors establish and enforce suitable penalties for their employees who willfully use or authorize the use of such vehicles for other than official purposes.
- Appropriate provision is made for the assumption by the contractor or subcontractor of any cost or expenses incidental to use not related to the performance of the contract, without the right of reimbursement from the Government for such cost or expense.

Violations of Official Use of Government Motor Vehicles

Whenever the General Services Administration (GSA) becomes aware of any complaint concerning unauthorized use of government motor vehicles, they forward the complaint to the head of the agency to which the vehicle is assigned for investigation and appropriate disciplinary actions under Title 31, Section 1349, or where appropriate, referral to the Attorney General for prosecution under Title 18, Section 64118. Investigations of complaints involving BLM will normally be coordinated by the BLM National Fleet Management Officer.

Privately Owned Vehicles (POV)

Use of POVs for official travel is encouraged as a means of reducing the fleet associated fixed costs. The POV use is generally beneficial to the government for around town and over the road trips totaling less than 500 miles. These stipulations do not require justification.

Authorization and Reimbursement

Specific rates and exceptions are provided in BLM Manual Section 1382. The maximum rate may not be reimbursed when a suitable government vehicle is available. The minimum rate of reimbursement is mandatory when an employee is committed to a vehicle; i.e., a vehicle was acquired for the position or purpose intended.

Non-Reimbursement Claims

- Increases in employee personal vehicle insurance rates due to operation of a POV on official business are not acceptable for reimbursement.
- Employee loss, damage, or theft claims resulting from use of a POV on official business, or claims made against the government for loss or damage to an employee's personal property while operating a POV for which the government is providing mileage allowance, are generally considered not cognizable in accordance with Departmental Manual 451, Section 3.6A.

Tort Claims

Employees operating a POV on official business within the scope of their employment are covered by the Federal Tort Claims Act. Civil suits against the employee in their individual capacity are excluded, since injuries, damages, and losses by third parties become the basis for tort actions against the United States. See BLM Manual Section 1386.

ACCIDENT REPORTING AND INVESTIGATION

Accident Reporting Kits

Accident Reporting Kits (GSA Form 1627 in GSA vehicles and Form DI-135, What Every Driver Should Do in Case of Accident (envelope), in Bureau owned vehicles) in the Operator's Guide provides the guidance and forms required in the event of an accident involving a Government vehicle. Additional or replacement forms for kits should be ordered from the Printed Materials Distribution Service (PMDS), NBC for BLM units, or the servicing Interagency Fleet Management Center (IFMC) for GSA units.

Contents

Each kit will include the following:

- Standard Form 91, Operator's Report of Motor Vehicle Accident (2 copies).
- Standard Form 91A, Investigation Report of Motor Vehicle Accident (2 copies).
- Standard Form 94, Statement of Witness (2 copies).
- Form CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay-Compensation.
- Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator (2 copies).
- Form DI-134, Report of Accident/Incident.
- Form CA-11, When Injured at Work.

Steps to be Taken by Operators in the event of an accident

The operator must comply with the steps outlined in the Operator's Guide. These steps are summarized below.

Actions:

- Stop immediately.
- Take steps to prevent another accident at the scene.
- Call a doctor or ambulance, if necessary.
- Notify state patrol, county sheriff, or municipal police/authorities, as required by law.
- Do not sign any paper or make any statement as to who was at fault (except to your supervisor or to a federal government investigator).
- Obtain the necessary information to complete Standard Forms 91 and 94.
- Furnish your name, address, place of employment, name of your supervisor, and upon request, show your operator's permit.
- If the vehicle is damaged, arrange for towing service to the nearest garage to determine whether or not the vehicle can be operated safely.
- Complete Optional Form 26 as soon as possible, and if appropriate, Form CA-1.
- Notify the following persons immediately:
 - Your fleet manager, who will also contact the IFMC Manager, as appropriate for GSA units.
 - Your supervisor.
 - State, county, or municipal authorities, as required by law.
- Submit all reports and data to your supervisor within one working day. If the operator is injured and cannot comply with the above requirements, the supervisor or other BLM official must report the accident to the state, county, or municipal authorities; notify the IFMC Manager, if a GSA vehicle, that assigned the vehicle as soon as possible after the accident; and complete the Standard Forms 91 and 94.
- A Report of Survey/Certificate of Loss must be prepared in accordance with BLM Guidebook G-1520-4.

Investigating Vehicle Incident

All vehicle collisions (regardless of the number of vehicles involved) will be investigated. Form DI-134 must be completed for all incidents involving more than \$500 total estimated damage. For other reporting requirements, see BLM Manual Sections 1524, Loss, Damage, or Theft, and 1112, Safety. The Investigator's Information Guide for Motor Vehicle Accidents is available as Appendix 5 to BLM Manual Section 1112. That guide should be used by each BLM official assigned to investigate a motor vehicle incident. Investigation reports must be furnished to the IFMC Manager, if the vehicle was obtained from GSA.

Vehicle operators are precluded from operating government vehicles while under the influence of drugs (that may impair judgment or reactions), or from consuming alcohol 24 hours prior to driving/operating government vehicles/equipment. Furthermore, operators may not engage in drinking, eating, operating cell phones or radios, or engaging in other functions that would detract from their attention to performing safe driving practices. If it is determined that any of the

1 above listed actions were direct or indirect causes of the incident, the operator will be considered
2 negligent and possibly grossly negligent, in the cause of the incident.

3 *Damages Exceeding \$500*

4 Where property damage is estimated to be \$500 or more, or bodily injury is involved, the BLM
5 office employing the vehicle operator must investigate the incident within 48 hours after being
6 notified. Two copies of the complete report of investigation, including Standard Forms 91 and
7 91A, photographs, measurements, doctor's certificate of bodily injury, police report, driver's
8 statement, witnesses' statements, determinations, and any other pertinent data, must be furnished
9 to the local Property Specialist (for BLM vehicles) or the IFMC Manager (for GSA vehicles) as
10 soon as possible, but not later than two weeks following the date of the accident.

11 *Utilization Objectives and Practices*

12 The 1525-1 Fleet Management Handbook, clearly states under Utilization Objectives, that the
13 cost of local vehicles may be the second largest controllable cost for a local manager. By
14 managing this cost, local budget flexibility can be developed.

15 Neither the 1525 Fleet Manual nor the 1525-1 Fleet Management Handbook goes into great
16 detail regarding the importance of accurate entry of monthly fleet utilization. Ensuring that
17 proper accounting codes are being entered for monthly utilization, specifically ensuring that the
18 exception codes are being entered when appropriate. Local budgets can be strongly impacted by
19 the use of suppression exception codes when fleet vehicles are used in support of emergency
20 incidents.

21 Responsible entry of monthly utilization records promotes the highest level of data integrity and
22 ensures that accounting codes are accurate, and that suppression exception codes are entered
23 when appropriate. This relieves local budgets of costs associated with emergency suppression
24 use of fleet vehicles, captures true costs of specific incidents, and clearly establishes the use of
25 fleet vehicles by utilization truth in coding.

26 Management reviews of fleet utilization records conducted at regular intervals will help ensure
27 accurate coding, and reduce budget impact surprises.

28 **BOARD OF SURVEY (BOS)**

29 *Reports of Survey (ROS)*

30 Employees who were assigned property must promptly document all loss, damage, destruction or
31 theft of property and provide a written report to the CPO/supervisor. The CPOs must submit
32 documentation to the local property manager, who, in turn, prepares a ROS for APO approval.
33 Refer to Interior Property Management Directive 410 DM 114-60.800 for further information
34 regarding the ROS policy. Standard procedures must be used to determine gross negligence or
35 simple negligence. The written procedures required to initiate, document, submit, review and
36 approve ROSs are found in the BLM Guidebook, G-1520-5. Refer to Illustrations 1-4 of the
37 BLM Guidebook for clarification of the correct processing of ROSs within the BLM. Any
38 property that is damaged, or destroyed also should be reported in the DOI Safety Management
39 Information System (SMIS) at <http://www.smis.doi.gov>.

CHAPTER 8 FUNDS CODE HANDBOOK

CHAPTER PURPOSE

This chapter's purpose is to define the different pieces of BLM's cost structure and help direct staff in coding personnel time and expenditures correctly.

CHAPTER OBJECTIVES

- List and define BLM's budget object codes to inform employees how to code expenditures to the proper spending groups.
- List and define BLM fire subactivities with examples of proper charges to each subactivity.
- Associate proper program elements to each fire subactivity.
- List all of BLM's program elements, not all are to be used with fire subactivities, but are listed on the identified websites for reference.

BUDGET OBJECT CLASS CODES AND DEFINITIONS

For the complete list please refer to <http://1.usa.gov/1i7ZZjq>.

BLM SUBACTIVITY LIST

The subactivities below are BLM's fire subactivities. They are defined later in this chapter. For a complete list of BLM subactivities, please refer to <http://1.usa.gov/1i7ZZjq>.

Fire subactivities:

<u>Code</u>	<u>Name</u>
LF1000000	Preparedness
LF2000000	Suppression
LF2100000	Severity
LF2200000	Emergency Stabilization
LF3100000	Hazardous Fuels WUI/Non-WUI
LF3200000	Burned Area Rehab
LF3300000	Fire Facilities
LF3400000	Joint Fire Science Projects
LF4600000	State Assist – Suppression Collections
LF4700000	State Assist – Preparedness Collections
LF5610000	State Assist – Suppression Spent
LF5710000	State Assist – Preparedness Spent
LF5810000	Training Publications Collection & Expenditure
LF6900000	Fire Program Fire Reimbursable

- 1 LF6910000 Fire Program All Risk Reimbursable
- 2 L53200000 Repair of Damaged Land – Trespass

3 **PROGRAM ELEMENTS LIST**

4 Program elements are used to identify the type of work that is being accomplished with the
 5 funding that congress has given us. The program element is two digits that represent specific
 6 workload and accomplishments. There are approximately 266 program elements at this time. For
 7 a complete list please refer to <http://1.usa.gov/1i7ZZjq>.

8 **BLM FIRE SUBACTIVITY DEFINITIONS AND ASSOCIATED COMMONLY USED**
 9 **PROGRAM ELEMENTS**

10 A printable reference card can be found at <http://1.usa.gov/1i7ZZjq>.

11 **SUBACTIVITY: LF100 – WILDLAND FIRE PREPAREDNESS**

12 **(Project or Fire Number May be Required)**

13 Includes all costs of planned and predictable fire and aviation management preparedness
 14 activities that occur in an average annual fire season as defined in approved state and field units
 15 fire management plans (FMP). Excludes fuels management activities as described in subactivity
 16 LF310. Includes the costs of hiring and training of personnel; prevention and detection activities;
 17 operating cost for support facilities; purchase and contracting cost for equipment, supplies,
 18 support, planning and coordination; policy development and oversight; and interagency
 19 coordination and direction. Includes cost for base-8 regular time hours for fully funded fire
 20 preparedness employees, up to 40 hours per week, when assigned to wildland fire operations
 21 duties. A fire or project number is required when assigned to wildland fire operations activities
 22 (suppression operations, emergency stabilization, and hazardous fuels reduction). This activity
 23 also includes the program management costs for the Bureau’s aviation management program.
 24 The operational costs of aviation activities are to be financed by the benefitting activity.

25 **COMMONLY USED PROGRAM ELEMENTS (PE)**

PE Code		Workload Measure
AM	Provide Rural Fire and Community Assistance	Communities Assisted
BG	Assess Other Hazards (Non-Hazmat or Abandoned Mine Lands [AML])	Verifications, Assessments, Evaluations Completed
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Interdisciplinary Activity Plans Completed
HT	Ensure Fire Preparedness	# Fire Mgmt Units

PE Code		Workload Measure
HU	Manage Wildland Fire (Fire personnel Base-8 hours only) (Project # Mandatory)	# Acres
JL	Apply Fire Rehab Treatments (Fire personnel Base-8 hours only) (Project # Mandatory)	Acres Rehabilitated
JS	Stabilize Burned Areas (Fire personnel Base-8 hours only) (Project # Mandatory)	Acres Stabilized
MI	Monitor Air Quality and Climatic Conditions	# Air Resources/ Climatological Stations
NU	Conduct Patrol Enforcement Activities	Incidents Reported
NV	Conduct Investigative Activities	Cases Cleared
NY	Conduct Emergency Response Activities (Fire personnel Base-8 hours only) (Project # Mandatory)	Incidents Resolved
NZ	Conduct Security Activities	Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None
XA	Plan and Develop IT Systems	None
XB	Provide IT Hardware/Software Installation, Upgrade and Training	None
XC	Implement and Maintain Communication Networks	None
XD	Provide IT Operations and Maintenance	None
XE	Provide Data Administration	None
XF	Ensure IT Security	None
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development and Training	None
XN	Administer Internal Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XR	Provide IT Support	None
XT	Administer Employee and Labor Relations	None
XV	Manage and Support Radio	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services and Other	None

1 **SUBACTIVITY: LF200 – SUPPRESSION OPERATIONS**

2 **(Fire Number Required)**

3 Includes all costs associated with the suppression of wildland fire. This includes costs of
 4 firefighting and support personnel (excluding the first 8 hours of regular time each day up to 40
 5 hours per week for personnel normally coding to LF100), aircraft operations, logistical and
 6 subsistence support costs for all employees assigned to the fire, supplies and equipment
 7 (including replacement of lost or destroyed capitalized and expendable equipment covered by a
 8 board of survey action), contracts for goods and services, rental of equipment and facilities,
 9 associated logistical support, measures taken to correct damages resulting from actions taken to
 10 suppress the wildfire, costs associated with investigation and review activities related to specific
 11 wildland fires, costs of returning suppression equipment to a serviceable condition, and costs for
 12 the procurement of supplies and equipment for the fire stores that are managed by NIFC and
 13 Alaska Fire Service.

14 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
NJ	Process Surface Trespass/Unauthorized Occupancy Cases	Cases Processed
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

1 **SUBACTIVITY: LF210 – SEVERITY**

2 **(Project Number Required)**

3 Includes costs for severity funding, which is the use of suppression funds for extraordinary
 4 preparedness activities that are required due to an abnormal increase in fire potential or danger,
 5 or to fire seasons that either start earlier or last longer than planned in the fire management plan.
 6 The objective of severity funding is to mitigate losses by improving suppression response
 7 capability. Use of severity funding requires justification, approval, pre-assigned fire numbers,
 8 and is subject to special constraints. Further clarification of appropriate and inappropriate uses of
 9 these funds may be found in chapter 10 of the Interagency Standards for Fire and Fire Aviation
 10 Operations.

11 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units

SUBACTIVITY: LF220 – EMERGENCY STABILIZATION

(Project Number Required)

Includes all costs associated with work to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life and property resulting from the effects of a wildfire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Emergency stabilization (ES) actions must be taken within one year following containment of a wildfire. Expenditures may be made to replace or repair minor facilities essential to public health and safety; prevent soil loss and erosion through seeding, drainage control, and protective fencing; protect critical habitat to prevent permanent impairment through seeding and plantings; assess damage to cultural resources and initiate actions to stabilize and mitigate cultural site damage; prevent establishment of invasive plants through seeding and integrated pest management activities; and monitoring activities for up to three years following the date of containment of the fire. Includes costs to plan, survey and design emergency measures to ensure stabilization of lands damaged by wildfire. Includes all cost of preparing ES plans and associated National Environmental Policy Act (NEPA) documents, as appropriate. Plans whose total costs exceed \$100,000 require the WO approval. All charges in this activity must be made to the fire number that caused the need. Further clarification of acceptable use of these funds may be found in the Burned Area Emergency Stabilization and Rehabilitation Handbook H-1742-1.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
BS	Inventory for Presence of Invasive and/or Noxious Weeds	Acres Inventoried
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
GU	Road Condition Assessment	Lane Miles
HF	Heritage Resources Stabilized, Managed and Protected	Properties Protected or Restored
HI	Prepare/Hold Wild Horses and Burros	# of Animal Days
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Projects Completed
JC	Maintain Shrub/Grass/PJ/Forest Projects	Projects Completed
JD	Apply Weed Treatments	Acres Treated
JJ	Gather/Remove Wild Horses and Burros	Animals Removed
JS	Stabilize Burned Areas	Acres Stabilized
MK	Evaluate Weed Treatments	Acres Evaluated
MZ	Monitor Post-Fire Emergency Stabilization and Rehab Treatments	Acres Monitored
PH	Provide Program Support: Restore Health of Public Lands	None

SUBACTIVITY: LF310 – HAZARDOUS FUELS REDUCTION**(Project Number Required)**

The hazardous fuels reduction program includes the costs of implementing prescribed fire, mechanical, and chemical hazardous fuels reduction treatments. This program includes planning, implementation, and support of fuel management activities including inventorying fuel hazards, analyzing treatment alternatives, determining and applying appropriate fuel treatment methods, monitoring and evaluating fuel treatment accomplishments. Emphasis is placed on projects where fuels treatment can also be accomplished on adjoining state, private, or other non-federal land so as to extend greater protection to resources across the landscape. Includes funding to conduct planning, assessments, clearances, consultation, permitting, and NEPA analysis to ensure hazardous fuels management actions are accomplished quickly, and in an environmentally sound manner. (Does not include fire protection assistance; see the rural fire assistance program). This subactivity does include the costs of providing incentives, technical assistance, and education programs to communities and private landowners to encourage the reduction of hazardous fuels around homeowner properties.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AM	Provide Rural Fire Community Assistance	Communities Assisted
DD	Plan for Public Health/Safety and Property Protection (within WUI)	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities (outside WUI)	# New Revised Interdisciplinary Activity Plans Completed
HE	Biomass Utilization	Green Tons
JM	Implement Fuels Treatments by Fire Outside the WUI	Acres Treated
JQ	Implement Fuels Treatments Mechanically Outside the WUI	Acres Treated
JR	Implement Fuels Treatments by Other Means (outside WUI)	Acres Treated
JT	Reduce Fuels Mechanically WUI	Acres Treated
JU	Reduce Hazardous Fuels Other WUI	Acres Treated
JW	Implement Fuels Treatments by Fire Within WUI	Acres Treated
LC	Monitor Fuels Treatment in WUI	Acres Monitored
MT	Monitor Fuels Treatment outside WUI	Acres Monitored
PH	Provide Program Support: Restore Health of Public Lands (outside WUI)	None
PN	Provide Program Support: Protection of Lives, Resources, and Property (inside WUI)	None
XA	Plan and Develop IT Systems	None
XB	Provide IT Hardware/Software Installation, Upgrade and Training	None
XC	Implement and Maintain Communication Networks	None
XD	Provide IT Operations and Maintenance	None
XE	Provide Data Administration	None
XF	Ensure IT Security	None
XG	Provide Facilities and Space Management Services	None

PE Code		Workload Measure
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development and Training	None
XN	Administer Internal Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XR	Provide IT Support	None
XT	Administer Employee and Labor Relations	None
XV	Manage and Support Radio	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services and Other	None

SUBACTIVITY: LF320 – BURNED AREA REHABILITATION

(Project Number Required)

Burned Area Rehabilitation (BAR) provides funds for efforts undertaken within three years of containment of a wildland fire to repair or improve fire-damaged lands unlikely to recover naturally to management approved conditions, or to repair or replace minor facilities damaged by fire. Includes cost necessary to restore and maintain proper function to watersheds, landscapes, and wildlife habitat by such action as reseeding with native (preferred) and non-native plants and invasive species control and management. Also includes the cost of monitoring up to three years from the date of fire containment. All plans and funding are approved at the National Office. All charges in this subactivity must be made to the fire number that caused the need. Further clarification of acceptable use of these funds may be found in the Burned Area Emergency Stabilization and Rehabilitation Handbook H-1742-1.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
BS	Inventory for Presence of Invasive and/or Noxious Weeds	Acres Inventoried
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
GU	Road Condition Assessment	Lane Miles
HF	Heritage Resources Stabilized, Managed and Protected	# Properties
HI	Prepare/Hold Wild Horses and Burros	# Animal Days for all Animals Held or Born in a Facility
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Projects Completed
JC	Maintain Shrub/Grass/PJ/Forest Projects	Projects Completed
JD	Apply Weed Treatments	Acres Treated
JJ	Gather/Remove Wild Horses and Burros	Animals Removed
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
MK	Evaluate Weed Treatments	Acres Evaluated
MZ	Monitor Fire Rehab Treatments	Acres Monitored
PH	Provide Program Support: Restore Health of Public Lands	None

1 **SUBACTIVITY: LF330 – FIRE DEFERRED MAINTENANCE & CAPITAL**
 2 **IMPROVEMENT**

3 **(Project Number Required)**

4 Includes all costs of for fire facilities deferred maintenance and capital improvement construction
 5 funded through line item appropriation. Covers expenditures related to architectural and
 6 engineering design, site preparation, construction, contract administration, and other site
 7 development and improvements.

8 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
IB	Facilities Deferred Maintenance and Construction	Square Feet

1 **SUBACTIVITY: LF340 – JOINT FIRE SCIENCE**

2 The Joint Fire Science Program (JFSP) direction consists of four principal purposes: fuels
 3 inventory and mapping; evaluation of fuels treatments; scheduling of fuels treatments; and
 4 monitoring and stabilization. The JFSP provides funding for applied research for wildland fuels
 5 and fire.

6 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
HT	Ensure Fire Preparedness	#Fire Mgmt Units
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JM	Implement Fuels Treatments by Fire Outside the WUI	Acres Treated
JQ	Implement Fuels Treatments Mechanically Outside the WUI	Acres Treated
JR	Implement Fuels Treatments by Other Means	Acres Treated
JS	Stabilize Burned Areas	Acres Stabilized
JT	Reduce Fuels Mechanically WUI	Acres Treated
JU	Reduce Hazardous Fuels Other WUI	Acres Treated
JW	Implement Fuels Treatments by Fire Within WUI	Acres Treated
LC	Monitor Fuels Treatment within WUI	Acres Monitored
MT	Monitor Fuels Treatment (outside WUI)	Acres Monitored
MZ	Monitor Fire Rehab Treatments	Acres Monitored

1 **SUBACTIVITY: LF460 – SUPPRESSION ASSISTANCE COLLECTIONS**

2 **(Project Number Required)**

3 Covers funds collected as reimbursement for suppression assistance provided to states.
 4 Collection is distributed between preparedness and suppression based on the percent of
 5 subactivities expenditure for the year of the event. Subactivity LF460 is the collection account
 6 for the suppression portion of a collection, and subactivity LF470 is the collection account for
 7 the preparedness portion of a collection. Use of Project Code 1000 and State Designated Office
 8 Code is mandatory.

9 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
RD	Collections Only	None

10 ***NO EXPENDITURES MAY BE DIRECTED TO THIS ACCOUNT***

1 **SUBACTIVITY: LF470 – PREPAREDNESS ASSISTANCE COLLECTIONS**

2 **(Project Number Required)**

3 Covers funds collected as reimbursement for suppression assistance provided to states.
 4 Collection is distributed between preparedness and suppression based on the percent of
 5 subactivities expenditure for the year of the event. Subactivity LF460 is the collection account
 6 for the suppression portion of a collection, and subactivity LF470 is the collection account for
 7 the preparedness portion of a collection. Use of Project Code 1000 and State Designated Office
 8 Code is mandatory.

9 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
RD	Collections Only	None

10 ***NO EXPENDITURES MAY BE DIRECTED TO THIS ACCOUNT***

1 **SUBACTIVITY: LF561 – FIRE ASSISTANCE REIMBURSABLE - SUPPRESSION**

2 **(Project Number Required)**

3 Expenditures may be used to cover what normally would be charged to LF200 – Suppression
 4 Operations (see page 8-8). A project number is mandatory and is assigned by Fire and Aviation
 5 (FA). Control and approval of expenditures from the LF561 account is held by FA.

6 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
NJ	Process Trespass/Unauthorized Occupancy Cases	Cases Processed
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: LF571 – FIRE ASSISTANCE REIMBURSABLE - PREPAREDNESS

(Project Number Required)

Expenditures may be used to cover what normally would be charged to LF100 – Wildland Fire Preparedness (see page 8-6). A project number is mandatory and is assigned by FA. Fifty percent of a state's LF4700000 collection dollars will be returned to the state as part of the Annual Work Plan (AWP) process. Funds collected in the current budget year are typically distributed the following budget year. The remaining LF4700000 collection amount will be targeted to bureau-wide fire projects.

These funds may be used only for non-recurring contracts, interagency activities, labor, and one-time purchases not requiring continued monetary commitment beyond the level of the current preparedness base budget.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AM	Provide Rural Fire and Community Assistance	Communities Assisted Verifications, Assessments, Evaluations Completed
BG	Assess Other Hazards (Non-Hazmat or AML)	
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Activity Interdisciplinary Activity Plans Completed
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
JL	Apply Fire Rehab Treatments (Project # Mandatory)	Acres Rehabilitated
JS	Stabilize Burned Areas (Project # Mandatory)	Acres Stabilized
MI	Monitor Air Quality and Climatic Conditions	# Air Resources/ Climatological Stations
NU	Conduct Patrol Enforcement Activities	Incidents Reported
NV	Conduct Investigative Activities	Cases Cleared
NY	Conduct Emergency Response Activities (Project # Mandatory)	Incidents Resolved
NZ	Conduct Security Activities	Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

1 **SUBACTIVITY: LF581 – TRAINING PUBLICATIONS**

2 **(Project Number Required)**

3 All revenues received from other government agencies or entities for training and publications
 4 provide under the fire program are deposited in this subactivity. This subactivity is also used for
 5 all expenditures related to training and publications material provided by the fire program to
 6 other government agencies or entities.

7 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units

SUBACTIVITY: LF690 – FIRE PROGRAM REIMBURSEMENTS

(Project Number Required)

Covers funds received from other government agencies or entities for services provided under fire program reimbursable agreements. These funds may be used for fire activities authorized within the scope of the agreement. If these funds are used to purchase equipment or facilities, the reimbursing agency must concur with use and ownership of the equipment and/or facilities. This subactivity requires a formal reimbursable agreement with an obligating document from the agency requesting services and a project number to be established by the NOC.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AM	Provide Rural Fire Community Assistance	Communities Assisted
BL	Collect Digital Cadastral Data	# Townships
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Activity Interdisciplinary Activity Plans Completed
HG	Adopt Wild Horses and Burros	Animals Adopted
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
HY	Patent Alaska Native Corp Conveyances	Acres Patented
JH	Construct Lake/Wetland/Stream/Riparian Projects	Projects Completed
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Projects Completed
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JM	Implement Fuels Treatments by Fire Outside the WUI	Acres Treated
JP	Implement Species Recover/Conservation Actions	Actions Performed
JQ	Implement Fuels Treatments Mechanically Outside the WUI	Acres Treated
JR	Implement Fuels Treatments by Other Means (outside WUI)	Acres Treated
JS	Stabilize Burned Areas	Acres Stabilized
JT	Reduce Fuels Mechanically WUI	Acres Treated
JU	Reduce Hazardous Fuels Other WUI	Acres Treated
JW	Implement Fuels Treatments by Fire Within WUI	Acres Treated
MY	Heritage Resources Monitored	Localities Monitored
NJ	Process Trespass/Unauthorized Occupancy Cases	Cases Processed
NU	Conduct Patrol Enforcement Activities	Incidents Reported
NV	Conduct Non Drug Investigative Activities	Cases Cleared
NY	Conduct Emergency Response Activities (Fire personnel Base-8 hours only) (Project # Mandatory)	Incidents Resolved
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

1 **SUBACTIVITY: LF691 – ALL-RISK REIMBURSEMENTS**

2 **(Project Number Required)**

3 Covers funds received from other government agencies or entities for services provided under all
 4 risk reimbursable agreements. These funds may be used for all risk activities authorized within
 5 the scope of the agreement. If these funds are used to purchase equipment or facilities, the
 6 reimbursing agency must concur with use and ownership of the equipment and/or facilities. This
 7 subactivity requires formal reimbursable agreement with an obligating document from the
 8 agency requesting services and a project number to be established by the NOC.

9 **COMMONLY USED PROGRAM ELEMENTS**

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units
NY	Conduct Emergency Response Activities (Project # Mandatory)	Incidents Resolved
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: L5310 – REPAIR OF DAMAGED LANDS (O&C)

(Requires Project Number)

Includes all costs associated with funds from performance bond forfeitures or contract claim settlements made available through appropriation under 305 of FLPMA (43 USC 1735) for expenses incurred in repairing, rehabilitating, or protecting Oregon and California (O&C) or Coos Bay Wagon Road (CBWR) lands damaged or imperiled by actions of the bonded parties. Also includes all costs collected through fire trespass actions for the reimbursement of damages, suppression cost, and emergency stabilization and burned area rehabilitation costs related to O&C or CBWR lands impacted by human-caused wildland fires. Fire trespass collections and expenditures must include use of the state designated office code and the specific project number LVDOFIRE0000.

COMMONLY USED PROGRAM ELEMENTS

(Not Restricted to These)

PE Code		Workload Measure
AL	Provide Outreach through Interpretation and Environmental Education	Programs/Events Delivered
AM	Provide Rural Fire Community Assistance	Communities Assisted
BF	Assess Hazmat Sites	Site Verifications, Assessments, Evaluations Completed
BG	Assess Other Hazards (Non-Hazard or AML)	Verifications, Assessments, Evaluations Completed
BH	Inventory Abandoned Mine Land Sites	Sites Inventoried
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Activity Interdisciplinary Activity Plans Completed
GS	Administrative Site Non-Building Condition Assessment	Non-Building Assets Assessed
GT	Recreation Site Non-Building Condition Assessment	Recreation Sites Assessed
GV	Administrative Site Building Condition Assessment	Square Feet
GY	Trail Condition Assessment	Miles
GZ	Recreation Site Building Condition Assessment	Square Feet
HD	Manage Forest and Woodland Commercial Sales	Acres Managed
HF	Restore and Protect Cultural/Paleo Properties	Properties Protected/Restored
HL	Apply Commercial Forest and Woodland Management	Acres Restored/Developed
HO	Respond to Hazmat Risk Sites	Actions Completed
HP	Remediate AML Physical Safety Hazards	Sites Remediated

PE Code		Workload Measure
HQ	Mitigate Other Hazards	Sites Mitigated
HT	Ensure Fire Preparedness	# Fire Mgmt Units
IA	Recreation Site Annual Maintenance	Square Feet
IB	Recreation Site Deferred Maintenance	Square Feet
IC	Recreation Site Construction	Square Feet
ID	Trail Annual Maintenance	Miles
IE	Trail Deferred Maintenance	Miles
IF	Trail Construction	Miles
IM	Administrative Site Annual Maintenance	Square Feet
IN	Administrative Site Deferred Maintenance	Square Feet
IO	Administrative Site Building Construction	Square Feet
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance	Lane Miles
IR	Road Construction	Lane Miles
IU	Recreation Site Non-Building Annual Maintenance	Recreation Sites Maintained
IV	Recreation Site Non-Building Deferred Maintenance	Recreation Sites Improved
IW	Recreation Site Non-Building Construction	New Non-Building Assets Constructed
IX	Administrative Site Non-Building Deferred Maintenance	Administrative Sites Improved
IY	Administrative Site Non-Building Annual Maintenance	Assets Maintained
IZ	Administrative Site Non-Building Construction	Non-Building Assets Constructed
JK	Implement AML Projects to Restore Water Quality	Acres of Completed Remediation
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JS	Stabilize Burned Areas	Acres Stabilized
MG	Monitor and Maintain Hazmat & NRDAR Sites	Sites where Monitoring Actions are Completed
NP	Evaluate Potentially Responsible Party (PRP) for Cost Avoidance/Recovery	Actions Completed
NQ	Process Hazmat cost Avoidance/Recovery Cases	Cases Referred
PH	Provide Program Support: Restore Health of Public Lands	None
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: L5320 – REPAIR OF DAMAGED LANDS, PUBLIC DOMAIN**(Requires Project Number)**

Includes all costs associated with funds from performance bond forfeitures or contract claim settlements made available through appropriation under 305 of FLPMA (43 USC 1735) for expenses incurred in repairing, rehabilitating, or protecting public lands (other than O&C or CBWR) damaged or imperiled by actions of the bonded parties. Also includes all costs collected through fire trespass actions for the reimbursement of damages, suppression cost, and emergency stabilization and burned area rehabilitation costs related to public lands (other than O&C or CBWR Lands) impacted by human-caused wildland fires. Fire trespass collections and expenditures must include use of the state designated office code and the state specific project number LVDPFIREXX00, where XX is the state identifier.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AL	Provide Outreach through Interpretation and Environmental Education	Programs/Events Delivered
AM	Provide Rural Fire Community Assistance	Communities Assisted
BF	Assess Hazmat Sites	Site Verifications, Assessments, Evaluations Completed
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
GS	Administrative Site Non-Building Condition Assessment	Non-Building Assets Assessed
GT	Recreation Site Non-Building Condition Assessment	Recreation Sites Assessed
GU	Road Condition Assessment	Lane Miles
GV	Administrative Site Building Condition Assessment	Square Feet
GY	Trail Condition Assessment	Miles
GZ	Recreation Site Building Condition Assessment	Square Feet
HD	Manage Forest and Woodland Commercial Sales	Acres Managed
HF	Restore and Protect Cultural/Paleo Properties	Properties Protected/Restored
HO	Respond to Hazmat Risk Sites	Actions Completed
HP	Remediate AML Physical Safety Hazards	Sites Remediated
HQ	Mitigate Other Hazards	Sites Mitigated
HT	Ensure Fire Preparedness	# Fire Mgmt Units
IA	Recreation Site Annual Maintenance	Square Feet
IB	Recreation Site Deferred Maintenance	Square Feet
IC	Recreation Site Construction	Square Feet
ID	Trail Annual Maintenance	Miles
IE	Trail Deferred Maintenance	Miles
IF	Trail Construction	Miles
IM	Administrative Site Annual Maintenance	Square Feet
IN	Administrative Site Deferred Maintenance	Square Feet
IO	Administrative Site Building Construction	Square Feet

PE Code		Workload Measure
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance	Lane Miles
IR	Road Construction	Lane Miles
IU	Recreation Site Non-Building Annual Maintenance	Recreation Sites Maintained
IV	Recreation Site Non-Building Deferred Maintenance	Recreation Sites Improved
IW	Recreation Site Non-Building Construction	New Non-Building Assets Constructed
IX	Administrative Site Non-Building Deferred Maintenance	Administrative Sites Improved
IY	Administrative Site Non-Building Annual Maintenance	Assets Maintained
IZ	Administrative Site Non-Building Construction	Non-Building Assets Constructed
JK	Implement AML Projects to Restore Water Quality	Acres of Completed Remediation
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JS	Stabilize Burned Areas	Acres Stabilized
MG	Monitor and Maintain Hazmat & NRDAR Sites	Sites where Monitoring Actions are Completed
NJ	Process Trespass/Unauthorized Occupancy Cases	Cases Processed
NP	Evaluate PRP's for Cost Avoidance/Recovery	Actions Completed
NQ	Process Hazmat cost Avoidance/Recovery Cases	Cases Referred
PH	Provide Program Support: Restore Health of Public Lands	None
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

1 **BLM ORGANIZATION CODES**

2 A list of BLM organizational codes can be found at <http://1.usa.gov/1i7ZZjq>.

CHAPTER 9 BLM FIRE CODING GUIDELINES

CHAPTER PURPOSE

This chapter provides guidance on the use of Work Breakdown Structure (WBS) codes in the fire program.

CHAPTER OBJECTIVES

- To provide guidance for proper use of fire codes at all levels of the BLM organization.
- Identify and describe the proper use of four types of fire codes used by BLM.
- Define short-term severity, long-term severity and how they work.
- Determining severity funding limits and how to request funding.
- Common questions and answers that are asked by fire personnel regarding proper use of fire WBS codes.

BLM GUIDANCE ON CREATION AND USE OF FIRE CODES

INCIDENT-SPECIFIC CODES

Dispatch offices will generate a fire code for each BLM fire within their jurisdiction using the FireCode web application. The FireCode system creates a four-digit alpha-numeric fire code. As fire codes are generated, they are uploaded nightly into the FBMS, creating a suppression WBS. There are no additional requirements for BLM finance offices to enter these codes into the financial system.

The dispatch office generating a fire code will provide the code to resources responding to the fire and to other dispatch units providing resources, and will include the code on all resource orders generated for that fire. If a BLM unit receives a request from another federal wildland fire agency or dispatch office to provide initial attack resources to a fire, the code will be provided by the requesting agency or dispatch office.

If a dispatch office receives a request from a non-federal entity to provide support to a non-federal fire covered by an approved annual operating plan (AOP), the dispatch office will access FireCode to assign a fire code to the fire. This code will be used by all federal wildland fire agencies that provide support to that fire. However, if no federal resources are being utilized and no federal lands are affected, a fire code should not be generated.

For BLM, each false alarm will be assigned a separate fire code.

The USFS generally assigns one fire code per forest for all fires smaller than 300 acres and all false alarms. The BLM will use that code rather than generate a separate fire code for each separate USFS incident.

Appropriate Use of Incident-Specific Codes

Incident-specific fire codes are appropriately used under the following circumstances:

- Resources and personnel working on an incident, directly supporting an incident (e.g., expanded dispatch), or repairing damage resulting from fire management activities.
- Resources and personnel ordered because of anticipated need for the incident (including extension at the end of shift).
- Resources and personnel refurbishing equipment after returning from an incident (e.g., fire personnel washing hose, cleaning equipment, sharpening tools).

Do not use an incident-specific code to backfill behind a resource or personnel sent to a fire.

MULTIPLE-INCIDENT SUPPORT CODES

During fire season, when fire activity is high, some fire management personnel can be called upon to perform work that supports multiple fires simultaneously. Support codes are fire codes set up at the local or geographic area level for use by resources and personnel supporting multiple existing incidents, when it is difficult to identify a specific incident to charge against. Support codes must only be used for suppression-appropriate charges, and must not be used for charges appropriately charged to specific incidents, to severity, or to preparedness.

The BLM state offices will maintain lists of authorized codes in use in their states and monitor expenditures charged to these authorized codes. Review of support code expenditures will become part of national preparedness reviews. Use of support codes should be limited to the following:

Appropriate Use of Multiple-Incident Support Codes

Multiple-incident support codes are appropriately used under the following circumstances, only if it is not feasible to charge expenditures to a specific incident:

- Resources and personnel working in support of multiple existing incidents (e.g., dispatchers, managers, staging area managers, caches, and aircraft).
- Resources and personnel ordered in anticipation of being used on any of a series of existing incidents (including extensions at the end of shift) with the understanding that they will be moved to an actual fire as soon as they are assigned. This is a very short-term option.
- Personnel time for dispatchers, warehouse/cache workers, support staff, and AD/casual employees should be broken into blocks and charged to specific fire codes when practical, even when supporting multiple fires. When hours cannot be broken out and charged to specific fire codes, a support code may be used.
- Utility costs (telephones, sewer, water, electricity, fuel, etc.) above normally occurring costs that are incurred in direct suppression support should be charged to specific fire codes.
- Emergency equipment, rental vehicles (i.e., forklifts, rental cars), and government-owned or leased vehicle mileage in support of multiple fires may be charged to a support code. Vehicle costs associated with deliveries to specific fires should be charged to the incident-specific fire code.

- 1 • Flight detection over multiple fires intended to monitor the need to place resources can be
2 charged to a support code.
- 3 • Cell phone costs above the monthly or annual recurring costs, when they are identifiable.
- 4 • Expenses may be temporarily obligated to a support code when insufficient time or
5 information exists to determine the correct specific fire code. These expenses must be de-
6 obligated and charged to specific fire codes when the payment is processed.
- 7 • States must coordinate with the FA Budget and Evaluation staff prior to obligating or
8 making payment for any support code expenditure over \$100,000.

9 **Do not use a support code for:**

- 10 • Backfill behind a resource sent to a fire.
- 11 • Expenses not directly related to suppression.
- 12 • Expenses that should be charged to severity.
- 13 • Expenses related to the pre-positioning of resources (when no fires currently exist).
- 14 • Billable fire expenses (any fire BLM will need to track separately to seek reimbursement
15 of costs).
- 16 • Normal default cost structure for any government employee charge card or any vehicle
17 charge card. Charge cards should default to the normal funding code of the individual's
18 program.
- 19 • Monthly/annual cell or satellite phone base costs.
- 20 • Lease/rental of government facilities that are used for regular government business (i.e.,
21 dispatch center, warehouses, etc.).
- 22 • Exclusive use aircraft daily availability. Daily availability for call-when-needed (CWN)
23 aircraft and flight hour costs in direct support of multiple fires is to be broken out for
24 individual legs between fires.
- 25 • Monthly charges for government-owned or leased vehicles.
- 26 • Funding fire investigation costs. If fire investigation costs will be incurred beyond the
27 two year period for charging to the fire code, a request for extension should be made
28 through the NOC.
- 29 • Base funding for BLM employees whose base-8 hours are covered by preparedness
30 funds.

31 The USFS has created support codes for non-land based units such as National Caches, GACCs,
32 NICC and a few USFS specific units. If BLM resources are ordered using a support code from
33 the USFS or another agency, we will honor that code and use it as requested to be used.

34 **Review of Support Code Use**

35 State offices are responsible for monitoring support code charges in FBMS for their set of
36 authorized support codes. To ensure compliance with BLM direction on support code use, state
37 offices and FA, Budget and Evaluation office will annually review support code expenditures.

NATIONAL AND STATE DIRECTOR SEVERITY

Severity is the preferred method to move and support resources in advance of fire activity. By definition, incident-specific or multiple-incident support codes require the expenditures to go against an existing fire or multiple existing fires. Severity funds are used to move and support resources and personnel because of general fire conditions, as supported by a severity request to the National Office, or by a short-term event.

The DOI severity authorization limit, or cap, is ten percent of the ten-year suppression obligation average. The BLM divides that cap into three pieces (state severity, short-term severity, a piece unallocated) in case any unforeseen circumstances arise. Each state's limit for nationally approved severity is based on a percent of each state's base preparedness funding.

National Severity

National agency fire directors or their delegates are authorized to allocate fire severity funding under specific conditions, tied to anticipated fire activity that will exceed the capabilities of local resources, fire seasons that start earlier or last longer than normal, or abnormal increases in fire potential or danger not planned for in existing preparedness plans. The BLM will use fire code numbers for all severity activities. The FA, Budget and Evaluation will assign codes for BLM severity activities.

Requesting Fire Severity from Fire and Aviation

The process for requesting severity is outlined in the *Interagency Standards for Fire and Fire Aviation Operations*, and can also be found on the web at the BLM Fire Operations website (http://web.blm.gov/internal/fire/fire_ops/index.html) in the "Toolbox" section. Requests should be consolidated by state and submitted to FA by the state director. The official memo requesting funds should be mailed to the AD, FA. An electronic copy should also be e-mailed to BLM_FA_Severity@blm.gov. Severity funding requests will be accepted and approved for a maximum of 30 days; however, regardless of the length of the authorization, use of severity funding must be terminated when abnormal conditions no longer exist. If the fire severity situation extends beyond the 30-day authorization, the state must prepare a new severity request.

An approval memo from FA will list authorized resources, along with a cost string code for each state and field office to use for all resources. All resources authorized through this process will be counted in the state's severity authorization limit, including extension of exclusive-use aircraft contracts.

In order to support the BLM national aviation strategy, which includes prioritized allocation based on need, air resource mobility, and cost containment, a state may be directed to release an air resource to another state. All charges related to releasing an air resource will be covered by FA or the receiving state.

Post-season reviews on the use of severity funding will be conducted by FA every fall. Select states will be reviewed according to the fire preparedness review schedule in order to identify potential severity process improvements at the local, state, and national level.

Short-Term Severity

Each state director, and the FA division chiefs for operations and aviation, have been delegated the authority to expend severity funding in the amounts specified below for short-term severity needs for the fiscal year. Short-term severity authorization limits have been set at \$300,000, or three percent, of each state's base preparedness funding, whichever is greater. Each state and FA division will establish a process to document requests and approvals, and will maintain this information in a severity file. This discretionary severity authorization can be expended for appropriate severity activities without approval from the AD, FA.

<u>State/Office</u>	<u>Org Code</u>	<u>Functional Area</u>	<u>WBS</u>
AK	LLAK910000	LF2100000.HT0000	LFSRD0YE0000
AZ	LLAZ910000	LF2100000.HT0000	LFSRD0YF0000
CA	LLCA910000	LF2100000.HT0000	LFSRD0YG0000
CO	LLCO910000	LF2100000.HT0000	LFSRD0YH0000
ID	LLID910000	LF2100000.HT0000	LFSRD0YJ0000
MT	LLMT910000	LF2100000.HT0000	LFSRD0YK0000
NV	LLNV910000	LF2100000.HT0000	LFSRD0YL0000
NM	LLNM910000	LF2100000.HT0000	LFSRD0YM0000
OR	LLOR910000	LF2100000.HT0000	LFSRD0YN0000
UT	LLUT910000	LF2100000.HT0000	LFSRD0YP0000
WY	LLWY910000	LF2100000.HT0000	LFSRD0YQ0000
FA300	LLFA300000	LF2100000.HT0000	LFSRD0YR0000
FA500	LLFA500000	LF2100000.HT0000	LFSRD0Y50000

Exceeding Authority Limits:

For a state to exceed its state severity or short-term severity authorization limit, the state director must request an increase to its spending limit from the AD, FA. Similarly, if FA Operations or Aviation Division exceeds their severity authority, the division chief must request an increase from the AD. The AD may adjust the authorized spending limits in order to ensure BLM stays within the severity funding authorization limit set by the Department.

Interagency Fire Severity Activities:

The BLM, BIA, U.S. FWS, NPS, and USFS have a fire management agreement that provides a basis for cooperation on all aspects of wildland fire activities. Under this agreement, the agencies do not bill one another for services rendered for emergency suppression, including severity activities.

- *BLM Assisting Other DOI Agencies*

The DOI agencies all use FireCode to assign project numbers for their severity activities. When assisting other DOI agencies, the BLM is to use the four digit FireCode project number provided by the requesting DOI agency. The FireCode project number is inserted into the WBS in digits 5-8 (LFSR#####0000).

- *BLM Requesting Other DOI Agencies Assistance*

When BLM requests assistance from another DOI agency, BLM will provide to the assisting agency the four-digit FireCode project number, which are digits 5-8 in the WBS listed in their authorization memos.

- *BLM Assisting the Forest Service (FS)*

The FS is not using FireCode to assign project numbers for severity activities. The FA has assigned one number (LFSRD0YY0000) for all severity assistance BLM provides to the FS. For example, if BLM Utah is assisting the FS, they would use LLUT###000 LF2100000.HT0000 LFSRD0YY0000.

- *BLM Requesting Forest Service Assistance*

When BLM requests assistance from the FS, BLM does not provide a project number from FireCode. The FS uses specific “S” codes found in the National Interagency Mobilization Guide, chapter 20 – Administrative Procedures, when assisting DOI agencies. The FS code for assisting BLM is **S70002**.

Any severity support provided by the BLM to the other DOI agencies or the FS will not be counted in the state’s authorization limit.

PRE-POSITIONING FUNDS

National Preposition Funding

National preposition funding is used to mobilize resources to areas with anticipated fire activity when other funding is not available. Units may request national preposition funding from FA to acquire supplemental fire operations assets to increase initial attack capability. Approved national preposition funding may be used only for travel and per diem costs for the duration of the assignment, and overtime labor costs associated with the original preposition move. National preposition funding may be used to mobilize resources when BLM units:

- do not have available preparedness funding;
- do not have available short-term severity funding; or,
- do not meet the criteria for use of national severity funding.

The process for requesting national preposition funding from FA is outlined in the *Interagency Standards for Fire and Fire Aviation Operations*, and can also be found on the web at the BLM Fire Operations website (http://web.blm.gov/internal/fire/fire_ops/index.html) in the “Toolbox” section.

State Discretionary Preposition Funding

Each state director has also been delegated the authority to expend preposition funding. State preposition authorization limits have been set using methodology established by the Fire Leadership Team. State preposition authorization limits can be found at http://web.blm.gov/internal/fire/fire_ops/toolbox_preposition.htm.

Each state will establish a process to document requests and approvals and will maintain this information in a file. This discretionary preposition funding authorization can be expended for

1 appropriate preposition activities without approval from the AD, FA. The following are the cost
2 strings for preposition funding for each state:

3	<u>State</u>	<u>Org Code</u>	<u>Functional Area</u>	<u>WBS</u>
4	AK	LLAK910000	LF5610000.HU0000	LFFA81280000
5	AZ	LLAZ910000	LF5610000.HU0000	LFFA81280000
6	CA	LLCA910000	LF5610000.HU0000	LFFA81280000
7	CO	LLCO910000	LF5610000.HU0000	LFFA81280000
8	ID	LLID910000	LF5610000.HU0000	LFFA81280000
9	MT	LLMT910000	LF5610000.HU0000	LFFA81280000
10	NV	LLNV910000	LF5610000.HU0000	LFFA81280000
11	NM	LLNM910000	LF5610000.HU0000	LFFA81280000
12	OR	LLOR910000	LF5610000.HU0000	LFFA81280000
13	UT	LLUT910000	LF5610000.HU0000	LFFA81280000
14	WY	LLWY910000	LF5610000.HU0000	LFFA81280000

15 SPECIAL USE CODES

16 The FAD has set up several special WBSs for use with the suppression account. These codes
17 have specific uses and restrictions, set forth in IMs and IBs.

18 LFSP99990000

19 The use of this code is authorized under the following circumstances:

- 20 • Caches may use LFSP99990000 to procure generic boxes and packing materials intended
21 for multiple fire support.
- 22 • Fire support re-supply for local (non-stores) caches should be charged to specific fire
23 codes. When this is not feasible, LFSP99990000 may be used.
- 24 • Refurbishment costs for fire returns should be charged to the specific fire code of the
25 original incident.
- 26 • Procure retardant using specific fire codes. When this is not feasible, then LFSP99990000
27 may be used.
- 28 • Shipping costs between caches should be charged to the ordering cache using specific fire
29 codes. When this is not feasible, LFSP99990000 may be used.
- 30 • Offices may consolidate LF2000000.HU0000 charges on the fiscal year-end obligation
31 for Office of Aircraft Services (OAS) charges and use LFSP99990000 with the individual
32 office code. Individual OAS payment documents will be paid against the specific fire
33 number shown.
- 34 • States must coordinate with the Fire and Aviation Budget and Evaluation staff prior to
35 obligating or making payment for any LFSP99990000 expenditures over \$100,000.

36 LFSP44440000

37 A unique WBS, LFSP44440000, has been established to help states and units manage their fire
38 travel expenditures. LFSP44440000 can be used as a default code for personnel on incident
39 management teams and/or whose travel is at least 80 percent in response to wildland fire
40 incidents. This does not eliminate the need to adjudicate credit card charges from the default
41 code to the actual fire code. The FAD monitors this account as the year comes to a close and will

1 notify offices if charges are not adjusted out of the default. Any default codes changed to utilize
2 the coding above must be returned to the preparedness default by October 31.

3 **LFSP77770000**

4 Fire support, re-supply and shipping costs for the caches at NIFC, Alaska Fire Service, and
5 Billings, MT should be charged to the fire stores account LFSP77770000. The caches should
6 charge National Fire Equipment System (NFES) numbered cartons to the fire stores account, as
7 well. These three caches are the only units in the BLM authorized to charge to the fire stores
8 account.

9 **LFSPTIME0000**

10 QuickTime will not allow the time keepers to override a WBS that is not in the system. There are
11 times when employees respond to a fire start at the end of a pay period and QuickTime tables
12 cannot be updated before payroll has to be finalized. To make sure employees are paid correctly
13 and reduce errors the WBS LFSPTIME0000 can be used.

14 **LFSPB00T0000**

15 In 2011 the DOI issued policy allowing for the payment of a \$100 per year boot stipend to those
16 employees who qualify. The WBS LFSPB00T0000 was established for use when paying the
17 stipend to employees.

18 **LFSPAZA10000**

19 Training of ADs: Suppression operation funds are to be used for operational costs directly
20 associated with the preparation, delivery, or support of emergency incident related training for
21 emergency firefighter crews and support personnel (single resource casual). Allowable
22 operational costs are limited to:

- 23 • Casual wages for attending emergency incident training.
- 24 • Training materials.
- 25 • Transportation of casual and regular government personnel, including commercial
26 transportation, contract transportation, government aircraft.
- 27 • Regular government employee overtime when training is predominantly for casuals.
- 28 • Casual travel expenses (per diem) and regular government employee travel expenses
29 (only when the purpose of the training is predominantly put on for casuals.) Regular
30 government employees using AZA1 and suppression funds for travel expenses should be
31 documented and forwarded to the state incident business lead when it occurs.

32 Regular government employees cannot charge base salary to LF2000000.HT000
33 LFSPAZA10000, but may use project number LFSPAZA10000 with their normal base funding
34 code (i.e., LF1000000.HT000 LFSPAZA10000) to facilitate tracking casual training costs.

BACKFILL

Backfill is defined as utilizing suppression funding to compensate for lack of resources at a station/district/duty location as a result of fire activity, either on the unit or off the unit. Charging backfill to a local or off-unit fire code is not permitted. Pre-positioning of resources and shift extensions are not considered backfill if these actions are taken because of anticipated need on an existing local incident, whether they eventually are used on the incident or not.

If local conditions are such that replacement personnel are needed to cover preparedness or suppression workload because employees are on fire assignment, these replacement personnel must charge to an appropriate account, not to the fire the original personnel responded to. A person should only charge to a fire if the individual is working directly on or in support of the fire.

APPROPRIATE TIMEFRAMES FOR CHARGING TO A FIRE CODE (EXCLUDING FIRE TRESPASS EXPENSES AND STATE ASSIST FIRE EXPENSES)

If a person is no longer working on a fire, in support of a fire, or refurbishing after a fire, they generally should not be coding to that incident's fire code. On occasion, expenditures to a fire code could occur well after the incident is controlled, such as when staff makes fire-related payments or warehouse personnel refurbish equipment long after the fire is deemed out. Replacement of fire-damage items, based on an S#, can also occur long after a fire is controlled. In such cases, the S# authorization should be utilized within six months after the incident is declared out. If circumstances arise where this time frame cannot be met, approval must be received by the state incident business lead prior to using the S#.

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1 **CHAPTER 10**
2 **ALL HAZARD (FEMA) GENERAL**

3 **STATE POINT OF CONTACT (POC)**

4 Each state has designated a state POC. The role of the state POC is to facilitate the collection and
5 submission of proper documentation to the FA, Budget and Evaluation Office (LLFA400000).
6 Deb Bidaburu is the national lead for FEMA reimbursements. The roles and responsibilities of
7 the state POC, specific guidance for processing requests, and a state POC listing are available on
8 the BLM FAD budget website at <http://web.blm.gov/internal/fire/budget/index.html>.

9 **CODING BASE-8 AND OVERTIME**

10 The FEMA policy states that FEMA will not reimburse agencies for base hours of employees
11 who are normally working at the time of the incident. This includes all permanent full time
12 employees and may include some career seasonal and temporary employees (depending on their
13 normal period of funding).

14 The BLM employees who are normally working at the time of the incident, and are assigned to
15 or in support of ESF#4, will code base hours to their home office and program. The BLM career
16 seasonal employees who are extended beyond their normal period of funding in support of
17 ESF#4, will code base hours to the appropriate reimbursable ESF#4 code located on the resource
18 order request (see your state POC for code). Documentation in regards to career seasonal normal
19 periods of funding may be required for reimbursement.

20 State, district, and field offices and dispatch centers are required to provide names of the career
21 seasonal employees and the normal period of funding to the state POC to substantiate base hours
22 for reimbursement upon request. Failure to do so will result in hours being charged back to the
23 home office or program.

24 All employees will code overtime, premium pay and travel expenses to the appropriate
25 reimbursable ESF#4 codes identified on the resource order (i.e., LLFAXXX000
26 LF6910000.NY0000 LRRFRXXXXX00). The overtime provisions of Public Law 106-558
27 (Wildland Fire Overtime) apply only to those assigned to emergency wildland fire activities
28 whose overtime work is exempt from coverage under the FLSA. This provision does not apply to
29 employees dispatched in support of all-hazard incidents (hurricanes, floods, earthquakes, oil
30 spills, and other non-fire emergencies). Do not use T&A hours code 113 for any all-hazard
31 incident. Use regular overtime codes (110, 121, 120, etc.) when recording overtime in support of
32 ESF#4 incidents.

33 In a non-fire emergency, the exemption status of an exempt employee is determined on a work
34 week basis. An exempt employee shall be non-exempt for any weekly tour of duty in which the
35 employee's primary duties for the period of emergency work are non-exempt (5 CFR 551.211
36 (f)(2)(ii)). For purposes of this CFR, primary duties typically mean the duty that constitutes the
37 major part (over 50 percent) of an employee's work (5 CFR 551.104). Non-exempt employees
38 retain their non-exempt status regardless of the emergency work performed or the incident
39 position to which assigned.

HAZARD PAY AND ENVIRONMENTAL DIFFERENTIALS

Refer to the CFR, Title 5, chapter 1, part 550 to determine if hazard pay is applicable for general schedule employees. Refer to CFR, Title 5, chapter 1, part 532 for information on environmental differential for wage grade employees.

Appendix J to Subpart E of 5 CFR 532 lists the specific categories for information on environmental differential for wage-grade employees. In order to be eligible for an environmental differential, the duties must be beyond the normal duties expected of the employee's home unit position. Questions regarding whether the duties have been classified into a specific position shall be referred to the home unit Human Resource office

The specific reason for hazard pay must be listed on the signed Crew Time Report and Emergency Firefighter Time Report, OF-288 (or other approved all hazards incident timekeeping forms), to assist home units in applying pay regulations.

BI-WEEKLY MAXIMUM EARNINGS LIMITATION

All employees working on or in support of all non-wildland fire incidents or activities are subject to the bi-weekly maximum earnings limitation. In certain circumstances, the DOI may waive the limitation upon request from the BLM. The AD, FA has been authorized to: (a) determine emergency situations for the purpose of lifting the bi-weekly maximum earnings limitation; (b) determine emergency situations for FLSA purposes; and (c) coordinate the application of these new authorities with the BIA, U.S. FWS, the NPS, and the USFS. When the bi-weekly limitation is waived, written direction will be issued from the Assistant Director. In such situations, the annual maximum earnings limitation remains in place.

The annual maximum earnings limitation rule limits an employee's basic and premium pay to the annual salary of the greater of the maximum step of a GS-15 grade level, including locality and/or special salary rate pay or Level V of the Executive Schedule (5 CFR 550.106(c)(1)).

EMERGENCY WORKERS (CASUALS/ AD)

To assist with ESF#4 support, the BLM is authorized to utilize, hire and pay emergency workers (casuals) in accordance with the AD Pay Plan for Emergency Workers. All casual time and travel will be charged to the reimbursable WBS code assigned to the mission assignment on the resource order. Please reference the most current FA IM in regards to hiring and payment procedures for casuals (http://www.nifc.gov/programs/cpc_agencymemos.html).

WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF

BLM personnel assigned in support of ESF#4 will follow directions in the Interagency Incident Business Management Handbook, chapter 10, page 10-19 Work/Rest, Length of Assignment, and Days Off.

1 CACHE ITEMS

2 All accountable/durable property such as tents, sleeping bags, cots, chaps, Nomex, flight
3 suits/helmets, lighting kits, ridge poles, chainsaws, radios, radio kits, generators, pumps, etc.
4 must be returned through the normal return process to the servicing incident support cache.
5 FEMA will not reimburse the BLM for accountable property; therefore, the home unit will be
6 charged for items not returned.

7 PURCHASE OF ACCOUNTABLE/SENSITIVE PROPERTY

8 Accountable and/or sensitive property purchases must be made by a contracting officer operating
9 within their warranted authority. These items include: office equipment, digital cameras,
10 computer software, etc.

11 CHARGE CARD PURCHASES (MICRO-PURCHASING)

12 Personnel with purchasing authority that are not assigned to a buying team or other purchasing
13 support position must obtain authorization from the incident agency or bureau and
14 Finance/Administration Section Chief to use the government charge card and convenience
15 checks on all incidents.

16 Every effort should be made to utilize a buying team or contracting officer for all hazard
17 incidents purchases. Consumable needs (miscellaneous office supplies or incidentals for personal
18 use) may be purchased by individuals who hold micro-purchasing authority. All charges must be
19 supported by an incident order, request number (resource order number), and valid legible
20 receipt copy. The FEMA will consider charge card reimbursement only if the necessary
21 supporting documentation is provided.

22 Charge card adjustments for all hazard incident charges will be made by the home organization
23 (state, district, or field office). In order to pull the information needed from the FBMS, the
24 following format is required in the description field when entering charge card adjustments:
25 home office code, first four letters of the last name, and the request number as indicated on the
26 resource order in block 12 (i.e., a supply order would read AK HARP S140 or, for overhead, AZ
27 JONE O235).

28 Field offices must ensure that individuals who have made charges on their government charge
29 card in support of an all-hazard incident forward copies of their signed/approved credit card
30 statements, along with copies of supporting receipts/documentation to the assigned state POC
31 within five days of card adjustment (reference BLM Charge Card Manual, Release 1512). When
32 adjusting the default charge code on the charge card, please ensure the associated airfare agent
33 fee is also adjusted.

34 The default code for charge cards must not be changed to the reimbursable charge code.

DOCUMENTATION

In order for the BLM to receive reimbursement, FEMA requires all documentation charged to the incident be included in each billing. A checklist designed to assist the employee in providing the required documentation needed for billing purposes is available on the BLM FAD budget website at <http://web.blm.gov/internal/fire/budget/index.html>.

The following documentation must be forwarded to your state POC as applicable:

- Resource order.
- All receipts (100%) to include those not required in the Federal Travel Regulations.
- List of names of employees who are not on a resource order but were deployed in support of ESF#4.
- List of names and normal period of funding of career seasonal employees extended in support of ESF#4. Failure to do so will result in hours being charged back to the home office or program.
- Copies of charge card statements. Statements must be signed and dated by the individual and their supervisor. Statements must reflect the appropriate charge code, budget object class, a brief description of charges and legible copies of all receipts associated with the incident.
- Contractual documents (contracts, purchase orders, blanket purchase agreements, etc.).
- Government Bill of Lading.

The state POC will submit the requested documentation to the national lead (LLFA400000) as requested in the POC Guide. All documentation requested must be organized in the format outlined in this guide. If documentation is received in a format other than what is outlined in this guide, the state FMO will be contacted to determine if a correction to the documentation will be made by the state POC, or a charge code for the requested transactions provided to the national lead to charge back the items to the home office unit.

The FEMA may require additional clarification on documents previously submitted. The national office will work with each state POC as needed.

Unless requested by the national lead, please do not forward:

- Copies of travel vouchers (travel documents will be provided by the National Operations Center Travel Desk).
- Copies of OF-288's (Emergency Firefighter Time Report).

CHAPTER 11 CLAIMS

REFERENCES

The Federal Tort Claims Act (<http://federal-tort-claims.com/>) provides for the filing of claims against the United States for personal property damage or loss, personal injury, or wrongful death caused by negligence, wrongful acts or omissions of federal government employees while acting within the scope of their employment. Only the USDI Office of the Solicitor has the authority to settle claims under the Federal Tort Claims Act.

DEPARTMENT OF THE INTERIOR MANUAL

The Department of the Interior Manual Part 451 Chapter 1 (<http://elips.doi.gov/ELIPS/0/doc/1506/Page1.aspx>) (451 DM 1) describes the Departmental policies, procedures and responsibilities for handling claims against the United States under the Federal Tort Claims Act.

The Department of the Interior Manual Part 451 Chapter 3, Loss or Damage – Employee’s Personal Property (<http://elips.doi.gov/elips/0/doc/1508/Page1.aspx>) (451 DM 3) describes the Departmental policies for settlement of claims against the United States. DM 451.3.2, states “damage or loss must be incident to the employee’s service and possession of the property must be reasonable, useful, or proper in the circumstances.”

BLM MANUAL

BLM Manual 1386.6 (<http://on.doi.gov/1hd12U2>) outlines the responsibilities, designation process, reporting and investigation processes, and the filing and adjudication of tort claims against the United States within the Bureau of Land Management.

MILITARY PERSONNEL AND CIVILIAN EMPLOYEES’ CLAIMS ACT OF 1964

The Military Personnel and Civilian Employees’ Claims Act of 1964 (<http://1.usa.gov/1lvleQw>) (MP&CE) outlines rights of employees, official volunteers, and casuals to claim reimbursement for loss or damage to personal property that occurs in performance of duty.

CONTRACT DISPUTES ACT OF 1978

(<http://1.usa.gov/1q7WaRn>)

The Contract Disputes Act of 1978 establishes procedures and requirements for affirming and resolving claims subject to the Act.

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

(http://www.nwcg.gov/pms/pubs/iibmh2/pms902_201208.pdf)

- Chapter 20, Acquisition (Contract Claims) (<http://1.usa.gov/1hd1LEG>)
- Chapter 70, Claims (<http://1.usa.gov/1efFRe4>)

FILING A TORT CLAIM

The Federal Tort Claims Act provides for the filing of claims against the United States for personal property damage or loss, personal injury, or wrongful death. 451 DM 1 and the BLM Manual 1386.6 further identify specifics to the USDI and the BLM in the processing of Tort Claims.

A tort claim must be filed within two years of the date of the incident which gave rise to the claim.

It is the responsibility of private property owners to document and substantiate any claims filed for damage to or loss of personal property. The private property owner assumes the burden for proving the Government negligent and for documenting their losses.

The claimant must submit the claim using the SF-95, Claim for Damage, Injury or Death, or other written and signed document.

The claimant must provide:

1. Claimant's name, mailing address and phone number.
2. A statement describing what action or omission of the Government caused the damage, loss, or injury.
3. The sum certain (specific dollar amount) claimed.

The claimant should provide the following supporting documentation to substantiate the claim:

1. Proof of ownership for damaged property, e.g., copy of title, registration, deed or tax documents.
2. Documentation of the amount claimed, e.g., two itemized repair estimates, two estimates of replacement costs, age of damaged/destroyed property, salvage values, proof of property value.
3. Documentation of insurance coverage of the property.
4. Witness statements.
5. Pictures of the damaged property and pictures of the property before damage occurred.

Tort claims are submitted to the designated official of the Incident Agency.

1 FILING AN EMPLOYEE CLAIM

2 The Federal Tort Claims Act provides for the filing of claims against the United States for
3 personal property damage or loss, personal injury, or wrongful death. 451 DM 3 and the MP&CE
4 further identify specifics to the USDI and the BLM in the processing of Employee Claims.

5 All employees are responsible to know the rights and responsibilities for personal property
6 claims and to show due diligence and care for all property used in performance of duty.

7 Supervisors and managers are responsible to review claims and provide written statements
8 relative to the claim. Incident supervisors are responsible to document the circumstances that
9 pertain to the loss or damage.

10 Within 60 days of property loss or damage, employees and their supervisor complete an
11 Employee Claim Package and submit the forms with supporting documentation to their home
12 unit.

- 13 • The employee completes form DI-570, Employee Claim for Loss or Damage to Personal
14 Property and provides witness statements and supporting documentation to their
15 supervisor.
- 16 • The supervisor provides a statement and recommendation in regards to the validity of the
17 circumstances and necessity of the items claimed.
- 18 • The FMO reviews and signs the completed package and forwards it on to the designated
19 adjudicating official.

20 If the BLM forms are not available, use local forms or plain paper. The completed package must
21 be signed by the Incident Commander, the employee's direct supervisor, and the FMO. Claim
22 forms are available from the incident, incident agency or from the employee's home unit.

23 Employee claims will always be processed by the employee's home unit. If the employee is
24 away from their duty station, report the occurrence to the on-site supervisor and complete the
25 required forms, following local, established procedures for submission to the home unit.

26 The claimant must provide:

- 27 1. Claimant's name, permanent mailing address and phone number.
- 28 2. Narrative statement that tells who, what, when, where, how and why the loss or damage
29 occurred. Description of how the claimant provided for security of the items.
- 30 3. Detailed description of each item.
- 31 4. Purchase month/year/price of each item claimed.

32 The claimant should provide the following supporting documentation to substantiate the claim:

- 33 1. Witness statements or other statements, etc. on separate sheets of paper.
- 34 2. Catalog/internet photos and prices, copy of the original receipts, and/or statement of
35 value documentation.

1 FILING A CONTRACT CLAIM

2 Claims related to Emergency Equipment Rental Agreements (EERA) and other contracts are
3 adjudicated per the Contract Disputes Act of 1978.

4 All personnel involved in the management of rented equipment, land or facilities use have the
5 potential to be involved with a contract claim and should be aware of the contract claims
6 procedures.

7 A federal Contracting Officer (CO) is the only person authorized to settle a federal contract
8 claim up to the amount of their delegated warrant authority. Contract claims may be settled by
9 the original contracting officer, or a designated successor contracting officer, acting within their
10 delegated warrant authority and limits set by the incident agency. Other personnel have no
11 authority to settle a contract claim, but do have a crucial role in the claim process. In the event a
12 settlement cannot be reached and a dispute arises, the written final decision shall be made by the
13 contracting officer initiating the EERA or I-BPA or an agency-designated successor contracting
14 officer.

15 Payment for equipment use shall not be delayed beyond a reasonable period to obtain
16 documentation needed to support a contractor's claim.

17 The following are general guidelines for dealing with a claim or potential claim:

- 18 • Contractors filing a claim assume the burden for proving the Government was negligent
19 and there for caused the loss or damage.
- 20 • Incident personnel shall not advise, comment, or solicit a contractor's claim.
- 21 • While there is no specific form on which to file a claim, the claim must be in writing and
22 include the following:
 - 23 1. Claimants complete name, mailing address, and phone number.
 - 24 2. Legible signature of the equipment owner or legal representative.
 - 25 3. Claimant's statement of facts concerning the damage.
 - 26 4. Claimant's itemized listing of the amount claimed, including estimated values of
27 equipment before damage.
 - 28 5. Witness statements if available.
- 29 • The incident supervisor managing the equipment is responsible for documenting the
30 damage and initiating the investigation. The extent of the investigation should be
31 appropriate to the complexity and/or amount claimed. The investigator shall avoid
32 conclusions and opinions and shall only present observations and facts. The investigation
33 report should include the following items:
 - 34 1. Description of the damage and circumstances leading to the damage; including
35 location of the area, sequence of events, weather, and road conditions.
 - 36 2. Law enforcement investigation report if applicable.
 - 37 3. List of witnesses and statements.
 - 38 4. Sketches, maps, diagrams, or photographs of the scene or equipment.

1 Trespass funds may be used for non-recurring contracts and one-time purchases that do not
2 require continued monetary commitment beyond what is available in the trespass account. Funds
3 can be used for labor, training, travel and support and administration of fire program activities.
4 However, while labor charges are allowed, these funds should not be used as the basis for hiring
5 permanent positions.

6 Trespass funds are not base funds; they are considered one-time funds. These funds do not have
7 to be applied to the same lands that generated the collections and can be used without fiscal year
8 limitation.

9 If fire occurs on Western Oregon (O&C) lands, deposit the collections into Functional Area
10 L53100000.RD000. If fire occurs on other public lands deposit money into Functional Area
11 L53200000.RD0000. Example: BLM Utah recovers \$400,000 from a trespass fire action on
12 public land. The entire \$400,000 would be deposited in LLUT930000-L53200000.RD0000-
13 LVDPFIREUT00. However, if the fire occurred on O&C lands, Functional Area
14 L53100000.RD000 would be used, and the amount would be deposited in LLOR930000-
15 L53100000.RD0000-LVDOFIRE0000.

16 Functional Areas L53100000 and L53200000 include other BLM activities collections;
17 therefore, it is critical that fire trespass collections and resultant spending transactions cite the
18 LVDOFIRE0000 and LVDPFIREXX00 WBS, or the funds will be deposited to the general state
19 Repair of Damaged Lands account.

20 Indirect costs for special funds, such as recoverables, reimbursables, and trust projects will not
21 be assessed to fire trespass collections. This decision has been made because most fire trespass
22 settlements are less than full value and rarely cover actual BLM expenditures.

23 Leave surcharge will be assessed consistent with the amount of expenditures for BLM labor
24 charged to the LV.DO.FIRE0000 and LV.DP.FIREXX00 WBS.

25
26 Budget authority derived from trespass collections is considered no-year funds. End-of-year
27 budget resources in fire trespass will be summarized at the state office level (LV.DO.FIRE0000
28 and LV.DP.FIREXX00), and the existing functional area (L53100000 or L53200000) will be
29 carried forward at the current level by state and organization. Use the CBS or the FBMS to
30 monitor collections and manage expenditures.

31 Tracking Fire Trespass Cases and Collections: The OIG audit report entitled Reimbursement of
32 Firefighting Costs, Bureau of Land Management (Report No. 98-I-551, July 1998) requires BLM
33 state offices to track, and prepare for management review and oversight, the following items:

- 34 • Number of human-caused fires each year.
- 35 • Number of human-caused fires where BLM has pursued collection each year.
- 36 • Cost of fires where BLM has pursued collection.
- 37 • Amounts billed.
- 38 • Amounts collected.
- 39 • Amounts written off (compromise offer or write-off of entire amount).
- 40 • Reasons for amounts “not billed” or “written off.”

- 1 ○ Amounts not Billed: For human-caused fires where BLM has made a decision not to
2 pursue collection, the basis for this decision should be documented on the “Field
3 Manager’s Fire Trespass Decision Document” and included in the official fire
4 investigation case file at the local level. This decision document can be found as an
5 illustration in the BLM Fire Trespass Handbook.
- 6 ○ Amounts Written off: For human-caused fires where BLM has made a decision to
7 pursue collection, and a compromise offer has been accepted or the entire amount
8 has been written off, the reason for that decision should be documented and tracked
9 at the unit level in the official fire investigation case file and by the State Fire
10 Trespass Coordinator.

11 It is understood that, for most fires, cost recovery efforts may take several years which makes it
12 difficult to produce an annual summary of billings and collections. Therefore, state offices
13 should consider keeping a running spreadsheet that tracks, at a minimum, the items listed above
14 for all fire trespass cases where their state has pursued collection. For all other human-caused
15 fires where BLM has chosen not to pursue collection, that documentation should reside within
16 the individual fire investigation case files as explained above under the “Amounts not Billed”
17 section. This documentation would include reasons such as “no responsible party identified,”
18 “negligence or intent could not be established,” or some other appropriate reason.

19 STATE ASSIST COLLECTIONS

20 PROTECTION ASSISTANCE COLLECTIONS AUTHORITY

21 The FY 1999 Interior Appropriation (DOI and Related Agencies Appropriations Act, 1999, as
22 included in Public Law 105-277, Section 101 [e]) provided permanent authority to keep sums
23 received for fire protection rendered pursuant to the authorities in the 1955 Fire Reciprocal
24 Protection Act (42 U.S.C. 1856 et seq.).

25 Functional Areas LF4600000/LF5610000 and LF4700000/LF5710000

26 Collection:

27 Fire protection assistance costs will be tracked and billed according to existing processes. The
28 specific wildland fire protection agreements and the operating plan should provide the guidance
29 for items to be billed.

30 Collections will be made and deposited into that state office's designated office code. The office
31 organization codes identified on page 12-5 will be used for both functional areas' deposits. A
32 designated office code has also been established for FA for recording collections received from
33 protection assistance efforts in locations outside the scope of responsibility of the BLM state
34 offices.

35 Collections will be distributed between preparedness and suppression based on the percent of
36 each functional area's expenditures for the year of the event compared to that year's total
37 expenditures for preparedness and suppression. Collections will be deposited into two functional
38 areas (LF4600000 and LF4700000). Functional Area LF4600000 will benefit from the percent of
39 total collections applicable to suppression; Functional Area LF4700000 will benefit from the

1 percent of total collections applicable to preparedness. Program element “RD0000” and WBS
2 “LVFA10000000” will be used for all collections.

- 3 • Example: BLM Alaska receives \$500,000 as a result of the net payment for FY 2003
4 protection assistance covered by an agreement with the State of Alaska. The BLM's ratio
5 between preparedness and suppression for 2003 was 54 percent preparedness and 46
6 percent suppression. Therefore, \$270,000 (54 percent) will be deposited into the
7 designated office code, functional area LF4700000 (preparedness), program element RD
8 (for collections), and WBS 1000(AK310-LF4700000.RD0000- LVFA10000000-
9 \$270,000); and \$230,000 (46 percent) will be deposited into the designated office code,
10 functional area LF4600000, program element RD.0000, and WBS 1000 (AK310-
11 LF4600000.RD0000-LVFA10000000-\$230,000).

12 Although these funds are deposited into a state office account, they are not available to the state.
13 In order to establish an accounting trail on the source of funds collected, BLM must credit
14 LF4600000 and LF4700000 collections to the state or national office performing the collection.
15 All funds, regardless of what office did the collection, will be managed at the national level by
16 the Fire and Aviation Budget and Evaluation Division. Funding derived from fire protection
17 assistance reimbursements (LF4600000 and LF4700000) are no-year funds and will be managed
18 accordingly. Carryover funds will be managed in accordance with the agreed to process, based
19 on priorities.

20 **Expenditure:**

21 *The allocation of LF4600000 funds (related to suppression) is controlled as follows:*

- 22 • Funds are used for expenditures typically charged to suppression (Functional Area
23 LF2000000). Suppression funds are allocated at the National Office level; therefore,
24 LF4600000 funds will also be controlled by FA. All expenditures are made through
25 Functional Area LF5610000.

26 *The allocation of LF4700000 funds (related to preparedness) will be controlled as follows:*

- 27 • Fifty percent of a state's Functional Area LF4700000 collection dollars (preparedness
28 portion) will be returned to the state as part of the AWP process. Funds collected in the
29 current budget year are typically distributed the following budget year.
- 30 • These funds may be used only for non-recurring contracts, interagency activities, labor,
31 and one-time purchases not requiring continued monetary commitment beyond the level
32 of the current preparedness base budget.
- 33 • The remaining Functional Area LF4700000 collection amount will be targeted to bureau-
34 wide fire projects based on the agreed to process, based on priority needs.
- 35 • While all preparedness related collections are received in the Functional Area
36 LF4700000, all preparedness related expenditures will be made through Functional Area
37 LF5710000.

1 No indirect costs will be assessed to protection assistance reimbursements unless agreed to in
2 specific state agreements.

3 A leave surcharge percentage will be assessed consistent with labor expenditures charged to the
4 two programs (LF5610000 and LF5710000).

5 **COLLECTIONS OFFICES**

6 <u>State</u>	<u>Functional Area</u>
7 Alaska	LLAK9F0000
8 Arizona	LLAZ930000
9 California	LLCA940000
10 Colorado	LLCO930000
11 Eastern States	LLES002000
12 Idaho	LLID916000
13 Montana	LLMT920000
14 New Mexico	LLNM930000
15 Nevada	LLNV913000
16 Oregon	LLOR930000
17 Utah	LLUT930000
18 Wyoming	LLWY950000
19 FA	LLFA940000

20 **FY DISTRIBUTION RATE TABLE FOR STATE ASSIST COLLECTIONS**

21 A table showing the FY distribution rates for state assist collections is updated by October 31 of
22 every FY and published on the fire and aviation budget office intranet site located at
23 <http://1.usa.gov/1vm1AO>.

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