



## Bureau of Land Management - Alaska Fire Service

### INCIDENT BUSINESS PROCEDURES

This Finance Briefing Package (FBP) emphasizes the critical financial and administrative procedures to be followed on incidents within the BLM-AFS protection area.

The Interagency Incident Business Management Handbook, April 2004, (IIBMH) provides national direction and policy. The BLM-AFS follows IIBMH policies.

Any changes in these procedures will be negotiated with the Zone Fire Management Officer (FMO), the Zone Fire Support Assistant (FSA) and/or the assigned Incident Business Advisor (IBA) in advance and documented in writing.

The *State of Alaska* Incident Business Management Handbook (AIBMH) provides policy and direction for *State of Alaska* regular government employees and *State* managed/hired casuals **only**.

AFS and the State of Alaska operate under a cooperative agreement which establishes protection areas, regardless of land ownership. The incident to which you have been assigned may involve land managers from several agencies or private interests (e.g., Military, NPS, BIA, FWS, BLM, State of Alaska, Native entity), but is within AFS protection and will be managed as a federal incident.

AFS is divided into four fire management Zones, Military Zone, Upper Yukon Zone, Tanana Zone, and Galena Zone. The Agency Administrator for BLM-AFS Zones is the Zone Fire Management Officer (FMO).

The Zone Fire Support Assistant (FSA) is your primary contact for all incident business management matters (incident business technical specialist) within the Zone. The Zone FSA briefs you upon assignment, provides direction and guidance, holds a finance closeout meeting prior to team release, and can provide the name of a State of Alaska administrative contact, if necessary. The Zone FMO may order/assign an IBA depending on Zone workload and incident complexity.

The Zone FSA/IBA works under the direct supervision of the Zone FMO. The FSA/IBA should make onsite visits to all established Type 1/2/3 incident command posts and

staging areas. Technical specialists may accompany the Zone FSA/IBA to assist in specific areas of concern.

Submit **all** incident business related paperwork, e.g., crew time books, single resource casual payments, commissary, equipment use invoice packets to the Zone FSA. The Zone FSA reviews the paperwork, resolves problems with incident Finance and submits to the appropriate office for payment processing.

#### **Forms/Alaska Finance Kit**

Zone FSA can provide an initial supply of finance related forms. Resource order additional forms through normal IMT processes. The Alaska Finance Kit has forms specific to Alaska. Forms, such as federal worker's compensation reporting forms (CA-1/2) that are no longer available in the kits are available from the Zone FSA or on line at: <http://www.nwcg.gov/teams/ibpwtnew/ibpwtnew>

**Uploading of the I-Suite database to the national data repository is mandatory for all BLM incidents where I-Suite is used.** The IMT is responsible to make a Compact Disk (CD) of the database Final Incident Package; the Zone will maintain this copy as the official database. Team members and others assigned to an incident will not take copies of the database with them when leaving the incident.

AFS has computer technical specialists (CTSP) that are I-Suite fluent; use the resource ordering system to obtain assistance.

## Chapter 10 - Personnel

- All personnel time, including travel to and from the incident, must be submitted on a Crew Time Report, SF-261.
- Record time for all personnel, regardless of agency affiliation, on an Emergency Firefight Time Report, OF-288.
- Follow AFS requirements and IIBMH guidelines for OF-288 and CTR completion.
  - Incident Order Number on all OF-288s
  - BLM accounting information for BLM casuals
  - Standard ICS position codes. Use the appropriate ICS position code for each position, e.g., CRWB, FFT1 or FFT2 **not** HC2.
- Ensure trainees, changes in position/rate, time loss due to injury/illness, etc. are thoroughly documented on OF-288.

### EFF/AD Crews

AFS and the *State of Alaska* manage crews in accordance with the Alaska Crew Management Guide. See the Crew Management Guide for a list of crew names, managing agency/unit, and contact numbers.

The *State* refers to their casuals as EFF; AFS uses the terms AD or casual.

Different pay rates and different injury compensation regulations (addressed in the Injury Compensation Section) apply to *State* administered crews. *State* EFF are paid EFF rates and are paid time and one half for over 40 hours in the administrative workweek (Sunday 0001-Saturday 2400).

Timekeeping/recording procedures are the same. The administrative agency applies appropriate pay regulations and withholds taxes when payment is processed.

A casual/EFF's pay begins at the estimated hire and pick-up time given to the crew by the Zone/Area and ends when the crew/individual is returned to the point of hire or is no longer available. The Crew Boss may receive extra time for gathering the crew together for hiring purposes and at the discretion of the IMT may receive an extra half hour per operational period for attending briefings, etc.

It is common practice for an Alaska Type 2 crew to leave one crew person in camp during the day as 'camp boss.' Alaska policy is to pay this individual the same hours as the crew; the designated camp boss may change daily.

### Single Resource (SR) Casuals

AFS Budget office completes the hiring paperwork for all SR casuals hired in Fairbanks. Zone FMOs are delegated authority to hire casuals for use within Zone boundaries. The IMT should make every effort to hire local SR casuals to meet incident needs. All casuals hired on an AFS incident are considered federal. The IMT must assign/obtain an "O" number for each SR casual hired.

You must complete the Single Resource Casual Hire Form for all hires.

In addition to hiring procedures in IIBMH Chapter 10, Section 11 each casual must:

- Read and sign the Alaska Conditions of Hire
- Be provided the opportunity to complete a W-4
- Be provided a Blood borne Pathogen (Hepatitis A/B) Flyer to read
- Be provided a Direct Deposit Form

The *State of Alaska* or other Lower 48 agencies may hire SR casuals to fill resource orders for AFS fires. Casuals not hired locally take their pay documents to the agency point of hire for payment processing. *State of Alaska* EFF pay rates are found in the *State AIBMH*.

### AD Rates

Casuals hired in a red-carded position (as identified in the 310-1, Incident Position Manual), must have an Incident Qualifications card (red card) in their possession for the position they are performing. If the red card is from an agency other than BLM-AFS, attach a copy of the red card to the OF-288 (required for payment).

Drivers are required to have a valid state driver's license in their possession for the appropriate vehicle class before being hired. Attach a copy of the Driver's license with applicable endorsement for CDL drivers to the OF-288 (required for payment).

### Field Promotions

Field promotions must be documented on the OF-288 with reason, date/time. The individual being promoted must be qualified to perform the job to which they are being promoted, and if it is a position identified in the 310-1, Incident Position Manual, must have an Incident Qualifications card (red card) for the position they are performing.

### Position Task Books (PTB)

PTBs may only be issued by the sponsoring agency or, with sponsoring agency concurrence, a qualified Training Specialist. Completion of a PTB on an incident does not automatically qualify an individual for a promotion; the sponsoring agency issuing the Position Task Book must certify the individual as qualified and amend the Incident Qualifications card.

### End of Pay Period

If the end of the pay period occurs during an incident, information may be transmitted via fax to the individual's home unit per IIBMH guidelines. A federal Pay Period calendar is provided. Do not fax EFF/casual time sheets, unless specifically directed to do so by Zone FSA. Federal casuals will not be paid from a fax copy.

*State of Alaska* pay periods close on the 15<sup>th</sup> and 30<sup>th</sup> of each month for both regular *State* employees and *State* EFF. See *State AIBMH* for information on closing submitting *State* employee timesheets.

### Demobilization

The transportation method and route determines if crew sign off occurs at the incident, at another location enroute, or upon arrival at the point of hire. **This varies by crew; specifically ask Zone/Expanded Dispatch how the crews will be signed off.**

Most AFS crews are transported by air to the point of hire and do not pass through an administrative site; **sign-off at the incident location is required in these instances.** Project and record travel time for crews traveling by air direct from the incident to the point of hire. Zone/Expanded Dispatch can provide flight times. A general rule of thumb is to add 30 minutes to the projected travel time, to allow for flight/weather delays. Crew signs the OF-288s and receives yellow copies. Advise the Crew Boss to directly contact the incident or Zone FSA if the actual travel time differs from projected time. Some *State* EFF crews travel home by road and take their time sheets with them. *State* personnel will closeout time sheets at the other end. Pull the whites for the Incident Finance Package.

SR casuals/EFF usually sign off at their point of hire. Project travel time and retain the file copy for the Incident Finance Package.

Regular government employees take their original time sheet to their home unit. Project travel time to the next stop enroute. **Complete travel time entries per the examples in the IIBMH (sign under the travel entry posted - not at the bottom of the column.)**

**IN ALL CASES, BE SURE TO LEAVE ENOUGH ROOM ON THE OF-288 TO ENABLE ADDITIONAL TRAVEL TIME TO BE POSTED. PERSONNEL TRAVELING TO THE LOWER 48 WILL HAVE MULTIPLE STOPS AND WILL NEED SEVERAL BLANK LINES. IT IS THE TIME UNIT'S RESPONSIBILITY TO ENSURE THIS IS DONE.**

### Deviated Travel

Follow IIBMH, Chapter 10. Travel arrangements will be made for the established demobilization date and these entered in ROSS.

Any deviation or change in travel plans/arrangements are the personal responsibility of the individual traveler, including any costs involved in changing reservations. The individual is responsible for coordinating with the home unit supervisor to obtain authorization to deviate and to notify the home unit dispatch office of changes in travel.

### Casual Payment Packages to include:

### ***Single Resource Casuals Hired at the Incident***

- ✓ OF-288
- ✓ Single Resource Casual Hire Sheet
- ✓ Copy of Incident Qualification Card (if red-carded position)
- ✓ Copy of driver's license (if hired as a driver)
- ✓ W-4
- ✓ I-9
- ✓ Alaska Conditions of Hire
- ✓ Direct Deposit Form
- ✓ Injury compensation or claims documentation (if applicable)

### ***Single Resource Casuals hired by another AFS office***

- ✓ OF-288
- ✓ Single Resource Casual Hire Sheet
- ✓ Injury compensation or claims documentation (if applicable)

### ***AFS or State of Alaska Crew***

- ✓ OF-288 (one for each person on the crew)
- ✓ Crew manifest
- ✓ Any crew hire documents in the crew book (e.g., AK Conditions of Hire)
- ✓ Injury compensation or claims documentation (if applicable)

### **State of Alaska Regular Government Employees**

See the *State AIBMH* for more information.

Special pay requirements:

- An extra one-half hour paid meal break applies if they are required to work more than two hours before or after the normal shift. This time is not recorded as clock hours.
- Note in the remarks block of the OF-288, "Additional ½ hour meal period not recorded".
- Standby pay applied if state employees are held in a closed camp situation. "Closed camp" must be indicated in the Incident Action Plan. Note in the remarks block on the OF-288, Closed Camp: applicable dates. As AFS incident camps are OPEN, this should rarely occur.
- Pay period cutoff on the 15th and 30th of each month. It is not necessary to close out the OF-288 at the end of the pay period. *State* employees may request a copy of the OF-288 to assist in the completion of their state time sheet. The *State* time sheet and supporting OF-288 should be faxed to the home unit, if possible.
- Fiscal year cutoff is June 30. Time sheets for both regular *State* employees and *State* EFF must be cut off at 2400 on June 30, and new time sheets started for July 1, 0001. Forward original OF-288s to Zone FSA on July 1. If the workload warrants, the IMT may order *State* personnel to facilitate this closeout process.

### Automated Time Recording Systems

The IMT may use I-Suite and its applications to facilitate the recording of personnel time.

Follow AFS requirements for documenting time records including:

- Incident Order Number
- BLM accounting information for BLM casuals
- Standard ICS position codes

The IMT may not incorporate periods of time into the automated system for which they were not responsible for management. For example, the outgoing team manually completed timesheets; do not include this time in the automated system. Payment packages will include the manual and automated time reports.

## Chapter 10 - Commissary

Personnel and crews are responsible to be prepared with footwear, clothing, personal hygiene items, prescription medications, and other personal items sufficient for a 14 day incident assignment, exclusive of travel. In an effort to reduce incident costs for agency provided commissary, items and amounts available are limited and only one commissary order per crew/individual per 14 day assignment will be filled.

Commissary may only be provided to individuals working away from their point of hire.

The incident Finance/Administration Section is responsible for the ordering, daily inventory, issue, payroll deduction posting, documentation, and security of commissary in accordance with Chapter 10 of the IIBMH.

*Personnel issuing commissary must ensure that tobacco products are not distributed to persons under the age of 19 (Alaska State Law).*

If commissary is approved for the incident by the Zone FMO, orders may be submitted on the 5th day after assignment to the incident for delivery on or about the 7th day.

Do not place commissary orders for crew or overhead personnel scheduled for demobilization.

*Commissary is limited to sox, cigarettes, and chew, items listed under emergency commissary, prescriptions and eye glass repair. Do not order other items as they will not be filled.*

### Individual Commissary

The incident Finance/Administration Section will coordinate with the crew boss to provide for the needs of his/her crew. The following is required for each individual requesting commissary:

- Crew Name
- Individual's Name
- Last four numbers of the SSN
- Items requested

### Emergency Commissary

Emergency commissary items are necessary for the safety and well being of incident personnel. Emergency commissary items are ordered as needed, by individual name and orders must include a justification approved by the Incident Commander.

All emergency commissary items require approval of the Zone FMO. Emergency commissary orders are given priority processing and should be filled within 48 hours of receipt in Financial Services.

- Boots: specify size, width and preferred sole (logger, vibram). Brand names can be requested, but may not be available. Individual will be payroll deducted for boots meeting size and width specifications. **Inform incident personnel that they must accept boots that meet size and width specifications.** Boots prices will range from \$200 to \$300.
- Personal clothing items that have been damaged or destroyed during the incident, e.g., burned gear. The individual should also file a personal property loss/damage claim. Items will be payroll deducted.

### Prescriptions

Order prescription refills through Commissary. Individual must have a current prescription on file with a pharmacy. Incident Commander, Logistics Section Chief or Medical Unit Leader approval required.

Commissary order to include:

- Individual's name
- Prescribing doctor name
- Type of drug
- Prescription number
- Pharmacy name and phone number

Eye/lass repair may be requested through the commissary process and will be payroll deducted. If the damage occurred as a result of an event on the incident, the personal property claim process must be initiated.

### Local Purchase of Commissary Items

The AFS Commissary Policy must be adhered to; regardless of how/where the items are purchased. The IMT may only purchase items within the above list of items and these items must be able to be returned to the local vendor prior to incident closeout/team release. Commissary items purchased locally by the IMT must be zeroed out prior to the end of the incident (Purchase - Issue - Returns = 0). Locally purchased commissary must be documented on a resource order.

Account for these items separately from the resource ordered items. Commissary items cannot be returned to the Zone at the end of the incident.

### Commissary orders

- Zone FMO approves commissary for the incident
- Incident submits resource order (RO) to Zone/Expanded Dispatch
- Zone/Expanded validates items are within policy, ensures necessary approvals (IC and Zone FMO for emergency items)
- Zone/Expanded forwards RO to Zone Admin
- Zone Admin processes order, coordinates pick-up with Transportation, and notifies Zone/Expanded Dispatch of completed order
- Zone/Expanded notifies Incident of estimated delivery date/time

- Incident issues commissary, posts payroll deductions, performs daily inventory, completes paperwork
- Incident returns leftover inventory and original commissary paperwork to Zone FSA
- Zone FSA inventories items, audits issue and accountability records, resolves discrepancies and submits original paperwork to Financial Services.

### Paperwork Completion

*Commissary Issue Form* - Note crew name or single resource home agency (BLM, NPS, USFS, State, etc.) on all commissary issues.

*Accountability* - Complete a Daily Accountability Record for each commissary order. Attach the daily inventory and all commissary issues for the period covered. This facilitates the balancing at the incident site and the Zone/Financial Services audit process.

### *Averaging*

It may be necessary to average prices for like items received on two or more commissary orders to facilitate the issue process. Note the items quantity and averaging calculations and attach to the Daily Accountability Record.

### *Leftover commissary*

The incident is responsible to retain commissary items on the incident and attempt to distribute all stock before the fire is demobilized; **do not return leftover commissary to the Zone FSA if there is intent to order commissary again.**

### Incident Closeout

Document lost/stolen/unaccounted Commissary items on a Property Loss and Damage Report, OF-289. FSC signs as the accountable officer.

Submit paperwork originals, final inventory, and all remaining commissary items to Zone FSA. Obtain signature of the Zone FSA on the final Commissary Accountability Record to relieve FSC of responsibility. Retain copies in the Incident Finance Package.

## Chapter 10 - Compensation for Injury

### Alaska Fire Medic Program

Incidents may order an EMT (casual hire) with medical kit (government owned) to provide on-incident medical care. The Alaska Fire Medic Policy details the roles and responsibilities of all parties and is available from Zone Dispatch.

### Medical Transports

#### *AFS Incident with Comp/Claims Unit (Fairbanks commuting area)*

The incident is responsible to facilitate completion of appropriate workers' compensation forms and medical treatment for all assigned individuals within the guidelines established in the IIBMH, AIBMH and the Incident Medical Plan.

Prior to leaving the incident, the COMP must ensure the individual has government issued photo identification with them. This is required for check in at the medical facility and access to Fort Wainwright.

If the individual is returned to the incident, the COMP will fax the completed documents to the AFS Workers' Compensation Specialist (WCS) within twenty four hours to (907) 356-5789. The original documents will be turned over to the WCS at the end of the incident.

If it is determined the individual cannot return to the incident, the COMP will contact the WCS through the dispatch channels to arrange for lodging and meal accommodations.

- ❖ AFS has a block of barracks rooms reserved for medical transports. If the rooms are unavailable, the COMP may be advised to arrange for a hotel room for the individual.
- ❖ AFS has a dining hall with the ability to provide meals (breakfast, lunch, dinner). During normal business hours (0800 - 1800) sack lunches can be ordered through the dining hall for individuals arriving outside the normal meal hours. If meals cannot be provided at Fort Wainwright, the COMP may be advised to purchase meals at a local restaurant.

For individuals not returning to the incident, the medical transport, workers' compensation documents and timesheet will be turned over to the AFS WCS. This should take place the earliest of the following:

- ❖ During normal business hours (0800 - 1800).
- ❖ A designated meeting point for individuals staying on Fort Wainwright.
- ❖ Day following medical treatment if individual is not staying on Fort Wainwright.

At the end of the incident a copy of the medical log will be provided to the AFS WCS.

#### *AFS Incident with no Comp/Claims Unit (remote location)*

The incident follows the Incident Medical Plan and uses the established dispatch process to relay condition and arrival time of personnel requiring off-incident medical treatment.

- ❖ Identify whether the individual is a **medical transport (non-emergency)** or a **medevac (emergency; to be transported direct to medical facility)**.
- ❖ Identify if the individual is a federal, Lower 48 or State of Alaska regular government employee/EFF/casual.

#### **OFFICIAL MEDICAL TRANSPORT NOTIFICATION MUST GO THROUGH THE DISPATCH.**

The AFS WCS will meet the transported individual at the drop off point (hospital, AFS ramp, Fairbanks International Airport, etc.), handle paperwork, transportation to and from the medical provider, and provide subsistence arrangements.

Diagnosis and condition will be relayed to the incident through dispatch channels. Incident finance may contact the responding agency directly for more detailed information than can be relayed through dispatch.

If possible, incident Finance should send original injury/illness reporting forms and employee time sheet (OF-288) with the individual being transported. Notify Zone FSA if this is not done and forward completed paperwork to Zone FSA as soon as feasible.

If the individual is released to full duty, responding agency personnel work through dispatch channels to determine the individual's status with the Zone/incident (return to the fire at Zone/IC discretion; transport to point of hire). Zone dispatch makes necessary transportation arrangements.

- ❖ If the individual is returned to the incident, responding agency personnel provide injury and time reporting documentation as appropriate.

If the individual is transported to the point of hire, responding agency personnel close out time records and ensure correct distribution of injury/illness reporting/treatment documents.

The IMT will primarily deal with federal regular government employees, federal casuals, State of Alaska regular government employees and State of Alaska EFF. Personnel from other states should bring their forms with them or the incident can contact their home unit to obtain forms.

All injured personnel will be treated and the injury/illness documented according to home unit and incident agency requirements.

Federal CA forms are no longer included in Finance kits. A few forms are provided; contact Zone FSA for additional if you are unable to generate copies.

#### **Agency Provided Medical Care (APMC)**

The Financial Services Team manages APMC in Fairbanks. It is available for regular federal government employees, federal casuals and Lower 48 State personnel only.

State of Alaska personnel sent into Fairbanks for treatment are handled by the State of Alaska through *state* worker's compensation.

Contact Zone FSA to determine if it is feasible to utilize APMC on the incident (incident location and availability of medical facilities will determine feasibility). If APMC is authorized at the incident, *State of Alaska* personnel may be treated under the APMC guidelines found in the IIBMH.

If APMC is authorized for the incident, incident finance personnel are responsible to meet with medical providers and establish APMC documentation and payment procedures. Payment for medical services should be done by incident personnel using the government charge card or convenience checks if the provider does not accept the purchase card. Zone FSA may assist if payment methods are not available on the incident.

Issue the FS-6100-16, Agency Provided Medical Care Authorization and Medical Report, to medical providers. This form is required to document all treatment under APMC. The Zone (name and address) is the responsible Payment Unit on the FS-6100-16.

- Do not use OWCP forms (CA-1 or CA-2) to document non-incident related injury/illness treated under APMC.
- A CA-1/CA-2 is not required to authorize treatment under APMC. For instance, if the individual has a pre-existing condition (ingrown toenail) or a condition not normally covered by OWCP (cold, camp crud) and treatment can be provided under APMC to relieve pain/suffering and return the individual to work - do not complete a CA-1/CA-2.
- Initial/first aid treatment should be documented through the Medical Unit and this can be referenced on the APMC form.

## Chapter 10 - Training/Performance

Please complete a performance evaluation on all finance personnel assigned from AFS. Evaluation criteria for finance positions are in the Field Operations Guide.

## Chapter 20 - Acquisition

### Buying Team Support

The AFS Procurement Team performs most Buying Team functions. The IMT will be advised if a national Buying Team is ordered.

The Procurement Team consists of three contracting officers available seven days a week, extended coverage, and after hours via cell phone. The Procurement Team processes equipment, supply and service resource orders from the AICC and the AFS Cache and will assist the IMT to establish agreements, acquire goods and services, settle contract claims, etc.

The AFS Financial Services Team processes resource orders for single resource casuals and commissary.

### Service & Supply Plan

Availability of equipment, service and supply resources may be limited in the incident area. Zone FSA will provide a Service and Supply Plan for the incident location (BPAs, EERAs on offer or available, medical facilities, fuel/food/lodging vendors, school facilities and potential land/facility locations, etc.). Upon request, the Procurement Team will provide a copy of the Fairbanks Area equipment roster for informational purposes.

### Government Charge Card and Convenience Checks

All purchases charged against the incident must be on a resource order and copies of receipts and supporting resource orders retained in the incident finance package.

### Supplemental Food

See the Supplemental Food Policy from the AFS Brown Book. IC and Zone FMO written approval is required for all supplemental food items.

### Subsistence/Per Diem

Per AFS policy, incident assigned and incident ordered personnel are subsisted. Meals are normally provided through MREs, Caterer, Fresh Food Boxes, or Meal Agreements. Incident personnel are expected to be prepared to camp out; pilots may be provided commercial lodging if available.

Rarely will incident personnel be authorized per diem for meals or lodging; Zone FMO approval is required. Department of Interior personnel are authorized \$5/day camp rate when fully subsisted; USFS personnel are authorized (per Union agreement) the incidental expenses (IE) rate for Alaska locations (normally \$11).

## Agreements

A federal warranted contracting officer must be involved in the negotiation and approval of all Agreements. If the IMT does not have a federal warranted contracting officer, contact the AFS Procurement Team for assistance.

- Blanket Purchase Agreement (BPA) may be established for fuel, supplies, etc. Coordinate establishment with Zone FSA, who in turn will coordinate with the Procurement Team. Issue an S# to document the BPA establishment.
- Commercial Meal Agreements must be approved by the Zone FMO and established using the Blanket Purchase Agreement (BPA) for Meals. Issue an S# to document the Meal Agreement. Incident must monitor usage to ensure only authorized personnel use the Meal Agreement and that meals provided are documented.
- Land Use /Facility Use /Dipping Site Agreements  
Use the forms provided to establish these Agreements (LUA/FUA/DUA). Issue an S# to document the LUA/FUA/DUA. Involve incident logistics personnel in the LUA/FUA/DUA process; they are responsible for the pre-inspection, post-inspection, claims documentation, and any rehabilitation efforts. Ensure that the individual with whom you are dealing is the owner or authorized agent for the owner. The owner must designate the agent in writing (fax is acceptable) and this documentation included in the agreement package.

Complete the checklist provided with the LUA/FUA/DUA Agreement form. Use terminology that will be easily understood by the next IMT, the Zone, and the payment office.

### Pre-use inspection

Provide a complete description of the current condition of each physical feature of the facility/land.

### Post-use inspection

Utilize the pre-use inspection to verify and document the condition of the facility/land. Identify improvements made, potential claim issues, and rehabilitation efforts to be accomplished. If possible, provide post-use pictures of facilities/land to document condition.

### Invoicing

The vendor may present an invoice for payment or the Equipment Use Invoice can be used. Do not pay LUA/DUA/FUAs on the incident.

## On-Incident Equipment Hire

Refer to the Alaska Geographic Area Supplement for Equipment (GAS) when hiring equipment at the incident. Contact the Procurement Team for a block of EERA numbers to use for incident-hired equipment.

All payments are made by Electronic Fund Transfer (EFT) unless a waiver is requested and approved.

- Ensure vendors complete the ACH Enrollment form for EFT payment.
- If the vendor is in a remote location and does not have a bank account, they may complete an EFT Waiver form and include it in the Equipment Payment package.

Drivers are required to have a valid state driver's license in their possession for the appropriate vehicle class before operating the vehicle. Ensure CDL (Commercial Driver License) requirements, including applicable endorsements, are met for transport of heavy equipment (tractor-trailer) or transport of personnel (bus).

See the Interagency Standards for Fire and Fire Aviation Operations (Red Book) Chapter 15 for ATV use requirements. All ATV operators are required to meet agency training requirements prior to ATV operation and wear required PPE.

Per the GAS, hire heavy equipment and boats with operator and with contractor supplied fuel and servicing. Rent equipment on a daily basis when possible (boats, pickups, 4-wheelers, etc.).

**The following is not included in the 2012-2014 GAS, but is AFS operating policy:**

- An owner can only operate one piece of equipment at a time. Additional pieces of equipment will have additional operators or be hired as un-operated. If the owner is the operator of more than one piece of equipment, then each piece of equipment will be paid for the actual hours worked. A special rate will need to be negotiated on a case-by-case basis. Contact the AFS Procurement Team in these circumstances, even if a warranted contracting office is assigned to the incident.
- The IMT must manage locally hired equipment within EERA terms and conditions. Equipment is hired for a 24 hour period and must be inspected at the end of shift and beginning of next shift, if released from the incident for any reason. **If the vendor uses the hired equipment for personal use for any period of time (e.g., drives it home after shift), a reduction of 30 percent of the daily rate will apply.** The reduction is due to equipment not being readily available for the 24 hour period. The shift ticket must document the time/mileage at end and beginning of next shift.

### **Off-Incident Equipment Hire**

Resource ordered equipment is hired in Fairbanks by the Procurement Team and sent to the incident with completed hire paperwork. Initial inspection completed in Fairbanks by the AFS Transportation Office.

Exception: Equipment hired by Procurement that is physically located closer to the incident will report to the incident for pre-use inspection. Equipment that does not pass inspection cannot be utilized or paid.

### Work/Rest

In order to document work rest, shift tickets for all operated equipment must show actual operator hours, including breaks, even if the equipment is hired under a daily rate.

### Rental Car Companies

Vehicles hired from a rental car company (EERA) will be paid according to the terms of the rental agreement (e.g., in/out date/time). Daily shift tickets are not required. Document daily use with one shift ticket that shows the hire date/time and release date/time.

### Structural Fire Department (SFD) Apparatus

Do not hire any SFD apparatus on federal EERAs.

The *State of Alaska* establishes and manages all SFD agreements. Refer to the *State AIBMH* for information on SFD apparatus.

### State of Alaska, Department of Transportation (DOT) Equipment

Currently, there is no umbrella agreement that covers use of DOT equipment. Contact the Zone FSA to facilitate establishment of an Agreement through the Procurement Team. Do not establish an EERA for DOT equipment. Do not use the equipment unless it is under agreement and on a resource order.

### Boats

AFS has developed a Boat/Motor Safety Inspection Checklist to be used to document pre/post inspections for all boat hires.

### Rental Cars

AFS does not authorize incident-assigned individuals to rent cars. The AFS Transportation Office provides transportation from the arrival point to AFS. Upon assignment to an incident, personnel will be provided ground or air transportation. The AFS Procurement Team Commercial procures commercial rental vehicles for incident and local support use.

### Contract Claims

Federal Contracting Officers assigned to the incident are responsible to settle contract claims up to their warrant authority for EERAs they establish.

Coordinate AFS-initiated EERA contract claims with the AFS Procurement Office and State EERA contract claims with the State through Zone FSA.

If vendor requests a claim form, provide a Claim for Damage, Injury or Death, SF-95. Incident provides supporting documentation (witness statements, pictures, inspections, etc.).

### Equipment Release

Equipment vendors should complete the incident demobilization process to ensure return of supplies and finalize the equipment payment package.

The incident is responsible to complete a release inspection and release the equipment directly to the vendor, unless other arrangements have been made with the Zone and/or AFS Transportation Office.

Follow IIBM Chapter 20 procedures and the BLM Instruction Memorandum provided to prepare emergency equipment use payments for AFS-hired equipment. Refer to the *State AIBM* for *State* equipment vendors and Structure Fire Departments.

Invoices and shift tickets must be signed by a government agent and the vendor or vendor representative; 'unavailable for signature' is not acceptable.

The FSC or Procurement Unit Leader may sign the equipment invoice as the Receiving Official. The Zone FMO or Financial Services will counter sign after the payment package has been audited.

Emergency Equipment Invoice completion for AFS/Incident hired equipment:

Block 9:       BLM-AFS  
                  Attn: Financial Services  
                  P.O. Box 35005  
                  Fort Wainwright, AK 99703-0005

Block 19:      LLAK9FXXXX.LF200000.HU0000.LFSPYYYY0000  
                  XXXX           = Zone Code  
                  YYYY           = Firecode

Equipment payment packages are required to include:

- Equipment Envelope
- EERA copy
- Resource Order copy
- Pre-use Inspection
- Post-use Inspection
- Equipment Invoice
- Deduction documentation (fuel/oil issue records, deduction log, etc.)
- Shift tickets
- ACH form or EFT Waiver (incident-hired equipment only)

Submit original payment documentation to Zone FSA as equipment is released. This allows for prompt payment to vendors. BLM payments are made electronically through the National Park Service in Virginia (2005 only). ***Do not pay EERAs on the incident.***

### Automated Time Recording Systems

The IMT may use I-Suite and it's applications to facilitate the recording of vendor/equipment time.

Follow AFS/Zone requirements for documenting payment records including:

- Incident Order Number
- BLM accounting information for BLM equipment

The IMT may not incorporate periods of time into the automated system for which they were not responsible for management. For example, the outgoing team manually completed equipment invoices; do not include this time in the automated system. Payment packages will include the manual and automated invoices.

## Chapter 30 - Property Management

### Recycling

Contact the Zone Support Officer for recycling procedures.

### Government Property Claims

Use Property Loss or Damage Report, OF-289, to document loss/damage and submit to Zone (see Chapter 70, Claims for copies of the OF-289)

### Distribution of Purchased Equipment

The Zone FMO determines disposition, in accordance with BLM policy, of non-standard items (i.e., non-cache supplies, equipment, etc.) purchased for incident support.

### Incident Replacement

Follow the IIBMH in regards to documentation of damage to or loss of government equipment, supplies, and property.

#### Expendable Items

The IMT is delegated the authority to approve replacement of those expendable items that are used up on the incident or items, such as hose fittings, that are 'acquired' by the incident through normal firefighting efforts. These items should be replaced through normal supply at the incident or the IMT may approve an Incident Replacement Requisition, OF-315, for replacement of items at the home unit. A copy of the Incident Replacement Requisition must be made part of the incident package.

#### Non-expendable Items

The IMT may not authorize replacement of non-expendable items. Claims for replacement or repair of non-expendable items, e.g., chainsaws, tents, etc., must be documented on appropriate claim forms. The IMT is responsible to provide a written recommendation supported by written statements from the incident supervisor(s) as part of the Claim Package submitted to the Zone FMO.

BLM-AFS will notify the claimant's agency, in writing, of the claim and may require that the damaged property be turned over before replacement is authorized.

#### Contractors

The IMT may not authorize replacement of any contractor-owned equipment/supplies/property, including expendable items. The contractor must file a contract claim to seek reimbursement. This applies to contract crews, engines, and other equipment vendors.

## State-Managed Crews

### **Pioneer Peak Type 1 Crew**

Agency crew with agency owned equipment (*State of Alaska*); follow *State* claims documentation processes for government equipment. Claims for non-expendable property are documented on the incident, reviewed by the Zone FMO and forwarded to the *State* for adjudication.

### **Yukon Crew and other State EFF Crews**

The State of Alaska provides all operating supplies and equipment; follow *State* claims documentation processes for government equipment. Claims for non-expendable property are documented on the incident, reviewed by the Zone FMO and forwarded to the *State* for adjudication.

## Chapter 40 - Business Coordination

### Buying Team

The Procurement Team provides Buying Team Services to AFS managed incidents. The Procurement Team coordinates with the AFS Cache, AICC, and Zone Expanded Dispatch to process equipment and supply resource orders. Fairbanks Area Preseason EERAs have been established and a copy of the equipment roster for informational purposes is available upon request.

### Payment Team

AFS is staffed to process incident payments (acquisition and personnel). The IMT will be advised if a national Payment Team is ordered.

The *State of Alaska* processes incident payments for emergency equipment hired on a State EERAs, all Structure Fire Department vehicles and State EFF.

### Casual Payments

See Chapter 10, Personnel for information on equipment and agreement payment package requirements.

Submit all casual time records to the Zone FSA. The Zone FSA is responsible to forward to the appropriate office for processing.

All casual payments are made out of the Casual Pay Center in Boise, Idaho; payment generally is made within 3 weeks after release from the incident.

### Equipment and Agreement Payments

See Chapter 20, Acquisition for information on equipment and agreement payment package requirements.

Submit all equipment and agreement payment records to the Zone FSA. The Zone FSA is responsible to forward to the appropriate office for processing.

EERA payments are processed by the BLM National Business Center in Denver, Colorado. Payment generally is made within 30 days after receipt of a valid invoice.

### **Incident Finance Package**

Follow the Incident Finance Packages (IFP) found in the IIBMh, Chapter 40, AFS specific requirements found below, and any requirements from Zone FSA. The FSC is responsible to provide Zone FSA a **written** narrative of Finance/Administration Section actions, decisions, and outstanding items.

Zone FSA coordinates with IMT-Finance/Administration Section Chief (FSC) regarding the time and location of the Finance closeout and reviews the IFP prior to team release. Additional subject matter experts may participate in the closeout/IFP review (e.g. Procurement, payments, injury compensation).

**Uploading of the I-Suite database to the national data repository is mandatory for all BLM incidents where I-Suite is used.** The IMT is responsible to make a Compact Disk (CD) of the database Final Incident Package; the Zone will maintain this copy as the official database. Team members and others assigned to an incident will not take copies of the database with them when leaving the incident.

### **Time Unit IFP**

If using ITS or other automated time recording system, make a copy of the original for the file, mark "file copy". Ensure originals are signed in other than black ink.

### **Casual Crews (AD/EFF)**

Retain the white file copies for all crews, regardless of demobilization point. Group file copies by crew; alphabetize within the crew; label with crew name; file in a separate file folder or envelope.

## Chapter 70 Claims

Follow tort and employee claims documentation procedures found in the IIBMH. Refer to the AFS Claims IM and the Crew Management Guide for reimbursable items and processing information for AFS employees and casuals.

Forms are provided for reporting employee and casual personal property loss or damage (PPLD) claims (DI-570), tort claims (SF-95), and for documenting witness statements (OF-289).

See the *State AIBMH* to document and process *State of Alaska* EFF and employee claims.

Attach original PPLD claims to the claimant's OF-288. Claimants are responsible to submit supporting documentation (receipts, catalog pictures of like items, etc.) to their home unit per their agency guidelines.

Submit original tort claim documentation to the Zone FSA. Claimants can submit their claim directly to the address provided on the 'Filing a Tort Claim' information sheet.

**INCIDENT PERSONNEL SHALL NOT ADVISE, COMMENT OR IN ANYWAY SOLICIT A TORT CLAIM.**

## Chapter 80 - Cost Accounting

No cost share agreement is necessary; the billing of suppression costs is covered in the annual operating agreements between BLM and State of Alaska; BLM and the Military.

Calculate all costs, regardless of method (ICARS or by hand), using the Alaska figures and guidelines provided.

The AFS Warehouse can provide, upon request, actual costs of "expendables".

The AFS Procurement Team can provide, upon request, actual costs of local purchase items.

### Cost Reporting Requirements

The minimum requirement is to provide a Daily Summary Report, Daily Pie Chart with percentages and Weekly Cumulative Report to the Zone FMO through the Zone FSA.

Zone FSA or Zone FMO will address specific cost tracking requirements as necessary.