

**BLM ALASKA
INCIDENT BUSINESS MANAGEMENT
OPERATING GUIDELINES**



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A. OPERATING GUIDELINES

This Operating Guideline provides the general administrative procedures to support any IMT, Buying Team, Initial Attack Dispatch, Expanded Dispatch, or other business administration incident support staff assigned to an incident in the BLM Alaska Fire Service (AFS) Zones. The following objectives have been set for incident support at the Alaska Fire Service, which this guideline directly addresses:

- Identify individuals with delegated authorities and roles in AFS
 - Parallel references to this guide include, but are not limited to:
- NWCG Standards for Interagency Incident Business Management Handbook
 - BLM Standards for Fire Business Management
 - Interagency Standards for Fire and Fire Aviation Operations
 - National Interagency Buying Team Guide
 - Local Service and Supply Plans (SSP) and Alaska Geographical Area Supplement
 - National Interagency Mobilization Guide
- Provide for consistent documentation from a Business Administration standpoint for managing incidents and creating cost-effective work practices.
- Provide contact information for local agency, Alaska Geographic Area and Interagency Business Management Coordinators and support staff.

B. INCIDENT BUSINESS ADVISOR (INBA) RESPONSIBILITIES

- The INBA works directly for the (unit specific) Agency Administrator and serves as a liaison between the many roles of business administration on an incident including the IMT, buying team, expanded dispatch, payment team, and any other support functions assigned to the incident.
- A qualified INBA will be ordered for any Type 1 or Type 2 federal incidents. A local INBA-T may shadow the qualified INBA. The Forest and BLM Agency Administrator or equivalent is responsible for fulfilling INBA responsibilities on their unit until an INBA arrives.
- The INBA for the agency with jurisdiction will attempt to make onsite visits to all established Type 1 and Type 2 incident command posts, rest & recuperation (R&R) facilities, staging areas, expanded dispatch locations, buying team locations and other incident support centers. Visits will be prearranged with respective personnel at each site. If onsite visits are not feasible, then the INBA will make contact by other means.
- In matters concerning the expenditure and use of funds, the Agency Administrator will provide recommendations to the IMT and buying team. The INBA will review questionable supply orders as requested by the buying team and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with Agency Administrator for resolution. The Agency Administrator can delegate to the INBA any of the designated roles listed throughout this document.

C. COST CONTAINMENT

- Cost containment is a high priority. In dealing with cost containment issues, it is important for the INBA to be a partner with the IMT and Agency Administrator (AA) for effective cost containment balances, taking into consideration, fire suppression tactics and strategies relative to the incident. This requires aggressive action to highlight inappropriate or questionable procurement requests as well as ineffective use of items under contract, plus exploration of alternatives, whereby joint IC, AA and INBA decisions can be made.
- Focus on high cost aviation resources, under-utilized equipment, extravagant or sensitive purchases and/or cause property accountability issues. INBA's should raise unresolved cost concerns to the local unit Agency Administrator or BLM Incident Business Management Specialist who will take the lead to involve other regional/state staff as needed to ensure a timely (within 24 hours) resolution of the issue.

D. COST SHARE AGREEMENTS & TRESPASS FIRES

- There is no mechanism for billing between federal agencies for expenses incurred on wildfires on federal lands per the Interagency Agreement for Wildland Fire Management among the BLM, BIA, NPS, FWS and the USFS. Therefore, BLM & AFS retain fiscal responsibility for DOI & ANCSA Corporation lands in USFS Protection although there is no mechanism for funds exchange between the agencies. This arrangement does not diminish the role of Jurisdictional Agency Administrators in providing incident cost oversight.
- The default method for apportioning costs of in-state fires is based on the point of origin of the incident and the initial actions taken upon discovery.
- BIA, FWS, NPS, and USFS may bill DNR to recover costs incurred in support of DNR for extended staffing requests and incident assignments. Costs must be documented on appropriate fiscal documents. (i.e. Resource Order, travel voucher, OF-288, CTR, fuel receipts) Billing will be processed by the respective regional offices.
For more details on the billing process, reference Clause 47 of Alaska's AOP and Exhibit D of the Master Agreement.
- Fire trespass refers to the occurrence of unauthorized fire on agency-protected lands where the source of ignition is tied to some type of human activity. BLM, NPS, BIA, and USFS must pursue cost recovery, or document why cost recovery is not required, for all human-caused fires on their lands. FWS does not have trespass cost recovery authority; however, BLM-AFS may pursue suppression cost recovery for fires on FWS lands when BLM is not reimbursed for suppression actions. However, these cases must be pursued in a civil action through the United States Attorney's Office (USAO) as BLM regulations require the fire to have burned BLM lands to recover costs through the administrative trespass process. Any effort to pursue cost recovery on wildland fires that occur on non-BLM land should be done in close consultation with the Solicitor's Office and in coordination with the respective Jurisdictional Agency.
- Copies of all reports and materials compiled or prepared in connection with establishing cause, extent, or potential liability for any fire or response incident shall be provided to all affected agencies. The statistics included in the final fire report may be used for litigation purposes. The
- Protecting Agency, upon request, will provide the Jurisdictional Agency with detailed costs to support trespass cases.

E. PROCUREMENT

ALASKA DOES NOT UTILIZE VIPR

- Upon arrival on the unit, the incident Finance Section specifically the Procurement Unit Leader (PROC), will be given the local SSP and/or Geographical Area Supplement.
- Buying teams shall use their credit cards and checks when procuring from the source list in the SSP according to agency policy.
- PROCs may be allowed to use their credit cards with prior approval from either the buying team or the local Agency Administrator.
- No other personnel on overhead teams will be allowed to use purchase cards when procuring from local sources without previous agreement with the Buying Team Leader or the Agency Administrator.
- All credit card and check purchases must be documented on the appropriate resource order, incident waybill, along with the request number.
- Credit cards must be used for all meal and lodging agreements. All credit card and check purchases must be documented with the appropriate documentation listed above. If a BLM card holder makes the purchase, they must be a Contracting Officer or have the Crew Chief Option charge card.
- Buying teams and PROCs who are signing up equipment are required to obtain a block of Incident Only EERA numbers. Please contact appropriate agency procurement personnel.
- Land Use and Facilities Agreements - If no agreement exists, the IMT will coordinate with the local procurement office or INBA to determine appropriate use and rates. Land use agreements will be negotiated and signed by warranted Contracting Officer only. **(EXHIBIT A)**
- BPAs included in the SSP will be paid by the office that set up the original agreement. (i.e.: paid by on call contracting officers in respect to each agency).
- If food/lodging expenses are incurred while on incident where adequate food and lodging are provided, a justification from the IMT FSC or incident agency administrator is required in order for the employee to be reimbursed for those expenses.
- Performance evaluations for contractors will be collected by finance personnel, sorted according to Contracting Officer name and mailed to respective Contracting Officers prior to the incident closeout. If time constraints do not allow time for mailing from the incident, finance personnel will prepare the evaluations and provide them to the host agency for mailing to the appropriate contracting officers.

F. INCIDENT ONLY EMERGENCY EQUIPMENT RENTAL AGREEMENTS

All IO EERAs (Incident Only Emergency Equipment Rental Agreement) must be signed by a warranted individual within their authority.

- IO-EERAs can only be amended by the Contracting Officer (CO) that signed the original IO-EERA. If an IO-EERA needs amended the signatory CO should be contacted.
- If the signatory CO cannot be reached a Warranted CO, or an Incident Contracting Officer, ICO may sign up that specific item on a new IO-EERA for the duration of that incident only.

NOTE: Settlement of claims against IO-EERAs shall be in accordance with the NWCG Standards for Interagency Incident Business Management, (PMS 902) Chapter 20.

For agency specific block of numbers for agreements, please contact the agency contracting officer in order to obtain those.

CONTENTS OF INCIDENT PAYMENT PACKAGES

- **When sending Interim or Final Payment to the home unit, incident payment packages must include the following:**
 - Original Emergency Equipment invoice, OF-286, signed and dated by a vendor representative (original or fax signature)
 - •Agreement number, and incident order number included on the invoice.
 - Original shift tickets, OF-297's, associated with the invoice.
 - Copy of the agreement used (either VIPR/I-BPA or EERA), information on the agreement must match information on the invoice and shift tickets.
 - Fuel and oil issue documentation (OF-304 or record of issues), when applicable.
 - Copies of work orders/repair orders, commissary issues, findings and determinations for claims; and any other documents supporting additions or deductions to payments when applicable.
 - If changes are made to line amounts, include a calculator tape or spreadsheet to verify totals.
 - Copy of the Resource Order.

G. BUYING TEAM PROCEDURES

- The buying team will work directly for the INBA and provide procurement services for the incident agency. It is not unusual for one buying team to provide services for multiple incidents. The Buying Team Leader shall visit the incident command site at least once within the first four days of incident operations.
- Equipment resource requests will go directly from the incident Supply Unit Leader or Ordering Manager to the Expanded Dispatch by phone, electronic transfer or fax. Placing orders directly in ROSS may be negotiated with the Expanded Dispatch Supervisor. Equipment requests will be filled through Expanded Dispatch. Requests will be filled either by local agency(s) or cooperators first before any stand-alone incident only EERA's are procured. An analysis may need to be done to see which option is most efficient for the government in any given area. This analysis should be done prior to the actual need and annotated on the GACC web site for dispatcher use. Any equipment orders that need to be set up on an IO-EERA will go through the local Contracting Officer or the buying team.
- *Supply (NFES) resource requests may go directly from the incident's Supply Unit Leader or Ordering Manager to the Alaska Fire Service National Cache via phone, electronic transfer, ROSS or fax. A block of "S" numbers may be requested from the Supply Unit Leader or Ordering Manager to the Supervisory Expanded Dispatcher. All other Supply (non-NFES) requests will be placed directly with local procurement personnel (Buying Team), who shall acquire all local purchases. Any questionable supply orders will be referred to the INBA and /or the AA for resolution.
- Any orders and/or payments made with credit cards or checks will be fully documented on the appropriate resource order. The Cost Unit of the IMT will require a detailed report of Buying Team purchases (not a lump sum figure) daily to use in cost tracking. Please see the National Interagency Buying Team Guide for the formal recommended direction on consistent filling and uniform processes.
- Buying teams, not the caterer, shall procure supplemental food items for the incident camp according to National Policy.

- Buying Team Lead will provide a written narrative of any outstanding issues or concerns.
- Buying teams shall receive a performance evaluation within 60 days of the end of the incident.
- The Finance Section (PROC and COST) will facilitate payment for rental ATVs and UTVs with the Buying Team or contracting office per normal procedures for commercially rented items.

H. LIST OF PROHIBITED/RESTRICTED SUPPLIES/ITEMS

The following items are either restricted from purchasing, or limited in some manner, during incident operations. Assigned Supply Unit Leaders and/or Buying Team Leaders will refer to this list when purchasing supplies and services for incident operations.

➤ **PROHIBITED ITEMS**

- Alcoholic beverages of any type.
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos.
- Pillows or sleeping bags (other than regular GSA, fire cache types).
- Plants or flowers.
- Awards and or gifts of appreciation.
- Motels, hotels, or other commercial rooms for overhead and other personnel located in an area where an incident camp exists unless approved by the AA.
- Supplemental food or drinks, such as vitamins and drip drop. Refer to SIIBM
- Rental or purchase of recreation equipment, such as: all varieties of televisions, VCRs, cable and internet hookups for other than work necessities and the like must be approved in writing by the AO prior to requesting.
- The government is not permitted to pay for the installation of telephone lines for personal use. The telephone vendor could install pay phones at no expense to the government.
- Anything not a direct need for suppression of the fire or essential to the incident. If it is not clear, consult the AA or INBA.

➤ **RESTRICTED ITEMS**

- Epi-Pens are the responsibility of individuals needing them and should be issued in the same manner as a personal prescription.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and INBA.
- Orders for specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies/incident/day, of two different varieties of newspapers, as described by appropriation laws.
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.

➤ **SPECIALITY ITEMS**

- The AA or INBA must approve rentals/purchasing of the following specialty items: Camera (digital and video), Satellite Telephones, Laptop Computers, Handheld Radios, Specialty Ice Coolers, Fax and/or Copy Machines, Cell Phones, GPS Units, Printer/Scanners, Golf Carts.
- Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable/sensitive property should be procured by local agency personnel whenever possible and documented on an AD-107 or DI-105.

I. PAYMENT PROCESSES

- BLM incidents managed by teams will have commercial invoices paid for by a Buying Team up to the Buying Teams authority. Any invoices that cannot be closed out by the Buying Team will be turned over to the Zone Administrator.
- Invoices submitted at closeout of the incident are to be hand-delivered to the designated person by a Finance Section representative (who will be able to discuss incomplete payments or those requiring additional clarification).

J. INCIDENT REPLACEMENT REQUESTS

➤ ALL incident replacement requests should originate with the Supply Unit Leader (SPUL) and are coordinated by the COMP. These are for government purchased property (not employee owned) and **are not considered a claim.** The process for property, loss and damage (PLD) will occur as follows:

- NFES and the Supply Unit’s identified standard chainsaw replacement parts will be processed through the Supply Unit without the need to involve the COMP.
- All other PLD will follow the claims process with the COMP. The OF-289 (PLD Report with attachment page) will be filled out by the claimant and witnesses.
- The incident supervisor and appropriate subject matter expert will fill out their portion of the second page of the NR OF-289 with their knowledge of the replacement and recommendations.
- The COMP will use the NFES catalog (or other appropriate source) to determine the replacement value in accordance with the Interagency Incident Business Management Handbook.
- The IBA or Agency Administrator’s delegated representative (determined during the in-briefing) will make the final determination of approval or denial of the replacement.
- If the PLD claim is approved, the COMP will provide a copy of all the documentation to the ORDM for issuance of an S# with any limitations (such as amount).
- The COMP will make copies of the replacement paperwork for the final incident documentation package (resides in the logistics records) and will provide the original documentation (for both approval and denials) to the requestor.

Example of forms and actions that need to be completed:

Damaged	Lost	Consumed	Worn	Non-Cache	Normal Wear
General Message	General Message	General Message	General Message	General Message	Home Unit
Turn In		Incident Replacement Form	Turn In	Incident Replacement Form	
OF-289	OF-289		OF-289		

K. PROPERTY MANAGEMENT

- The IMT is expected to place a high priority on property management. Included in this expectation is the need for the Supply Unit Leader to review property issuances as well as check out and return procedures to ensure proper accountability. If necessary, the employee assigned to property management on the incident may be required to remain after the incident is closed out to ensure all property is recovered and/or properly disposed of.
- The incident will manage the durable and accountable/sensitive property obtained through NIFC in a businesslike manner.
- Agency and rental vehicles are accountable property and will be tracked as such.
- Use of personal or home unit cell phones, GPS units, computers, and satellite phones will not be reimbursed unless approved by the Host/Incident Agency on the resource order. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be transmitted through dispatch and will be filled per agency regulations.
- IMT's or other incident personnel (e.g., INBA) may authorize replacement of non-NFES or non-standard cache items if delegated that authority by the incident agency. If no delegation exists, documentation will be provided to the incident agency for review and determination. Written documentation is provided to the home unit authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident.
- Replacement of non-standard items not procured through mandatory sources of supply may be authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars. Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property be turned in before replacement is authorized.
- As a guideline, the following items are considered as sensitive and will be tracked with a DI-105 (BLM) or an AD-107 (FS) form: cameras, binoculars, flight helmets, chainsaws, pumps, cell phones, MIFI, flight suits, Ipads, GPS etc. If the incident procures items outside the Buying Team, they will need to confer with the AA as to whether or not the items are accountable. The agency expects those items issued on a DI-105 or AD-107 be returned at the end of the incident and to be in good shape. Upon determination that an item of property cannot be accounted for, the person responsible for accountability will immediately notify the FSC who will notify the AA.
- During the demobilization process, DI-103's (BLM) or AD-112's (FS) will be processed when
- items are not returned to supply, are lost, or unserviceable. The employee's incident supervisor will be required to sign these forms.
- Property and/or supply items assigned for use by contractors/vendors shall be returned to the incident. Incident camps shall utilize a property transfer form (including value of item) for each item to ensure they are returned. When not accounted for, the transfer forms will be documented and an appropriate amount deducted from the contractor's invoice.
- All lost, damaged, or destroyed property items to be replaced as part of the incident's cost, shall be described as such on a DI-103 or AD-112, or assigned to the incident for rehab or mop up (manifest to the agency). All property left with the Agency at the close of incident will be transferred on a DI-104 or AD 107 form.

- Documentation of items remaining at the incident will be supplied to the incident agency at the incident closeout.
- Smart source and other computer rentals will be ordered through Expanded Dispatch and will be returned to Expanded Dispatch for accountability and to be shipped back to the appropriate vendor. All transfers of these property will be documented on either a DI-105 or and AD-107.

L. AD HIRING AND SUPPORT

- All Federal Administratively Determined (AD) exception positions will be approved at the appropriate Incident Business level (contact INBA for additional information).
- The incident supervisor will record the pay rate/position change on the CTR. Finance will document the change in the Remarks block of the OF-288, and a new resource order will be generated. A new Single Resource Casual Hire Form (PMS 934) is not necessary.
- Travel reimbursement for casuals will be posted on the OF-288 in accordance with that employee's jurisdictional hiring.
- Transportation of AD's to and from incidents will be coordinated through dispatch. The AD's method of transportation will be indicated on the Single Resource Casual Hire Form (PMS 934). Air transportation will usually be arranged and paid for by the Government.
- Unless other arrangements are made, rental cars for AD's will be ordered through dispatch using NERV <https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>

OF-288 Travel Reimbursement for FS Casual Employees (Overhead or Crewmember) – Per current FS direction, lodging, per diem and selected other expenditures will be posted on the OF-288 at the incident. Some expenses cannot be reimbursed on the OF-288. In those cases all of the employee's travel expenses will be reimbursed via local government travel programs. When the casual employee will have return lodging, all other travel should be posted on the 288. Home unit will be responsible for completing a supplemental OF-288 to reimburse for return lodging expense. **(Note: all DOI Casual Employee travel will be calculated and reimbursed at their home unit.)**

Reference Appendix B for Guidance on Distribution of Time Documents

M. RECYCLING

- Alaska Fire Service does not have a current recycling plan in place.

N. MEDICAL CARE AND COMPENSATION

Alaska Fire Service does not utilize APMC

- The local Alaska Fire Service contact and billing procedures for compensation and medical treatment for personnel assigned to the incident will be designated at the time of the initial briefing.
- Injured employees should seek medical treatment and notify supervisor. Employees may be treated at any hospital emergency room, as they are required to provide treatment even without advance guarantee of payment. Type 1 and 2 IMT's will ensure local unit knows about hospitalized personnel.
- When seeking medical treatment from an Urgent Care Clinic or a privately owned medical facility, ensure the medical provider accepts Federal Workers' Compensation through the Department of Labor, otherwise the injured employee could be responsible for all cost associated with medical treatment.
- Employees are required to immediately report to their supervisor every job-related accident. Reporting is the responsibility of the injured employee's home unit regardless of where the accident or injury occurred. The Comp/Claims Unit Leader will assist with facilitating the completion of filing documents.
- DOI – employees will report accidents using the Safety Management Information System (SMIS) at: <https://www.smis.doi.gov/>. Supervisors shall complete SMIS report within thirty days after the accident/injury. The local contact for BLM employees is 303-239-3938
- FS – employees will use the eSafety Portal System through the Forest Service Dashboard at: <http://ConnectHR.com> The FS contact is ASC 877-372-7248. Additional information can be found at: http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php
- M#s should not be assigned to first aid or OWCP cases.
- State Employees – refer to the following supplement for specific State requirements: [http://gacc.nifc.gov/rmcc/administrative/firebusiness/Chapter%2050%20\(5\).pdf](http://gacc.nifc.gov/rmcc/administrative/firebusiness/Chapter%2050%20(5).pdf) Do not issue a CA-16 for medical treatment for state employees.
- Notify the INBA of any significant injuries or illnesses for all incident personnel that require a hospital visit or stay, including contracted resources.
- All compensation for injury documents are protected by the Privacy Act and shall not be retained in the incident records package. Original documents are forwarded to the employee's home unit, and any temporary copies are destroyed. Retain only the Incident Injury/Illness log in the incident records.
- Refer to the Standards for Incident Business guide for direction regarding occupational illness and disease.

O. CLAIMS

- Contract Disputes Act Claims: Procurement Unit Leaders, with delegated authority, are responsible for settling all Contract Disputes Act (CDA) claims involving equipment agreements at the incident. The PROC or Finance/Administration Section Chief shall coordinate with the incident agency contracting personnel for any claims that cannot be resolved at the incident. The contracting officer who set up the original agreement has the final resolution for settling unresolved claims. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims within their delegated authority. If neither position is available or present, the contract claims shall be referred to the incident agency for appropriate settlement.
- At the end of the incident all actual and potential non CDA claims will be fully documented and turned over to the AA. Use of Incident Case File Envelope (OF 314) is strongly recommended.
- Tort/Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will make contact with the Forest AA or the BLM Claims Officer determine the agency's expectations and discuss the requirements of the claims process. The Agency Claims Officer will also be available to support the Comp/Claims Unit Leader when issues arise that might require research of unusual situations, authorities, etc.
- Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what's included and what is left to collect on each claim. The case files should be enclosed in an Incident Case File Envelope (OF-314). The log and envelopes will be given to the Agency Claims Officer at the end of the incident. A copy will also be included in the fire package.

P. COMMUNICATIONS AND INFORMATION SYSTEMS MANAGEMENT

Telephone, cellular and radio communication is organized within the AFS Unit. Contact Expanded Dispatch or the Initial Attack Dispatch Center as soon as possible for such needs on an incident. NOTE: Local personnel may be available to assist the incident's Computer Technical Specialist (CTSP) in setting up all ordered Automated Data Processing (ADP) equipment and supplies and the Communication Unit Leader (COML) in the initial design and setup of any fire communications required to include UHF/VHF radio, portable microwave, telephone and data. They may assist with processes and hardware configuration that are needed outside the IMT's configuration or abilities and are a good resource for any IT or telecommunications questions the IMT or other team may need assistance with. Computer or phone support requests may need to be made through the AFS Help Desk.

Q. TELEPHONES AND CELL PHONES

Use of temporary cell phones will be charged to fire on a case by case basis, depending on phone availability from agency. Phones will be checked out at incident on DI-105/AD-107s and must be returned prior to resource demobilizing from incident.

R. RENTAL VEHICLES

- Vehicle rentals are not authorized unless specified on a resource order. For those personnel arriving by air transportation without an authorized rental vehicle, transportation should be provided by ground support units or other arrangements. Incident Management Teams are expected to keep the number of rental vehicles to a minimum. AA'/INBA's should review and discuss rental vehicle numbers and needs with the IC prior to mobilization of an IMT.
- The National Emergency Rental Vehicle (NERV) program will be utilized for an additional rental vehicle needs. When any of the following items are met:
 - The vehicle is anticipated to be traveling off the maintained road.
 - The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment.
 - The vehicles needed will be managed by ground support or Buying Team and utilized by multiple resources.
 - The renter is NOT self-sufficient or able to procure the vehicle needed for the assignment through the agency standard travel reservation system (TCM, BCD or ETS2).
 - Those will be ordered and coordinated through the delegated Expanded Dispatch Center.

S. CLOSEOUT

Prior to an IMT leaving from an incident, a closeout meeting will be scheduled and held with the Agency Administrator, or their representative, the INBA and the Finance Section Chief. The meeting will cover any open orders, unusual situations and how the finance packet is assembled. The AA will participate in the exit interview of each assigned IMT.

- If possible for IMT demobilization, the INBA will provide to the agency administrator a narrative statement to include: (1) any commendable performance, (2) processes and procedures which went well during the assignment, and (3) constructive ideas about improvements which could be made.
- If unable to complete the narrative report before demobilization of the IMT, a copy of the report will be submitted to the Agency Administrator within 60 days after the IMT departs the incident. When a Buying Team is present, a representative will attend the closeout of each IMT.
- An evaluation of Buying Team performance will be completed by the Agency Administrator or their representative and forwarded to the Buying Team coordinator for the Geographic Area from which the team was mobilized.
- IMT's will ensure a copy of the e-ISuite database is uploaded to the e-ISuite repository and a copy of the database with user name/passwords is included with the finance packages.

FINAL FINANCE FIRE BOX DOCUMENTATION

TIME

File Organization – Use only one staple per package:

- Overhead – Filed alphabetically by last name. OF-288 on top, CTRs behind OF-288 in date order (oldest first).
- Crews – Each crew in a separate folder. OF-288s on top (filed by crew/subordinate number – C-2.1, C-2.2, etc.). Manifest will be filed behind OF-288s and CTRs behind the manifest in date order (oldest first). *Contract Crews will be the responsibility of the Equipment Time Records.*
- Helitack Crews – Each helitack crew will be filed in a separate folder. OF-288s will be filed on top (filed by aircraft/subordinate number – A-2.1, A-2.2, etc.). CTRs will be filed behind the OF-288s in date order (oldest first).

EQUIPMENT TIME

File Organization – Equipment will be kept in equipment envelopes and will be filed **alphabetically** in the final finance package (per SIIBM Chapter 40). The equipment envelope should contain a copy of the contract, resource order, inspection(s), and the blue shift tickets taped to 8x11.5 paper for all resources Please staple together (1 staple) each interim payment copy sent in for processing inside the equipment envelope. **DO NOT DESTROY EQUIPMENT ENVELOPES.**

MEDICAL

File Organization – Maintain medical files in numeric order by date with a copy of the coordinating log in the front of the file. All originals will be given to the employee's home unit and you should destroy all temporary copies of illness/injury files prior to demobing the incident leaving only the Illness/Injury Log. **Note: It may be necessary to retain some information for local purchases for charge card documentation. Ensure all names and personal information is properly redacted.*

CLAIMS

File Organization – Maintain claim files in numeric order by C# with a copy of the coordinating log in the front of the file.

COST

File Organization – COST will keep files with all invoice copies, aircraft use reports, cost estimate documentation, IAPs, ICS-209s, daily cost reports, cumulative cost reports and all requested products for the incident. *IAPs will only be included in the final finance package when they are used in a cost share or apportionment.*

OF288 Final Documentation Matrix

RESOURCE	ORIGINAL 288	1 ST COPY 288	2 ND COPY 288
Forest Service AD's	Give Original to Employee (copy will be emailed to ABQ for payment)	For Payment Processing Email to asc_ipc@fs.fed.us Albuquerque Casual Pay: 505-563-7336	File in Finance Final Fire Package (FFP)
DOI AD's Single Resource	Give to employee to take back to their home unit for processing.	Give to Employee	File in Finance Final Fire Package (FFP)
State of Alaska EFF's Single Resource or Crews	Give to employee to take back to their home unit for processing.	Give to Employee	File in Finance Final Fire Package (FFP)
Alaska AD Crews TAD, UYD & GAD	Send to: Alaska Fire Service Causal Pay	Give to Crew Members	File in Finance Final Fire Package (FFP)
Alaska Local AD Hire	Send to: Alaska Fire Service Casual Pay	Give to Employee	File in Finance Final Fire Package (FFP)
Regular Fed. Employees	Give to employee to take back to their home unit for processing.	File in Finance Final Fire Package (FFP)	N/A
Regular State of Alaska Employee	Give to employee to take back to their home unit for processing.	File in Finance Final Fire Package (FFP)	N/A

****Unless a Forest Service AD, There should never be Original OF288's left in the Final Fire Package. If an employee DEMOB's w/out their original, do not file it in the FFP. Notate it in pending issues document and give to Zone Admin****

BLM ALASKA FIRE SERVICE
LAND USE AGREEMENT
STEPS

Use HOST AGENCY block of numbers. Payment will be made by HOST AGENCY

Step	Done	Description
1	<input type="checkbox"/>	<p>Receive Resource Order from Dispatch:</p> <ul style="list-style-type: none"> ✓ Facilities/Logistics should provide you details: location/address; intended use of land/facilities; quantity of land/facilities that will be used; utility information: water, electricity, sewage, etc. ✓ Confirm there is not Gov't land/facilities that can be used at little or no cost ILO of a LUA. ✓ Obtain pre-use inspections, map/drawing, and pictures. ✓ Obtain Land Owner POC information.
2	<input type="checkbox"/>	<p>Research:</p> <ul style="list-style-type: none"> ✓ Local Office Information – Reality Specialists, AOs, etc. ✓ Previous LUAs available? Preseason LUAs? Examples from the Region? Use Regional IIBMH Chapter 20 supplement. ✓ Reference National/Regional LUA Guides – Use LUA Checklist(s). ✓ See if there is a LUA Suggested Rate Guide for the area. ✓ Conducted Market Research (online, etc.). ✓ Go out to visit the site, if possible – take pictures, annotate possible “sticky” points such as flooring, fencing, gates, etc. for possible damage claims. Document preexisting condition of area.
3	<input type="checkbox"/>	<p>Contact Owner:</p> <ul style="list-style-type: none"> ✓ Is the land owner registered in SAM (www.sam.gov)? If not, have them fill out the Vendor Code Worksheet and attach to LUA. ✓ If time is urgent, get verbal permission to occupy area while working the LUA (Document). Emphasize that verbal agreements or changes by other representatives, even if they are Government agents, are not authorized or covered under the LUA. ✓ Discuss Land Use Agreement form, intent, and process. Go over cleaning and refurbishment areas of the agreement. What is the process for damages? ✓ Negotiate Rates – use Suggested Rate Guide, if available. Fill out a PNM, if necessary. Attached to IMT and hosting unit fire box copy. ✓ Go over the final walkthrough POC information and invoice process (LUA document is the agreement and invoice). Walk through will most likely be with an agent from the local hosting agency but can be a representative from the IMT. Let them know who to contact about payment questions, delays, etc.
4	<input type="checkbox"/>	<p>Draft Agreement and obtain signature:</p> <ul style="list-style-type: none"> ✓ Make sure you are using the most recent form and clauses: FAR Clause 52.213-4 Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items). ✓ Use examples, historical LUAs, and/or templates along with the checklists and local guidance. ✓ If political or high visibility, show a draft to the INBA, AO, or discuss with OGC. ✓ Send agreement to Land Owner for signature. ✓ Once signed copy is received from Land Owner, sign agreement and send signed copy to the land owner. Package a copy for camp: EERA envelope, signed agreement with clauses, PNM-if utilized, and resource order. Provide a copy for the local host agency fire box, as well.