

# *Alaska*

## **Crew Administrative Representative Guide**

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*The purpose of this guide is to establish guidelines and procedures for Crew Administrative Representatives (CARs) to use on Lower 48 (L48) incident assignments.*

## What is a Crew Administrative Representative (CAR)?

The CAR is a Technical Specialist responsible for providing administrative support to the Interagency Resource Representative (IARR), five Crew Representatives (CREPs), and five Type 2 crews assigned to Lower 48 incidents.

## Relationship to Interagency Resource Representative (IARR)

As a CAR, you will be the liaison between

the incident management team and the Alaska Type 2 crews for all financial and injury related issues. The agency providing the CAR has the responsibility of ensuring this individual is properly prepared, adequately trained, has appropriate experience, and is capable to perform the required duties. It is recommended that both the CAR and IARR have a valid driver's license due to possibly providing medical transports. The CAR should be prepared to camp with the crews at the incident and be able to find their own work area. Often times the incident does not have a work area for you; historically rental cars and picnic tables have been used for such purposes.

### Recommended Training

S-260, Incident Business Management  
S-261, Applied Interagency Incident Business Management  
E-Isuite

### Recommended Minimum Experience/Qualifications

Personnel Time Recorder (PTRC)  
Injury Compensation Specialist (INJR)  
Commissary (CMSY)

### Working Knowledge of

Incident Command System (ICS)  
Interagency Incident Business Management Handbook (IIBMH)  
State of Alaska Incident Business Management Handbook (SOAIBMH)  
Administratively Determined Pay Plan for Emergency Workers (Casuals) (Federal)  
Agency Business Management Regulations (e.g. – travel, purchase, time)

## CAR Responsibilities

**Once the crews arrive on Fort Wainwright the CAR assumes the following responsibilities:**

- Obtain copies of Resource Orders (RO) from Alaska Interagency Coordination Center (AICC) or Duty Officer for IARR, CREPS, CAR, and crews.
  - Ensure cell phone, GPS, radio, sat phone and rental vehicle (S.U.V. approved if necessary) are indicated on the RO for the CAR/IARR.
- Obtain Jet Sheets from the Duty Office.

- Determine the responsible agency (Federal or State of Alaska) of assigned crews, CREPs, and IARR. Pack CAR business kit accordingly: State of Alaska forms versus Federal forms, and agency specific policy guidelines.
- Meet with IARR to determine priorities and obtain information on transportation. Crews, CREPS, IARR, and CAR will fly on the contract jet. (If the contract jet does not have room for the IARR and/or CAR, they will fly commercial.)
- Make a cell phone number list of the IARR, CAR, and CREPs and provide them a copy of the list.
- Obtain, copy, and distribute crew manifest to the IARR, CREPs. *Ensure that the individuals on the manifest match their respective position.*
- Obtain name and phone numbers of the hiring unit(s) points of contacts (POCs) in case you have finance or injury questions.
- Arrangement for rental vehicles for Federal IARRs/CARs should be through the Travel Management Center (El Sol 907-565-4400). The CAR may reserve the IARR's vehicle, but it is imperative that the IARR use his/her charge card for payment of their rental vehicle.
- Request CREPs/Crew Bosses verify the following information and to notify the IARR or CAR of any deficiencies as soon as possible:
  - Appropriate firefighting boots are in serviceable condition and correct sizes. *NO STEEL TOES.* (If time permits, emergency commissary may be authorized to purchase boots before departing Fairbanks.)
  - A valid U.S. federal or state-issued photo ID that contains the following: name, date of birth, gender, expiration date, and a tamper-resistant feature.
  - Current red card.
  - Adequate prescription medications.
- Have Crew Boss/CREP make a list of any pre-existing medical conditions and allergies of crewmembers and give to CAR prior to departure. CREP, Crew Boss, IARR, or CAR will need to inform the Medical Unit Leader upon arrival of any serious allergies or if a crewmember is carrying a bee sting kit.
- Request CREP/Crew Boss identify any qualified Emergency Medical Technician (EMT)/Emergency Trauma Technician (ETT) that are part of their crew.

**Attend Crew Briefing and provide administrative information on the following:**

- CAR's responsibility and role
- *It is each Crew Boss' responsibility to complete a Crew Time Report (CTR) SF-261 and ensure names are correct for all travel and work hours.* Crew Boss will be responsible to have the agency representative sign the CTR and to turn in all CTRS to the incident Finance Section.
- All dental/vision/non-work-related medical expenses will be payroll-deducted
- Advise crews that commissary is a rarity and Contract Commissary will not be available at the incident. Emergency commissary *may be available if approved by the incident agency.* The IARR and CAR will coordinate all commissary requests through the incident management team and/or incident agency.
- Review CTRs - ensure there is an OF-288 for each person listed on the manifest (this can be accomplished during the flight to the incident).

## CAR Assignment

Once assigned, the IARR, CAR, and CREPs are expected to be available to the crews 24 hours per day. Refer to agency specific guidelines for standby (i.e., IIBMH and SOAIBMH). The CAR/IARR/CREP may be required to overnight in the Alaska Fire Service barracks during crew mobilization/demobilization.

Assignment is normally 14 days. Travel to/from Alaska and crew mobilization/demobilization is not counted in the 14 day assignment period.

A CAR is authorized a rental vehicle. The CAR or AICC can make arrangement for the rental vehicle. It is recommended to rent an SUV type of vehicle due to the incident fire camp location and for possible medical transports.

The CAR is not released from the assignment until all crews have been demobilized, paperwork has been completed, and a closeout has occurred with AFS and/or SOA Division of Forestry personnel. *The CAR will be responsible to contact the sponsoring agencies to ensure all payment packages are complete and accurate.*

CAR's must create a travel authorization and voucher for their travel reimbursements. An Administratively Determined (AFS only) CAR must contact their hiring official prior to mobilization. Travel reimbursement will be in accordance with their State of Federal agencies guidelines.

## CAR Kit

The CAR is responsible to prepare a business kit and bring personal gear sufficient for the assignment. Forms in the business kit should be compiled according to the mix of personnel assigned (State/Federal). The CAR must meet weight limits per the National Mobilization Guide of: one frameless soft pack, not to exceed 45 pounds, and briefcase not to exceed 20 pounds.

Recommended items for your kit:

- Tent & sleeping bag
- Personal Protective Equipment (PPE)
- Laptop, USB Drive & small printer
- Valid government issued ID, tribal ID if applicable, government and personal charge card, cash, ATM card, and current Red Card
- Travel advance and/or State of Alaska credit card (State)
- IIBMH and SOAIBMH
- Crew Management Guide (multiple copies)
- Atlas/map (or purchase immediately upon arrival)
- Name tag (if available) / Business Cards
- Calculator
- Agency phone and fax number lists (Federal and State)
- Agency cell phone, to include chargers
- FedEx labels/envelopes (preprinted with your agency's account number)
- Office supplies: pens, markers, correction tape, sticky notes, steno pad, folders, stapler/staples
- Forms

- OF-288 – Emergency Incident Time Report
- Injury
  - CA-1, Notice of Traumatic Injury (Federal)
  - CA-2, Notice of Occupational Disease (Federal)
  - CA-16, Authorization for Examination/Treatment (Federal)
  - CA-20, Attending Physicians Report (Federal)
  - 07-6100, Report of Occupational Injury or Illness (State)
  - 02-932, Supervisor’s Accident Investigation Report (State)
- Commissary Issue & Accountability Records
- General Message Forms
- Unit Logs
- Crew and Overhead Evaluations
- Employee Responsibilities and Release of Medical Documentation
- Logs
  - Charge/ Credit Card and Convenience Check Purchases
  - Allergies
  - Injury/Illness
  - Unit

## Upon Arrival at the Incident

Upon arrival at the incident Jet Port, the IARR will coordinate with the local Geographic Area Coordination Center (GACC) on where the crews will be assigned. The IARR will brief the CREPs, Crew bosses, and CAR about the assignment. After the briefing the CAR and IARR should pick up rental vehicles (usually at an airport rental company).

There may be times when the crews are assigned to several different fires in several different areas. If this happens, the IARR and CAR are usually separated and should maintain telephone contact throughout the day. The CAR will provide the IARR with any pertinent information concerning the crews and the IARR will pass this on to AICC. If the IARR cannot be contacted, then the CAR will forward all pertinent information to AICC.

It is common for the IARR/CREPs/CAR to camp with the crews. Contact Facilities to find the established Alaska crew camping area.

The IARR and CAR will:

- Meet with Incident Commander, Operations and Logistics Section Chiefs, and the HR Specialist to explain the roles of the IARR/CAR. *It is important the IMT knows the IARR/CAR are not assigned to the incident, but assigned to the Alaska Interagency Coordination Center.*
- Provide IMT with cell phone numbers and radio call names for the IARR/CAR/CREPs.
- CAR should gather IMT point of contact names and phone numbers to give to IARR/CREPs, including the name and phone numbers of the Incident Agency Administrative Officer and/or Incident Business Advisor (IBA).
- Fax AICC incident contact names and numbers.
- Introduce yourself and establish a working relationship with the Finance Section Chief (FSC), Time Unit Leader, Comp/Claims Unit Leader, and Medical Unit Leader to explain your role. Ensure Comp/Claims Unit and Medical Unit Leader

have a list of your group's contact names, cell phone number and your radio call sign, if assigned a radio.

- The Time Unit will not be responsible for posting the IARR/CAR time.
- Coordinate with Comp Claims/Medical Unit on what type of local medical facilities and pharmacies are available. Obtain the medical facilities and pharmacies addresses, phone numbers, and hours of operation. The CAR should become familiar with the various facilities and locations in case they may be needed at night.
- Obtain Incident Action Plan (IAP).
- Obtain address and phone number of the closest Bureau of Indian Affairs (BIA) medical facility. If available, eligible crewmembers may be treated at a BIA facility reducing/eliminating payroll deductions for non-incident related medical treatment. The CAR should contact the BIA medical clinic to see if they will accept our eligible crewmembers.
- Ensure each Crew Boss turns in their OF-288 folders after processing through Check-in. While assigned to the incident it will be the Incident Time Unit's responsibility to post time and commissary for the crews.

## Time

For Crewmembers

REFERENCE: IIBMH, CHAPTER 10

REFERENCE: SOAIBMH, CHAPTER 2

The CAR is responsible for ensuring that IIBMH and SOAIBMH policies and pay rates are applied to Alaska personnel. Issues should be discussed with the appropriate incident unit leader and elevated to the FSC, if necessary. The IBA or incident agency administrator may also be of assistance.

The CAR must contact the incident Time Unit to find out how the posting will be accomplished (manual or ISUITE). The OF-288s will be manually posted by the CAR or CREP while in travel status or while awaiting to be assigned to an incident. *Do not let the Time Unit change the pay rates of Alaska crewmembers.* Also advise the Time Unit that upon demob, all original OF-288s will be hand carried back to Alaska by the CAR, IARR, or CREP.

The Time Unit is responsible for maintaining OF-288s for crews assigned to the incident. Posting of crews OF-288s by the CAR should be the exception, not the rule. Any altering or auditing of the OF-288s should be done with the approval of the Time Unit. It is very important for the CAR to coordinate with the Time Unit on doing time sheet audits. CAR should be auditing the time sheets every couple of days to ensure problems are resolved prior to demobilizing. Once crews have returned to Alaska, the OF-288s *will not* be changed without approval from the incident agency.

The IARR/CAR should coordinate with the IMT to ensure shift start/end times correspond with the Incident Action Plan (IAP) and IMT guidelines. Start/end times outside the IAP times should be documented and approved through the Division Supervisor. All CREPs and Crew Bosses should be briefed that it is not policy to post straight 16 hours unless the crews are actually working the 16 hours. Crew Bosses should be documenting the CTRs with meal breaks - and if meal breaks are not taken, document why (i.e., uncontrolled/uncontained fireline).



Contact the hiring agency if a crewmember needs any hiring documents changed (e.g., I-9 Form, address change, name misspelled, etc). The hiring agency will determine if changes need to be faxed to them prior to the crews demobing from the incident.

The CAR will verify the accounting codes/roster positions with the Time Unit prior to demobing. Contact AICC if the Time Unit does not have a State charge code and they will provide you with a code.

All original crewmember OF-288s will be brought back to Alaska for payment processing. *DO NOT* let the incident Finance Section keep the original OF-288s.

For IARR/CREP/CAR

REFERENCE: IIBMh, CHAPTER 10, SECTION 11-13.5

REFERENCE: SOAIBMh, CHAPTER 2

- The IARR will sign the CREPs and CAR CTRs.
- The AICC Manager or Acting will sign the IARRs CTR.
- Brief the IARR and CREPs to turn their CTRs into you for posting.
- The CAR will manually post OF-288s for the IARR and CREPs.
- The IARR, CREPs, and CAR will adhere to all agency pay regulations.

Upon demobilizing back to Alaska, the IARR or AICC will sign the CAR's OF-288 and the CAR or AICC will sign the IARR's OF-288.

## Commissary

Contract/Incident Issued Commissary

REFERENCE: IIBMh, CHAPTER 10 - 10.69

REFERENCE: STATE AIBMh, CHAPTER 3

Information a CAR should know prior to purchasing commissary:

The CAR *may not purchase commissary without prior approval* from the incident.

The incident will provide an "S" number resource order for purchase of the commissary.

Emergency items may be purchased that are necessary to the performance of duties (boots, rain gear, tent, etc) with written justification and approval through the Finance Section Chief. Contact AICC if not approved by Incident.

Commissary *may* be provided to meet the extended employment needs of personnel while on emergency incidents. The incident agency and/or incident Finance Section *will approve* commissary issues. Normally commissary is provided by the incident agency. If authorized by the incident agency, commissary may be purchased and issued by the CAR.

CAR-Provided Commissary

There may be an occasion when commissary will need to be purchased prior to arriving at the incident. The CAR will be responsible to complete all commissary documents and manually post commissary to the OF-288s prior to the Time Unit receiving the OF-288s. However, when automated posting of time is used, the issues will need to be reposted by the incident Time Unit and carefully audited. The Time Unit will need a copy of the original OF-287s, Commissary Issue Record, and copies of all receipts. Federal CARs will need to keep the original commissary documents and receipts to reconcile their government charge card statement. See IIBMH Chapter 10, Section 14 for instructions on completing the Commissary Issue Record and OF-284, Commissary Accountability Record.

*This ONLY applies when charged to an incident and is not applicable for pre-position orders.*

#### While at Incident

Commissary cannot be provided without going through the proper channels (i.e., Agency Administrator, Finance Section Chief, Ordering, etc.) The CAR must have proper approval prior to making any purchases which will require an M or S number and resource order from the incident Ordering Manager. See GOVERNMENT CHARGE CARD for further direction. If a CAR is without a government charge card the IARR/CREP will need to use their government charge card to make purchases. Again, items should be purchased only to *meet the extended employment needs* of personnel in order to remain productive workers, and should be limited to: boots, socks, hygiene items and tents. *Under no circumstance will tobacco products be purchased or provided per policy.* Any other items are on an emergency order basis only (raingear, underwear, prescription refills, eye glass repair, footwear, etc) with written justification and approval through Finance to the CAR.

The following documentation is required to reconcile the government charge card statement. (Note: applies to Federal only.)

#### **Prior to Leaving for Incident:**

- RO (with crew name and number from AICC)
- Original purchase receipts (tape each receipt to an 8 1/2 inch x 11 inch piece of paper)
- OF-297, Commissary Issue Records (actual issue to individuals)
- OF-284, Commissary Accountability Record (purchases minus returns)

#### **At Incident:**

- RO with Incident Order Number (i.e., OR-MAF-031)
- Request number (M or S number) from the incident/agency for CAR provided commissary
- OF-297, Commissary Issue Records (actual issue to individuals)
- OF-284, Commissary Accountability Record (purchases minus returns)
- ICS-213, General Message, Approval for Commissary from incident

## Injury Comp

REFERENCE: IIBMH, CHAPTER 10 – 10.76

REFERENCE: SOAIBMH, CHAPTER 4

All injury information and related documentation is confidential and must be treated as such. Any faxing of injury related documentation must be preceded by a phone call to the home unit Regional Administration or Injury Specialist to ensure confidentiality. Regardless of the availability of agency-specific forms, all injuries/illnesses must be thoroughly documented.

The incident Comp/Claims Unit is responsible for completing the necessary injury paperwork. Upon check-in, advise the Comp/Claims Unit of specific reporting requirements and forms used for non-federal employees (State of Alaska regular employees and EFF). Federal illness or injury forms can **NEVER** be substituted for a State of Alaska Report of Illness or Injury form.

The CAR usually escorts crewmembers to the medical provider while the IARR typically remains at the incident. One of the most valuable functions a CAR performs is escorting and remaining with the injured firefighter. This provides moral support and facilitates the entire process of completing the required documentation. It is advisable for the CAR to speak with medical personnel to verify medical instructions and get any forms signed by the doctor.

The CAR should make a daily visit to the Medical Unit and the Comp/Claims Unit to ensure all required documentation is completed. The CAR will maintain an injury/illness log and ensure copies of all state forms used are given to the appropriate unit.

The CAR is responsible to ensure the following commonly missed items are present on submitted paperwork:

- **Original** injury paperwork with **original** signatures.
- Name, address and telephone number of the medical provider which treated the patient.
- Name, address, and telephone number of the agency responsible for paying the bill.
- CA-1 (Federal employees only): check for completion, especially Item 16 (witness statement). Make sure the form has the signature of the employee, a witness, and the supervisor.
- CA-2 (Federal employees only): check for completion, especially Item 13 (descriptive narrative). Make sure the form has the signature of the employee and the supervisor.
- 02-921 (State employees only): check for completion.
- 02-932 (State employees only): necessary only if the supervisor doubts the validity of the employee's claim, if there are obvious ambiguities, if a serious accident has occurred, or a death is involved.

All **non-job-related** medical needs can and should be met to relieve pain and suffering (i.e., dental visits, vision care, and prescriptions for pre-existing conditions). Brief the individual that the medical expense will be posted to the OF-288 as a commissary deduction if purchased by IARR/CAR.

## AGENCY PROVIDED MEDICAL CARE (APMC)

Individual APMC is authorized by the incident Comp/Claims Unit Leader or Comp Specialist. Medical care after leaving the incident cannot be done through APMC unless it has been authorized and an **M number** has been assigned by the Comp/Claims Unit.

Upon arrival, ask if APMC is being provided and if there are any limitations on coverage. Generally speaking, when APMC is used, it is available to all agency personnel assigned to the incident. Also, get the incident agency contact name and phone number in the event a casual/EFF receives bills after release.

Prior to leaving the incident, the CAR must ensure the FS-6100-16, Agency Provided Medical Care Authorization and Medical Report, is complete with the following documentation attached:

- Copies of chart notes, medical reports, etc.
- For Federal Employees:
  - Notice of Employee Responsibilities and Release of Medical Documentation
  - CA-1 (Traumatic Injuries)/CA-2 (Occupational Illnesses).
- For regular/EFF state employees:
- 02-921, State of Alaska Report of Occupational Injury or Illness with “**PAID BY APMC**” written clearly at the top. This should prevent duplicate payments of the claim. All state injury documentation must be faxed to the appropriate home unit office within 48 hours to be in compliance with workers’ compensation rules.

In the event a FS-6100-16 was not issued, but APMC was used, the authorization for medical treatment (normally a CA-16) would include the above information and indicate “**PAID BY APMC**”.

If APMC is not available or has not been authorized, a CA-16 can be issued for Traumatic Injuries and a CA-20 for an Occupational Illness if medical attention is needed. A CA-16 issued for an Occupational Illness is **NOT** appropriate and does not guarantee that OWCP will pay the medical facility. The medical provider needs to be advised as to whether payment will be forthcoming from OWCP (CA-1, CA-16) or if the employee is responsible for payment (CA-2, CA-20). When the employee is responsible for payment, this will be done through commissary deduction on the OF-288.

Be extremely cautious when using the CA-16 as it is a “blank check.” It may be advisable to do a CA-20 if you are not absolutely sure. Seek BLM-Alaska Fire Service’s Administrative Services if unsure.

CAR must obtain and provide to Time and Medical Unit all documentation for each doctor visit/medical treatment related to a crewmember’s injury/illness. The documentation will be attached to the individual’s OF-288 and returned to hiring agency upon demob. Remember to verify injured worker’s CTR for correct times.

## Continuation of Pay (COP)/Guaranteed Hours

**COP** – When a federal/AD employee sustains a **traumatic injury** and seeks medical treatment, the individual may claim COP. COP **does not** apply to State of Alaska regular/EFF employees, but “Guaranteed 8” **does**.

**Guaranteed Hours**- The maximum number of hours AD/EFF crew personnel are guaranteed for all days of employment (except first and last day or if fired) are 8 hours per day until released from the incident and returned to point of hire.

Prior to leaving the incident, check the OF-288 to ensure lost time due to injury/illness is recorded correctly and the reason for COP/guaranteed hours is in the “Remarks” block.

### Work Related Injury

- Day of injury – Actual hours worked or “Guaranteed 8”, whichever is greater, in the hours blocks, as applicable.
- 2nd day – For federal/AD employees, indicate “COP” in the “Start-Stop” columns and record “8” in the “Hours” column. For state regular/EFF employees, indicate “Guaranteed” in the “Start-Stop” columns and record “8” in the “Hours” column.

### Work/Non-work Related Injury/Illness

- All days of illness – “Guaranteed 8” is recorded for both AD and EFF as shown above. Contact must be made within 72 hours to the appropriate Native health service organization. During non-business hours you will need to contact the appropriate home unit administering agency for assistance. Telephone notification must also be made with the appropriate administering agency.

## Light Duty

If the employee is unable to perform normal duties, light duty may be assigned. When light duty is provided, it should be documented in the injury records and on the OF-288 in the remarks section. Light duty should not extend beyond two or three days.

**NOTE: Verify that the Time Unit has attached all original injury forms to the appropriate OF-288.**

## Consent for Release of Records

A federal employee who receives medical treatment other than at the incident camp must complete a “Notice of Employee Responsibilities and Release of Medical Documents” form. This is required for the home unit agency to contact the medical providers and obtain information to expedite the processing of a claim whether it is OWCP, APMC or Workers Compensation. This form is attached to original injury forms and OF-288 for return to the home unit. *This is a very important form and is needed to manage the case file.*

## Medical Evaluation (Medivac)/Medical Release

Decisions to send injured employees home should be derived fairly and be applied consistently and equally among all five crews. Factors to consider include the length of recovery period, scheduled demob of all the crews, type of injury, is the person(s) contagious, ability to fly on government jet or will a commercial ticket be needed, and unique transportation arrangements needed. These decisions will be made in conjunction with the IARR and the IMT.

Submit an ICS-213, General Message to the Demob Unit making certain to include any special transportation needs, flight routing, and the telephone number to AICC.

Notify AICC that a fax of the Demob Information sheet regarding the medivac will be sent to them. Also inform the appropriate administering agency's office to relay this information to the home unit.

### Federal Crews

#### Alaska Fire Service

Phone# 1-800-258-7706

Fax # 1-907-356-5784

#### AICC (After Hours)

Phone # 1-800-237-3633

Fax # 1-907-356-5049

### State Crews

#### State Logistics Center

Phone # 1-907-451-2680

Fax # 1-907-451-2763

The CAR gives the employee a copy of their itinerary, a sack lunch from the incident (if possible) or purchased meal, brief about any plane changes, and a phone number to call in case of problems such as being delayed/stranded. CAR is required to provide AICC a copy of the returning employee's itinerary and a call when employee's airplane departs.

Due to new airport security requirements, only ticketed passengers can proceed beyond the security checkpoint. Therefore, you will have to get special permission to proceed also. If possible, wait with the crewmember until the airplane leaves; *call AICC to let them know the plane is airborne*. Otherwise, once the crewmember has entered the checkpoint, call AICC with the scheduled take-off time and head back to camp. When changes are made to the original flight schedule, promptly notify the Demobe Unit and AICC.

## Claims

REFERENCE: IIBMH, CHAPTER 70

REFERENCE: SOAIBMH, CHAPTER 10

Claims for personal property is generally done on home agency documentation and filed through the home unit. If possible, it is advisable to get an S number from Ordering in Supply. Keep in mind, however, that issuance/receipt of an S number does not guarantee payment or reimbursement by the incident.

The Finance Unit on the incident should be notified of intent to file a claim and be provided with copies of the documentation which will be submitted to the claimant's home unit. The witness

statement and any supporting documentation must be completed in full. If necessary, take photographs.

Prior to leaving the incident, verify the applicable forms are completed.

- Federal employees
  - Government property:
    - OF-289, Property Loss and Damage Report
  - Personal property:
    - DI-570, Employee Claim for Loss or Damage to Personal Property
  
- State employees
  - Government property:
    - 02-627, Lost-Stolen-Damaged-Property Review
    - 02-932, Supervisor's Accident Investigation
  - Personal property:
    - Division of Forestry Property Loss/Damage Report
    - 02-932, Supervisor's Accident Investigation

*Submit all original documents* to the individual's home unit **prior** to release from the CAR assignment.

The IARR/CAR are not authorized to approve claims. The claims approval process is accomplished through the respective home agency.

## Government Charge Card (Federal Only)

Basic knowledge of federal acquisition regulations, policies, and procedures as it applies to the use of the government charge card and convenience checks is mandatory.

Prior to leaving for the incident notify your supervisor you need to be placed on the crew-chief option set. (See the Charge Card Coordinator about taking and passing the on-line course.) The crew-chief option set will ensure charges are *centrally billed* to the appropriate incident code. If you are an Administratively Determined or EFF employee and you do not have charge card authorization, the IARR would then be responsible for subsisting the crews.

When necessary, show the BLM tax exempt number printed on the front of the charge card.

**NOTE: Crew-chief option set will not be used to procure meals and lodging for another government employee who has been issued a government charge card.**

Approval from the incident is required prior to purchasing any items with your government charge card or convenience check. After receiving approval from the incident agency/Finance Section, coordinate with the Logistics Section/Ordering Unit to receive an RO and request number, usually an S number. A copy of the RO and request number will be needed to reconcile the charge card statement.

Retain all original receipts to complete the reconciliation of the charge card statement. Put the incident charge code on each receipt. All purchases will be documented on the Charge

Card/Check Purchase Log. For commissary purchases, the OF-284, Commissary Accountability Record also needs to be completed and filed with your charge card statement.

**NOTE: Per the IIBMh a copy of all receipts and the incident resource order numbers (C, M, and S) will be left with the Finance Section.**

## Disciplinary Issues

The IARR is responsible for handling disciplinary actions. All supporting information regarding the disciplinary incident must be documented and returned to the Zone or Area FMO.

If it is determined an employee must be returned home for disciplinary reasons the IARR will:

- Coordinate with AICC to set up return travel.

The CAR will:

- Provide a copy of the itinerary to the Time Unit so the airline ticket(s) and any other transportation costs can be *deducted* as a commissary item.
- If costs are unknown at the time of demob, a notation for “deduction of airline tickets” should be made in the commissary block.
- Notify AICC of the cost and have AICC pass this information on to the crewmember’s home unit administrative personnel for posting.

## Demobilization

- Meal breaks taken while in travel status - with the exception of those noted in the IIBMh (on airplanes, buses, etc) - are non-compensable and must be shown on the OF-288.
- Remind crews to verify their commissary deductions prior to signing the OF-288 so discrepancies can be resolved.
- Coordinate with Time Unit, CREPs, and Crew Bosses to set up times to sign OF-288s. The CAR needs to be present.
- The CAR will keep the final OF-288s unless not accompanying the crews on the contract jet. In that case, give all OF-288s to the CREP.
- Check with CREP/Crew Boss for each crew to see if there will be any crewmembers who do not plan to return to their designated point of hire. If a crewmember does not plan to return to the designated hiring location have them complete a “Responsibility for Travel Costs” form. The completed form should be filed on top of the employee’s OF-288.
- Tie up all loose ends (i.e., turn in rental vehicle, check out of hotel).
- Obtain an assignment evaluation from the IARR.

## Upon Return

- Immediately check with Duty Office for crew transportation arrangements to Point of Hire
  - Usually someone will meet you at the jet to inform of the aircraft departure times and the order for crews to be signed off.



- Sign off crew OF-288s, making sure to post any travel time. This is the CAR's responsibility unless relieved of this duty by agency-provided personnel.
  - **NOTE: Federal/State agency provides personnel to assist in this process.**
- Debrief with appropriate Agency Administrative Representative(s). There will be a representative from both AFS and the state available.
- Submit paperwork (time, Injury/Comp, claims, etc.) to the Agency Administrative Representative and discuss any outstanding administrative issues.
  - *The CAR is not released until all crews have departed for home; the paperwork is submitted, and released/debriefed by appropriate agency Finance representative.*
- A mandatory CAR Clearance Form must be completed with the Administrative Office at this time. The Administrative Office will notify AICC when the CAR has been cleared and available for release.
- Report to home unit supervisor to get R&R approved if applicable.

## Telephone and Fax List

### BLM CREW QUESTIONS:

BLM – Alaska Fire Service  
Attn: Administrative Services  
P.O. Box 35005  
Fort Wainwright, AK 99703-0005

AFS (Switchboard) 1-800-258-7706  
Payroll/Injury Comp/Claims 1-907-356-5781  
Upper Yukon/Tanana (Dispatch) 1-800-237-3652

AFS Fax Number 1-907-356-5769  
AICC Fax Number 1-907-356-5049  
AFS – Financial Services Fax Number 1-907-365-5784

### STATE CREW QUESTIONS:

State of Alaska  
DNR-Division of Forestry  
3700 Airport Way  
Fairbanks, AK 99709

State Logistics, Fairbanks 1-907-451-2680  
Northern Region Payroll 1-907-451-2663  
Northern Region Injury 1-907-328-8532  
Coastal Region Payroll 1-907-761-6300  
Coastal Region Injury 1-907-715-8514

DNR Fax Northern Region 1-907-451-2690



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Alaska Fire Service  
P.O. Box 35005  
Ft. Wainwright, Alaska 99703-0005  
<http://www.ak.blm.gov>

To: Incident Management Team

From: Alaska Interagency Coordination Center (AICC)

Subject: Alaska Crew Support Letter

AICC has assigned an Interagency Resource Representative (IARR), Crew Representative (CREP), and Crew Administrative Representative (CAR) to facilitate operational, financial and administrative matters pertaining to the Alaska Crews listed below.

The IARR, CREP, and CAR report directly to the Alaska Interagency Coordination Center (AICC) and not assigned to the incident, but serve as liaisons to the IMT.

Each CREP will be assigned a crew and will accompany/work alongside each crew on the fireline.

Questions regarding these positions can be directed to the AICC Coordinator at 907-356-5680.

IARR: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

CAR: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Crew Name  
& C Number \_\_\_\_\_

Crew Rep: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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# Injury/Illness Log

INCIDENT NAME/#: \_\_\_\_\_

PAGE \_\_\_\_ of \_\_\_\_

DATE OF INJURY/ ILLNESS	NAME & HOME UNIT ADDRESS	CREW NAME	SUPERVISOR NAME	APMC M#	CA-1	FS 6100-16	CA-16	1500	CA-17	CA-20	CA-2	CA-35	NATURE OF INJURY/REMARKS

# Claims Log

**INCIDENT NAME/#:** \_\_\_\_\_

PAGE \_\_\_\_ OF \_\_\_\_

CLAIMANT NAME & HOME UNIT ADDRESS	DATE OF LOSS	SUPERVISOR NAME/AGENCY	ITEMS/ AMOUNT CLAIMED	FORMS RECEIVED				COMMENTS
				DI-570	AD-382	OF-289	SF-95	

