

Crosswalk for Alaska Incident Business

Area	Topic	BLM Alaska Fire Service	State of Alaska
T I M E	Hiring	ADs are hired by local unit representatives	Area Office/Regional Office will hire EFF's
	OF-288s	Original's sent home with employees	Original's sent home with employees
	OF-288s - EISUITE	AD's entered as AD based off SRCH turned in on check in.	EFF's & Regular State Employees are entered as Other as employment type in the TIME Module. Payrate entered for EFF from SRCH turned in on check in. Regular State employee and Coop Crews, don't enter a rate.
	OF-288s	Travel time will be posted with starting time and closed out at their home unit along with associated travel documents.	Travel time will be posted with starting time and closed out at their home unit along with associated travel documents.
	Pay Calendar	Published online: https://www.doi.gov/ibc/resources/payroll-calendars	Published in 2023 Incident Management Team Supplement found at the website below under 2023 AIIBT, TIME: https://fire.ak.blm.gov/administration/IncidentBusinessManagement.php
AK Contract Crews	Contract Crews are paid via Equipment Use Invoice (OF-286) with postings taken from a Crew Time Report. Please reference contract as pay provisions for tools and crew are specified in detail. All original documentation goes back with the Contract Crew for payment. DO NOT SEND TO ASC.	EFF crews/modules-Paid with CTRs and OF288s. Will submit to with home unit. State employee Crews/modules - Pioneer Peak, Gannet Glacier, White Mountain - Paid with CTRs and OF288s. Will submit a state timesheet with home unit. Coop Crews- Chugachmuit and Tanana Chiefs - Paid with CTRs and OF288s. Will submit invoice to DOF through Cooperative agreement.	
E Q U I P M E N T	Hiring	VIPR is not used in Alaska. Alaska Fire Service has warranted CO's available if a BUYT isn't available. They can assist with EERA's. All must have pre and post inspections.	All equipment hired, except Master Agreements, are processed through OLAS via dispatch.
	Local First	Before entering into any contracts check with local area, most areas have a list of previously used agreements.	Before entering into any contracts check with local area, most areas have a list of previously used agreements.
	Hiring Wet/Dry Rates	Equipment is normally hired at the Dry Rate.	Hired Dry, incident pays back vendor for Fuel (Addition). If agreement says WET, confirm with dispatch. Point to Point is always hired at the WET rate.
	ATV/UTV's	BLM cannot rent ATV's. UTV's can be used.	ATV/UTV - Needs daily Inspections & List of Operators will be on file. Any Damages are to be reported immediately and a board will look at the finding. If it is deemed negligence, operator will be held accountable, or money will come out of Area Funds.

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E Q U I P M E N T	Driving	AKDOT Weekend and Holiday Restrictions - Operations needs to be aware of these restrictions when demobing heavy equipment. https://dot.alaska.gov/mscve/assets/webdocs/permits_manual.pdf	AKDOT Weekend and Holiday Restrictions - Operations needs to be aware of these restrictions when demobing heavy equipment. https://dot.alaska.gov/mscve/assets/webdocs/permits_manual.pdf
	Single Operator for Equipment & Transport	Reference EERA/Contract and General Clauses to Emergency Equipment Rental Agreement Form OF-294, Clause 12.2: https://www.nwccg.gov/sites/default/files/publications/ibc-eera-clauses-2022.pdf	Equipment hired with transport: If operator is also the transport driver, the transport gets deducted \$590 daily. On first and last day if equipment is under hire less than eight hours the reduced rate will be further reduced by half.
	COOP	N/A	CFD (Cooperators) are sometimes different than L-48 Cooperators. They have 2 different payment methods and will be noted in the RO: 1. Direct Payment Method (Personnel hired as EFF), 2. Cooperator Reimbursement Method (Personnel remain employed thru FD). All Equipment must be signed up in OLAS.
	Boats	Will be hired on EERA with operator.	The state requires a coast guard credentialed mariner for all passenger boats.
C O S T	Cost Options	Cost spreadsheet can be used on T3 or lower incidents. Check with Zones Fire Business Lead/Supervisor.	Cost spreadsheet can be used on T3 or lower incidents. Check with Area Admin.
	Cost Share Information	Check with Incident Business Advisor (INBA).	Beginning with the 2023 fire season, DOF will be piloting Cost Share Agreements when conducting fire suppression activities on native allotments.
C O M P	APMC	At the discretion of BLM Alaska Fire Service.	There is no APMC or its equivalent.
	Workers Comp	OWCP	2 Crews have completely different kinds of work comp - TCC, Chugachmiut - Look in supplemental for contacts.
	Claim Forms	Property Loss: BLM Alaska Fire Service Requires the two page OF-289 be completed with all required signatures. Link to: Property Loss or Damage Report OF-289 Employee Claim/Tort Claim: Follow the BLM Standards for Fire Business Management (Orange Book).	SOA Property Loss/Damage Report Form (Different from the Federal OF-289), 2 quotes required for claims totaling \$3,000 or more, pictures of damages.
	Claim Delegations	A Delegation of Authority (DOA) may be given to the Finance Section Chief (FSC) and INBA to approve Property Loss and Damage Reports, OF-289. Review DOA for specific authorities.	Any claims under \$5000 the Area FMO can approve. Any claims over \$5000 will need a Regional FMO approval. FSC/PROC/IC/INBA may settle claims for equipment up to delegated amount. Any amount above the delegated threshold, will go to Area Office for adjudication. Claims must be filed in 30 days.

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L U A	Hiring	Procurement Officials with a Warrant Authority may enter into agreements for LUA.	Land Use Agreements must be preapproved by either the Regional/Area FMO or the Agency Administrator.
	Local First	Before entering into any contracts check with local area, most areas have a list of previously used agreements.	Before entering into any contracts check with local area, most areas have a list of previously used agreements.
	Inspections	All LUAs must have Pre and Post Inspections with pictures.	All LUAs must have before and after pictures with agreements.
B U Y T	Report to	Buying Teams will work for and report directly to the BLM Alaska State Incident Business Specialist, or INBA	Buying Teams will work for and report directly to the Regional Administrative Officer.
	Ordering	Order through respective dispatch following ordering procedures established.	All orders will come through Dispatch. Orders for supplies must be pre-approved by either the Regional Admin Officer, an IBA or the State Fire Warehouse Manager. Once approved the order will be forwarded on for processing. If the warehouse is unable to fill the order it will then be sent on the Buying Team to procure.
	Sensitive Property	All sensitive property and equipment must be accounted for by the IMT at the time of their demobilization.	All sensitive property and equipment must be accounted for by the IMT at the time of their demobilization.
	Phones/IT	Connect with local area for carrier and potential phones available for use.	Connect with local area for carrier and potential phones available for use.
<p>Alaska Division of Forestry & Fire Protection – Incident Business Management: https://forestry.alaska.gov/fire/aibmh.htm Alaska Interagency Coordination Center - Incident Business Management: https://fire.ak.blm.gov/administration/IncidentBusinessManagement.php</p>			