

**USDA, Forest Service
Malheur National Forest**

**Type 3, 4, and 5
Incident Business Management
Guidelines & Process**

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Introduction

The purpose of these Guidelines is to document the process for dealing with Incident Business Management (IBM) on Type 3, 4, and 5 incidents on the Malheur NF, to provide general administrative procedures to support incident operations, and to ensure consistency in incident business management across the Forest. They are also intended to complement the 2012 Interagency Incident Business Management Handbook (IIBMH) which provides national direction.

The Forest Administrative Representative (AR) will oversee all Incident Business Management activities on the Forest in coordination with the Fire Program Specialist. This will be Sherri Preston-McGuire, Budget Officer, when available. When Sherri is not available, another AR will be designated. Alternate AR is Dana Reid (Umatilla NF). The AR will maintain communication with the John Day Interagency Dispatch Center (JDIDC).

See Appendix A for a complete list of incident business contacts.

Incident Business Advisor

Activation of an Incident Business Advisor (IBA) for Type 3 incidents will be based on incident complexity, lands involved, and firefighting personnel assigned. When Dana Reid is on Forest, she will serve as the AR and IBA. The IBA:

- ✓ Is supervised by the Agency Administrator (AA).
- ✓ Serves as a liaison and advisor to the AA, IMT, and other support functions.
- ✓ Provides guidance and advice to facilitate efficiency in incident business management practices.
- ✓ Provides advice and recommends alternatives in cost management activities and works with the team or other support functions to ensure cost control measures and other fiscal controls are in place, special emphasis will be placed on reviewing large cost centers.
- ✓ Reviews incident business management practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- ✓ Provides recommendations on administrative issues needing resolution.
- ✓ Is a source of national, regional, and local knowledge.
- ✓ Has extensive incident experiences and is able to effectively work with people.

Cooperative Agreements

A copy of the Pacific Northwest Master Cooperative Fire Protection Agreement and Forest Annual Operating Plans are included in the Service and Supply Plan. In

addition, the Forest has other Fire agreements. For a copy of the appropriate agreement, contact the Fire Program Specialist or the Agreements Specialist.

The Forest Service has MOUs with Oregon and Washington Department of Transportation. The state agencies are responsible to provide safe, efficient transportation systems and the fiscal responsibility remains with them.

If a fire is threatening the safety or efficiency of a state highway or other conveyance, the IMT3 or District should notify the state police (or state transportation department) and inform them of the situation. It is the state's decision whether or not to take action. IMTs/Districts should *not* be ordering a road closure. IMTs/Districts can, however, order through the requisitioning process services that are needed for our efforts, i.e. request traffic control at a limited site distance location that has been chosen as fire camp in which the threat to public and fire personnel is the result of the logistical choices made by the Forest and/or IMT.

Organization & Incident Business Responsibilities

For Type 3, 4, and 5 incidents, the Budget Staff will be responsible for Incident Business Management. This includes Incident Blanket Purchase Agreements (I-BPA) and Emergency Equipment Rental Agreement (EERA) payments, land use agreement payments, personnel and casual/Administratively Determined (AD) time, compensation for injury, claims, and cost.

If the workload exceeds their capability, other local resources should be utilized. If none are available, an order should be placed through JDIDC. See Appendix B for a list of Umatilla NF employees available for IBM support.

I-Suite will be utilized for all Type 3 incidents. The TIME portion of the program will be used for processing AD and contractor payments and for posting off-forest agency personnel. COST is required for Type 3 incidents that have a Cost Share Agreement. COST is not required but recommended for tracking costs on all other Type 3 incidents. When a fire transitions from a Type 1 or 2 Incident Management Team (IMT), however, the Forest is required to continue tracking costs and reporting accruals until the end of the incident. The Forest is encouraged to use the TIME portion of the program for Type 4 and 5 incidents.

ROSS data from JDIDC can be loaded on the database or users can enter only those resources required for payment processing. See the Cost section for more details.

Pre-Season Projects

Prior to fire season, the following projects will be completed. Fire Management is responsible for signing up ADs and coordinating with the Regional Fire and Aviation Contracting Team (FACT) for drafting electronic I-BPAs. FACT is responsible for executing local I-BPAs. Acquisition Management is (AQM) responsible for contacting

potential meal and lodging vendors and developing the Service and Supply Plan. The Service and Supply Plan is located at:

O:\NFS\R06\Program\Procurement-6300\Fire Procurement\2012
Blue_Mtn_Fire_Source_Book

AQM will have copies available for Expanded Dispatches, Buying Teams, and IMTs.

The Pacific Northwest (PNW) Geographic Area utilizes the National Crew contract, Oregon Department of Forestry (ODF) Interagency Crew agreement, R6 Interagency Water Handling agreement, and Regional and Local I-BPAs.

The Service and Supply plan includes:

- PNW Incident Business Management Guidelines & Malheur Supplement
- Contact Information
- Rate Guide, General Provisions, and Supplemental Provisions
- Local I-BPAs and Land Use Agreements
- Local Vendor Information – Meals, Lodging, Recycling
- Cooperative Agreements, (LEO, Master Co-Op, ODOT, RFDs, etc.)
- ASC Payment Procedures
- Other I-BPAs – Rental Cars, Bus, Faller Modules, etc.
- PNW Interagency Water Handling and Crew Agreements
- National Crew contracts

Acquisition Direction

I-BPA & EERA Information and Payments

Equipment rental records for each equipment resource will be maintained. This includes completing inspections, collecting shift tickets, posting time, preparing use invoices, etc.

The Equipment Time Recorder shall:

- Generate Emergency Equipment Use Invoice (OF-286) through I-Suite for Type 3 fires and either hard copy or through I-Suite for Type 4 and 5 fires.
- For processing I-BPA & EERA payments, follow the ASC Incident Finance Branch Payment Procedures, available on the ASC web site.
- Review each equipment invoice and ensure the necessary supporting documentation is included for each payment package as outlined below (FSH Interagency Incident Business Management Handbook):
 1. Original Emergency Equipment Use Invoice
 2. Copy of I-BPA or EERA

3. Copy of Resource Order if not ordered through ROSS
 4. Original Crew Time Reports (for crews)
- Submit contractor payment documentation within three days of completion, overnight mail to USDA Forest Service, ASC – Incident Finance, 101B Sun Avenue NE, Albuquerque, NM 87109. Utilize the cover letter identified in the ASC Incident Finance Branch Payment Procedures when sending payments.

Use the following numbering system for I-BPA & EERA Payment batch transmittals:

I-BPA/EERA OR-MAF-Fire Number- & Unique Number
Example: I-BPA/EERA OR-MAF-00346-001
I-BPA/EERA OR-MAF-00346-002

If a Type 3 IMT is assigned, use the following numbering system for I-BPA/EERA Payment batch transmittals:

I-BPA/EERA OR-MAF-Fire Number-IMT Name-Unique Number
Example for West Blue Mtn IMT3: I-BPA/EERA OR-MAF-00346-WBM-001
I-BPA/EERA OR-MAF-00346-WBM-002

- Keep a copy of the payment package at the location of the incident. In addition to the documents listed above, the file copy should include:
 1. Emergency Equipment Fuel and Oil Issues (Form OF-304), if applicable
 2. Vehicle/Heavy Equipment Inspection Checklist (Form OF-296), if available
 3. Other attachments such as deductible repair invoices and claim settlements, general messages, crew manifests for engines, etc.
 4. Original Emergency Equipment Shift Tickets (Form OF-297) (for equipment)
 5. Copy of Crew Time Reports (for crews)
- Ensure Performance Evaluations are completed for contractors. Follow procedures for distribution of evaluations referred to under the "Performance Evaluations" section.

Land Use and Facility Rental Agreements

For Land Use Agreement needs, place order (with details) through JDIDC. JDIDC will contact Gary Dillavou, Blue Mountain AQM Area Lead or designated acting. Gary will assign the work to a Contracting Officer (CO) who will contact the FS representative for additional information and then write the Land Use Agreement. The CO will use the Emergency Facilities and Land Use Agreement Form and Guide located at www.fs.fed.us/r6/ppm dated June, 2004.

Do not occupy land until a land use agreement has been completed, in writing.

Rental Vehicles

There are three options for obtaining rental vehicles for fire use. They are: Federal Travel Regulations (FTR), BPAs, and purchase card, Smart Pay 2 Card (SP2). The following will be the protocol in the PNW.

FTR – For personnel in overhead positions that will be located at Forest offices (i.e. Dispatchers, Buying Team members), rental vehicles should be obtained through the FTRs. The vehicle should be rented on the individual's federal travel card through the Travel Management Center and reimbursed on a travel voucher (if employee has no federal travel card, a personal credit card can be used).

For personnel in overhead positions that anticipate using a vehicle off paved, graded, state, or professionally maintained roads a vehicle can be obtained through the FTR, however, you will need written approval from the rental company agent prior to renting the vehicle.

Vehicles under the FTRs allow multiple drivers. *Operation of the vehicle off paved, graded, state, or professionally maintained roads, or driveways, **except when the company has agreed to this in writing beforehand is prohibited.***

BPA – If personnel in overhead support positions (identified above) are unable to obtain a rental vehicle through the FTR or personnel anticipate using a vehicle "off paved, graded state or professionally maintained roads" and are unable to obtain prior written approval, a rental can be procured through a BPA.

Region Six has BPAs with Enterprise and Dollar for rental vehicles. There are cars on the agreement with lower rates for those individuals working in an office setting. Rental vehicles under a BPA are administered the same way as any other resource at the incident, **with the exception of the payment.** All payments will be made by the Region 6 Fire & Aviation Contracting Team (FACT). Submit the resource order, a signed shift ticket showing first and last days, inspection forms, and an invoice with the estimated total. A commercial invoice will be provided by the rental car company directly to FACT and will be used for payment.

Fire & Aviation Contracting Team
Redmond Air Center
1740 SE Ochoco Way
Redmond, OR 97756

Note: Vehicles signed up under the BPA can be taken out of Region but must be returned to the pick up point. There is no drop off fee included in the BPA.

Purchase Cards – If FTR and BPA options are not available, a rental vehicle can be rented on a SP2 (purchase) card. A resource order would need to be issued; the SP2 card holder rents the vehicle and is responsible for reconciling.

When renting and/or picking up a rental vehicle, ensure that the Rental Company understands which method of procurement is being used.

Rental vehicles should be shared when possible. Reimbursement for all methods requires approval of rental vehicle by the incident agency and documented on the Resource Order.

Recycling

Incident Management Teams are expected to recycle. Contact the local recycling coordinator for recycling locations in the area.

Bottled Water

In light of the recycling efforts, it is not recommended to purchase bottled water. Other options such as potable water tender, one to five gallon water jugs, or office coolers are preferred. If, however, bottled water is the only viable option, the bottles that required a deposit for purchase (Oregon) must be cashed in and the funds deposited into the Forest recycling account (GRGG). Funds collected from the deposits need to be given to a Collection Officer to process a money order for the deposit. Please contact the Forest Administrative Officer, Sherri Preston-McGuire for coordination.

Property Management Procedures

The IBA or the AR will provide the IMT, Expanded Dispatch, and Buying Team with a list of property available on Forest. Prior to purchase/lease the Buying Team will refer to the list. When items are purchased and prior to delivering to the IMT, the Buying Team will tag them with a Malheur NF property tag. Upon demobilization, the IMT will return all "tagged" items to the IBA/AR. All untagged items will be returned to a designated representative from the District hosting the incident for use on future incidents.

Personnel

Agency Personnel

Records for all agency personnel time will be kept. For local resources, the Forest has the authority to require Crew Time Reports (CTR), Fire Time Reports (FTR) OF-288, or time recording directly to the Time and Attendance Record. For personnel from off-District, CTRs will be turned in to Budget which will process a FTR. Original FTRs will be sent home with the employees and copies will be kept in the fire records.

When participating on an ODF fire, all federal employees must complete CTRs and turn in to ODF.

To ensure that the reciprocal period between the state and federal agencies is not billed, reciprocal resources will charge to their own agency's initial attack job code for

the first 24 hours. BMIDC/JDIDC will create a reimbursable job code for an incident if there is non-recip resources dispatched or if the incident goes beyond the recip period. Ensure resources are billable prior to charging to the reimbursable job code. For clarification or to verify billable resources, contact BMIDC/JDIDC or the Fire Program Specialist.

Casual (Administratively Determined, AD) Hires

ADs will be signed up pre-season (by other Units if being ordered from outside of the area) by Dispatch. If not signed up pre-season, Dispatch personnel will complete the Hiring Paperwork. Exception rates are good for the incident only.

Casual Hire Payments

Records will be kept for all casuals. CTRs will be collected, submitted to Budget, and recorded to the FTRs for payment.

The Personnel Time Recorder shall:

- Generate FTRs through I-Suite for Type 3 fires and either hard copy or through I-Suite for Type 4 and 5 fires.
- For processing Forest Service AD payments, follow the ASC Incident Finance Branch Payment Procedures.
- Review and audit each FTR (see Appendix B, OF-288 Audit Procedures). Ensure the necessary supporting documentation is included as outlined below and in FSH Interagency Incident Business Management Handbook, Chapter 10 and the Casual Hire and Payment Process.
 1. Original FTR. Ensure all forms have been reviewed and include the correct AD pay rate, accounting information, social security number, and signatures of the casual and the Time Officer.
 2. Original Employment Eligibility Verification (Form DHS I-9), unless previously submitted to ASC.
 3. Original Employees Withholding Allowance (Form W-4) for Federal withholding, unless previously submitted to ASC.
 4. Original State withholding forms, if required, unless previously submitted to the ASC. If Federal W-4 is being used for State exemptions, "the State name" must be written on the W-4.
 5. Direct Deposit Sign-Up Form (SF-119A), unless previously submitted to ASC.
 6. Copy of Single Resource Casual Hire Information Form.
- Estimate return travel for ALL Forest Service casuals and obtain signature from employee. Provide employee with a copy.
- Follow the IIBMh for AD travel reimbursement.

- Submit all Forest Service AD payment packages overnight mail to the USDA Forest Service, ASC – Incident Finance, 101B Sun Avenue NE, Albuquerque, NM 87109. Utilize the cover letter in the Casual Hire Payment Process when sending in payments.

Districts will use the following numbering system for AD Payment batch transmittals:

AD OR-MAF-Fire Number- Unique Number

Example:

AD OR-MAF-00346-001

AD OR-MAF-00346-002

If an IMT3 is assigned, use the following numbering system for AD Payment batch transmittals:

AD OR-MAF-Fire Number-IMT Name-Unique Number

Example for West Blue Mtn IMT3:

AD OR-MAF-00346-WBM-001

AD OR-MAF-00346-WBM-002

- Original FTRs for non-Forest Service ADs should be given to the employee to take to their Home Unit for processing.
- Keep a copy of all FTRs at the location of the incident.

Compensation for Injury

Agency Provided Medical Care (APMC) will be utilized **per the IIBMH**. No APMC shall be issued for dental work. The Fire Program Specialist or AR will approve all APMC payments.

All original compensation forms (for Forest Service employees) will be sent to ASC – Human Capital Management. Copies for on-forest and AD employees will be sent to the supervisor for entering into SHIPS. Copies of forms for off-forest employees will be sent to their home unit for entering into SHIPS. NO copies should be kept in the fire records. Refer to the IIBMH for timeframes.

Send original compensation forms for non-Forest Service employees home with the employee.

See Appendix C for a list of Medical Providers

Claims

Contract Claims: If a contractor would like to file a claim, contact Gary Dillavou or the designated Contracting Officer. If the claim cannot be settled on site, the claims

package should be submitted to the Contracting Officer for follow-up. Copies should be kept in the fire package. For package contents, refer to the IIBMH.

Tort/Employee Claims: Submit all tort and on-forest employee claims to Sherri Preston, Budget Officer. Send off-forest employee claims home with the employee. Copies should be kept in the fire package. For package contents, refer to the IIBMH.

Costs and Accruals

The COST module in I-Suite is not required but recommended for use on Type 3 incidents. See the ASC – Incident Finance website for I-Suite and accruals information. When a fire transitions from Type 1 or 2, however, the Forest will be required to continue tracking costs and reporting accruals until the end of the incident.

If utilizing COST, all resources must either be entered in TIME or an estimated cost entered in COST.

At year end the Forest Budget organization will request cost information from incident units not using I-Suite to report obligations, regardless of amount, to the ASC-IBM following year end closing instructions. It is not necessary to utilize I-Suite to track costs for Type 3, 4, and 5 incidents; however, all year end obligations must still be reported.

Cost Share Agreements

For cost share agreement needs, contact the Fire Program Specialist. Cost share agreements should be completed in compliance with regional standard template with ODF. The template is posted on the Region Six IBM web site:
<http://www.fs.fed.us/r6/fire/incident-business/>

Jurisdictional agencies should work in cooperation with the District managing the fire to negotiate and complete cost share agreements.

If a Cost Share Agreement is written, the District must turn in a Cost Share package at the end of the incident. The following items must be included:

- Disk copy of the I-Suite database with the password (if applicable)
- Signed Cost Share Agreement
- Backup Documentation
 - Daily I-Suite Report (or other reporting tool if not using I-Suite)
 - Percentage Documentation (i.e. signed IAPs)
 - Aircraft Agreements

Purchasing Support & Buying Team

(Includes Heppner Ranger District on the Umatilla National Forest)

The Forest will handle purchasing support for Type 3, 4, and 5 fires. Resource orders must be obtained from JDIDC prior to ordering/purchasing.

JDIDC will utilize micropurchasers for support. See Appendix B for a list of Umatilla NF employees available for purchasing and other IBM support.

If the purchasing needs exceed the capability of the Forest, a local Buying Team, consisting of Malheur and Umatilla NF micropurchasers will be established through coordination with Gary Dillavou. The local Buying Team will be supervised by the AR/IBA. Local members of the team shall have the necessary warranted or micropurchasing authority to procure supplies and obligate the government. The Team shall order or approve all local purchases and make payment of invoices for the purchases they make.

NOTE: Purchase locally when possible, regardless of location of the Buying Team.

Buying Team members will coordinate with the IBA/AR on all unusual or expensive items. The AR/IBA will promptly inform Districts of all disapproved items. Accountable and sensitive property purchased by the Buying Team will be documented on an agency specific property transfer form (i.e. AD-107 or Incident Waybill). Coordinate all property items through Golden Mitchell, Property Management Specialist.

Approved SP2 Bankcard Holders (Buying Team Members, or other micropurchasers) may purchase meals and lodging based on an approved resource order and manifest. Meals must be paid for at the time of ordering or upon completion of dining. A list of vendors is provided in the Forest's Service and Supply Plan.

All government employees must use their government travel card for meals and lodging. If an employee does *not* have a government travel card, a purchase card holder can then make the purchase *after* obtaining a resource order.

Any SP2 purchases made by a micropurchaser or warranted procurement officer will be documented on a log with copies of receipts/invoices and resource orders attached and filed with the fire records.

REMINDER: Requisitioning authority only allows you to sign a requisition; it does not give you purchasing authority (reference Requisitioning Authorities List letter dated January 24, 2002). Individuals who make unauthorized commitments are acting outside the scope of their employment and could be held personally liable for any commitments they make. Employees are putting themselves at risk financially and from a performance standpoint.

Work/Rest Guidelines

The Work/Rest Guidelines will be followed by all personnel, including contractors (IIBMH, Chapter 11). All work shifts exceeding 16 hours, require pre-approval and documentation by the Agency Administrator or Incident Commander. Mitigation and documentation for Work/Rest violations is also required. All documentation should be filed with the fire records.

Block of Supply Numbers

(Includes Heppner Ranger District on the Umatilla National Forest)

For a block of supply resource order numbers, contact JDIDC.

Performance Evaluations

If performance evaluations are completed, IMTs and Districts should keep a copy in the Final Fire Package and give originals in a sealed envelope titled "Performance Evaluations" to Dispatch.

Fire Records

The Forest is responsible for keeping all fire records for Type 3, 4, and 5 incidents. The financial information should be included with these records.

Transitions

It is critical to maintain good communications throughout transitions. This includes transitioning to a Type 1, 2, or 3 Team and back to a Type 2, 3, or the Forest. JDIDC needs to be informed of a transition and updated throughout the process.