

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

This chapter establishes guidelines for coordination responsibilities between the incident agency and the incident management team (IMT). Each agency/geographic area should supplement this chapter to meet specific needs.

40 – INCIDENT BUSINESS MANAGEMENT COORDINATION.

40.04 – Responsibility.

1. Incident agency is responsible for establishing business management requirements and monitoring the quality and/or progress of incident business management throughout the incident.
2. Incident management team is responsible for ensuring all incident business management requirements are met prior to close-out with the incident agency or transfer of command to another IMT.

40.05 – Definitions. Definitions used throughout this handbook are located in the Zero Code.

41 – INCIDENT AGENCY COORDINATION. The incident agency should prepare an IMT briefing package addressing agency requirements in advance of the incident to facilitate the exchange of information during the initial briefing. The Agency Administrator may designate an Administrative Representative to monitor business management activities through visits to the incident site and support sites. Information on the Agency Administrator's incident business management responsibilities can be found at:
<http://www.nwcg.gov/teams/ibpwt/instructional.html>.

Business Management Briefing Package. As part of the briefing package, the Agency Administrator should provide incident business management information and expectations to the IMT (see Operating Guidelines, Incident Business Administration in Appendix B – Tool Kit). The information should contain:

1. Identification of the IBA or other agency personnel with administrative/fiscal oversight responsibilities. The IBA works under the direct supervision of the Agency Administrator and in coordination with the IMT. The primary duty of the IBA is to provide the Agency Administrator or their delegate with an overview of incident management business practices, make recommendations for improvements, and

facilitate communication with the IMT and other resources assigned in support of the incident. An IBA Field Reference can be found on the NWCG Incident Business Practices Working Team web page found at: <http://www.nwcg.gov/teams/ibpwt/instructional.html>.

2. Names with office and cell phone numbers of incident agency contacts for each function (Compensation/Claim, Time, Commissary, Procurement, Property, and Cost). These contacts should be prepared to meet with IMT members to discuss agency-specific policies and procedures. Written policy and procedures should be made available to the IMT.
3. Availability of, or need for, acquisition and fiscal support, e.g., buying team, administrative payment team, and the requirements of each.
4. Written guidelines regarding final incident package requirements and performance standards. Incident Finance Package (IFP) requirements should be provided to the IMT at the initial briefing in order that the documentation process can be established from the onset of the incident.
5. IFP guidelines can be found in Section 47, Exhibits 01-06. These guidelines should be supplemented to meet the specific needs of the incident agency. Unit logs are normally included in the final incident package by the Planning Section.
6. Any other agency-specific issues, requirements, or information such as:
 - A. Potential claim areas.
 - B. Cooperative and/or mutual aid agreements and contacts.
 - C. Cost share criteria.
 - D. Payment procedures.
 - E. Military operations.
 - F. Use of National Guard.
 - G. Service and Supply Plan (See Chapter 20, Section 22).
 - H. Property Management Guidelines (See Chapter 30.)
 - I. Geographic Area Supplement, e.g., equipment rates, AD exception positions.
 - J. Recycling (See Chapter 30, Section 37).
 - K. Incident records documentation (see www.nifc.gov/records/index.html.)
 - L. Local cache items available, e.g., fax machines, coolers, chairs, phones.

M. Procedures and requirements for uploading the I-Suite database to the National Data Repository (see <http://isuite.nwcg.gov>).

7. Release of incident management team. The Agency Administrator should consider the business management requirements of the incident when determining the release of the IMT. The Administrative Representative will coordinate a close-out session with the Finance/Administration Section, at which time the IFP will be reviewed.

42 – INCIDENT MANAGEMENT TEAM (IMT) COORDINATION. The Finance/Administration Section Chief (FSC) facilitates initial and continued contact with the incident agency Administrative Representative regarding agency requirements and expectations, IFP requirements, and close-out requirements.

The IMT is responsible for adequate documentation of all actions taken in relation to business management, resolving problems and issues as they occur, and providing the incident agency with an IFP that will facilitate payments, processing of claims, and resolving outstanding problems. The IFP is a separate and distinct package from the incident records maintained by the Planning Section. The incident agency may require a close-out report be provided by functional area. This report usually provides summarized information by function, e.g., cost saving measures identified and/or implemented by the IMT for use by the incident agency after the IMT is released and the incident is completed.

Submission of the IFP in accordance with established guidelines is required prior to release of the IMT.

The IMT provides the Administrative Representative with a list of Finance/Administration and Logistics Section members' home unit addresses and telephone numbers.

The Finance/Administration Section attends a close-out session scheduled by the Administrative Representative to review the IFP. This meeting is in addition to the IMT close-out.

If the IMT is being released prior to the end of the incident, the relief Finance/Administration Section, the Administrative Representative, and the departing Finance/Administration Section participate in a transition briefing. The outgoing IMT is responsible to ensure that all documentation, including payment packages, decision documents, and contractor performance

evaluations, are complete prior to transfer of command per incident agency requirements.

43 – BUYING TEAM COORDINATION. Buying Teams are ordered by the incident agency and report to the Agency Administrator or other designated incident agency personnel. Buying Teams work with the local administrative staff to support the incident acquisition effort.

The geographic area determines the composition of Buying Teams used internally. Each geographic area shall train and provide a minimum of one Buying Team available for national dispatch. (See National Interagency Mobilization Guide)

The Buying Team leader coordinates with incident agency personnel and the IMT, ensures goods and services are purchased in accordance with incident agency policy and maintains proper documentation in accordance with the National Buying Team Guide and incident agency requirements. Buying Teams maintain a log and report the purchase of accountable property to the incident agency.

Buying Teams should not be utilized as “defacto” payment teams. Incident agencies should order an Administrative Payment Team if the incident situation warrants.

44 – ADMINISTRATIVE PAYMENT TEAM (APT) COORDINATION.

APTs are ordered by the incident agency and report to the Agency Administrator or other designated incident agency personnel. APTs work with the local administrative staff to expedite incident payments. An APT should only be ordered when the length of the incident is of a long duration and the incident agency does not have the resources to timely process payments.

The APT is authorized to make payment for supplies, materials, services, equipment rental, and casualties utilized on an incident in accordance with APT guidelines and incident agency policy. The APT forwards the original payment documentation to the National Park Service Accounting Office (AOC) for retention and provides the incident agency with copies of all documentation per incident agency direction.

The APT communicates payment package, audit, and processing requirements to the FSC, Buying Team, and incident agency administrative staff.

APTs utilize a Contracting Officer for interpreting contracts and agreements while processing incident payments. If the composition of the APT does not include a Contracting Officer, the incident agency may provide one if necessary.

45 – INCIDENT INFORMATION TECHNOLOGY COORDINATION.

Computer systems include desktop computers, laptop computers, thin client computers, and peripherals used in either a network or stand alone environment that supports an incident at the Incident Command Post (ICP) and the remote sites managed by the ICP.

It is the responsibility of the Computer Technical Specialist (CTSP) or the person filling the incident information technology role to adhere to agency policy regarding incident security standards. Incident agencies may provide additional information technology (IT) direction in written form to IMTs to further define security policies and standards in order to maintain IT security controls at the incident site, meet operational requirements to support the incident, and protect the confidentiality, integrity and availability of electronic data. In addition to incident security standards, individuals will adhere to their home unit IT policies on equipment that is provided by their agency. Standard practices need to include, but are not limited to: prohibited password sharing, prohibiting unauthorized use of computer systems, adhering to the proper use of the Internet. All users of the incident computer system will be held accountable for any unauthorized or inappropriate activity that occurs on a computer under their login credentials.

Only those systems required as part of an incident assignment should be taken to an incident. Computer systems may be connected to an incident agency in a controlled and negotiated manner. Once a system is released from the incident, it should only be reconnected to the home unit corporate network after meeting home unit agency security standards requirements. Leased or rented systems must have the hard drives completely sanitized of all data using write-over technology before it is returned to the vendor. At no time shall an individual's personally owned computer be attached to the incident network.

When I-Suite is used on an incident the IMT is required to upload the I-Suite database to the National Data Repository (see instructions at <http://isuite.nwcg.gov>) and provide an electronic version to the incident agency in the final incident package. The incident agency maintains this copy as the official database. IMT members and incident personnel will not take any database copies with them when leaving the incident. The Agency Administrator is responsible to ensure that the IMT has complied with this requirement prior to release of the team.

46 – OTHER TEAM COORDINATION. During the course of the incident, the incident agency may utilize special teams, e.g., Burned Area Emergency Response (BAER), Prevention, Cost Review, Cost Apportionment Team, Fire and Aviation Safety (FAST), Investigation, etc. The Agency Administrator or their designee coordinates with the IMT and support units to assist in meeting the objectives of the special teams. See appropriate agency/interagency handbook for specific team responsibilities and expectations, e.g., BAER Handbook, Prevention Handbook.

47 – EXHIBITS

47 – Exhibit 01

TIME UNIT INCIDENT FINANCE PACKAGE GUIDELINES

These guidelines may be used by the incident agency to identify the Time Unit requirements for the IFP and may be amended to meet agency-specific requirements.

1. Provide a written narrative that summarizes actions and decisions of the Time Unit Leader.
2. Logs: Submit originals of all logs, e.g., excess hours log, operational period logs.
3. Provide documentation of excess hours worked and approved by the Incident Commander.
4. Emergency Firefighter Time Reports, OF-288.

A. Provide written documentation on outstanding items, unresolved issues, and problems. Include recommendations for resolution.

B. Casuals:

(1) Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled with crew name.

Provide a copy of crew agreement if applicable.

(2) Single Resource:

Alphabetize file copies, label as “Single Resource Casuals”.

If single resource casuals have been hired on the incident, submit originals of the I-9, W-4, W-5, state tax forms, OF-288, and Single Resource Casual Hire Form per agency direction.

47 – Exhibit 01 – Continued

TIME UNIT INCIDENT FINANCE PACKAGE GUIDELINES

- C. Regular Government Employees and Cooperators:
 - (1) Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled appropriately.
 - (2) Single Resource:

Alphabetize file copies and label appropriately.
- 5. Crew Time Reports, SF-261:
 - A. Crews: File copies are to be grouped by crew, alphabetized within the crew, and labeled appropriately. May attach to OF-288.
 - B. Single Resource: Alphabetize file copies and label appropriately. May attach to OF-288.

47 – Exhibit 02

COMMISSARY INCIDENT FINANCE PACKAGE GUIDELINES

These guidelines may be used by the incident agency to identify the Commissary requirements for the IFP and may be amended to meet agency-specific requirements.

1. Provide a narrative that documents decisions and actions of the Commissary Manager.
2. Provide written documentation on outstanding items, unresolved issues, and problems. Include recommendations for resolution.
3. Agency-Provided Commissary:
 - A. File the original Commissary Accountability Record, OF-284; receipts for purchases, transfer documents (waybill), and returns/credits; the original Commissary Issue Records, OF-287; written inventory; and other pertinent documentation by date/operational period.
 - B. All discrepancies (plus or minus) must be documented in writing (notation in the remarks column of the Commissary Accountability Record, OF-284, is sufficient).
 - C. Discrepancies, due to missing items, must be accounted for according to incident agency procedures.
 - D. Deliver remaining commissary stock to the incident agency (obtain signature on final Commissary Accountability Record in Blocks 15-17 to document transfer).
4. Contractor-Provided Commissary:
 - A. File vendor invoices and supporting documentation, including commissary issue copies with posting verification, by date/operational period. Include a copy of the commissary operating plan. Complete all required invoices and payment documents according to the terms of the contract.

47 – Exhibit 02 – Continued

COMMISSARY INCIDENT FINANCE PACKAGE GUIDELINES

- B. Provide written evaluation of contractor's performance as stated in the contract.

47 – Exhibit 03

COMPENSATION FOR INJURY INCIDENT FINANCE PACKAGE
GUIDELINES

These guidelines may be used by the incident agency to identify the Compensation for Injury requirements for the IFP and may be amended to meet agency-specific requirements.

1. Provide written general narrative that documents actions and decisions of the Injury Compensation Specialist or Compensation Claims Unit Leader without including any Privacy Act protected information. Examples of information for the narrative include: statistical information re: number of claims filed, number of medical authorizations issued, etc.
2. Injury Compensation Documents.

No injury/illness claim documentation shall be kept in the IFP.

- A. Submit original Injury/Illness Log.
- B. Destroy temporary copies of claim documentation.

47 – Exhibit 04

CLAIMS INCIDENT FINANCE PACKAGE GUIDELINES

These guidelines may be used by the incident agency to identify the Claims requirements for the IFP and may be amended to meet agency-specific requirements. (See Chapter 20, Section 26.6. for contract claim information.)

1. Provide written narrative that documents actions and decisions of the Claims Specialist or Compensation/Claims Unit Leader.
2. Provide written documentation on all outstanding items, unresolved issues, problems, etc. Include recommendations for resolution.
3. Claim Documents.
 - A. Submit original Claims Log.
 - B. Personal Property Loss/Damage Claims: Utilize the Incident Claims Case File Envelope. Provide original documentation including written claim, supervisor statement, investigation report, etc. Include incident recommendations as appropriate.
 - C. Potential Claims: Utilize the Incident Claims Case File Envelope. Provide documentation (pictures, statements, written reports, maps, etc.) on all potential claims. Include incident recommendations as appropriate.

47 – Exhibit 05

PROCUREMENT UNIT INCIDENT FINANCE PACKAGE GUIDELINES

The incident agency may add to the following guidelines with agency specific requirements.

1. Provide written narrative that documents actions and decisions of the Procurement Unit Leader, Contracting Officer, and/or Procurement Officer.
2. Submit original equipment logs (Equipment hired, Equipment Vendor Deduction, etc.).
3. Equipment Files - Utilize the Emergency Equipment Rental-Use Envelope, OF-305; file alphabetically into two groups: Ready for payment and follow-up required. Identify follow-up needed and provide recommendations for solutions. Identify partial payments made on the equipment envelope. Individual Emergency Equipment Rental-Use envelopes shall include:
 - A. Emergency Equipment Rental Agreement, OF-294.
 - B. Vehicle/Heavy Equipment Checklist (Pre- and Post-use Inspections), OF-296.
 - C. Emergency Equipment Shift Tickets, OF-297 (in chronological order).
 - D. Emergency Equipment Use Invoice, OF-286, completed and signed.
 - E. Emergency Equipment Fuel and Oil Issues, OF-304.
 - F. Resource Order Number.
 - G. Commissary Issue Records, OF-287.
 - H. Contracted Commissary Issue Record.

47 – Exhibit 05 – Continued

PROCUREMENT UNIT INCIDENT FINANCE PACKAGE GUIDELINES

- I. Other deduction/credit documentation, e.g., agency-provided repair/parts invoices.
- J. Documentation of existing or potential contract claims.
- K. Follow-up required.

Original documentation is submitted to the payment office designated on the contract/agreement. If a payment office is not designated on the contract/agreement, the jurisdictional agency is responsible for processing payment. Retain a complete copy of all documentation for the IFP.

- 4. Provide documentation of all Land-Use and other agreements that have been entered into by the IMT. Documentation shall include:
 - A. Original agreement.
 - B. Pre-use and final inspection.
 - C. Release from Liability, if applicable.
 - D. Pictures, statements, etc.
 - E. Identify follow-up needed and provide recommendation for resolution.
- 5. Provide documentation of all purchases made by the incident personnel, e.g., agency charge card or convenience check purchases.

47 – Exhibit 06

COST UNIT INCIDENT FINANCE PACKAGE GUIDELINES

These guidelines may be used by the incident agency to identify the Cost Unit requirements for the IFP and may be amended to meet agency-specific requirements.

1. Provide written narrative that documents actions and decisions of the Cost Unit Leader.
2. Provide written documentation on all outstanding items, unresolved issues, problems, etc. Include recommendations for resolution.
3. Submit original Cost Log showing daily cost estimate by major categories (Personnel, Equipment, Aircraft, etc.).
4. Submit original Daily Cost Estimates with supporting documentation. Sort chronologically.
5. Provide originals of cost analysis/projections and cost savings measures.
6. Include copies of accrual reports submitted to the incident agency, if applicable.
7. Include any other documentation including computer-generated reports, graphs, and printouts.
8. Provide copies of cost share agreements.