

Definitions

Term	Definition
Accounting Code	Agency-specific accounting data. Each agency assigns a specific accounting code to an incident (e.g., P #).
Administrative Payment Team (APT)	APT's support Incident Agencies by processing payments for resources, such as emergency equipment, casualties, local vendors for supplies, etc.
Administrative Representative	Individual responsible for Incident Agency business management functions, such as personnel, procurement, fiscal, etc.
Administrative Workweek	Period of seven consecutive calendar days designated in advance by the head of a department (5 U.S.C. 6101(a)).
Agency Administrator	The individual responsible for an established organizational unit, such as Forest Supervisor for the Forest Service, Field Office Manager for the Bureau of Land Management, Agency Superintendent for the Bureau of Indian Affairs, Park Superintendent for the National Park Service, Refuge Manager for Fish and Wildlife Service, or state agency equivalent.
Base Hours	The number of hours in a daily tour of duty.
Basic Workweek	Refers to the scheduled workweek of the employee (individual) at the home unit.
Burned Area Emergency Rehabilitation (BAER)	BAER teams are formed to take immediate action to prevent soil, water, and ecosystem resource damages and ensure all National Environmental Protection Act compliances are met. Appropriation usage can vary from agency to agency for BAER work. BAER teams should request direction from the Incident Agency in order to ensure the correct usage of funds for BAER team participation.
Buying Team	Buying teams support incident procurement through the local administrative staff by procuring a wide range of services and supplies as well as renting land and equipment.

Term	Definition
Casual	A person hired and compensated under the Pay Plan for Emergency Workers. Also referred to as Emergency Firefighter (EFF), AD, and Emergency Worker.
Contracting Officer (CO)	Agency personnel with specific delegation of procurement authority, also known as warranted contracting officer.
Contracting Officer's Representative (COR)	An individual designated by the contracting officer to serve as CO representative in matters dealing with contract administration.
Contractor	Private sector personnel, vendors or businesses contracted to provide goods and services to a government agency.
Cooperator	An agency with whom resources are shared as authorized in a cooperative agreement.
Fireline	For purposes of pay administration for hazardous duty, a fireline is defined as the area within or adjacent to the perimeter of an uncontrolled wildfire of any size in which action is being taken to control the fire. Such action includes, but is not limited to, operations which directly support control of the fire, activities to extinguish the fire, ground scouting, spot fire patrolling, search and rescue operations, and backfiring. This does not include personnel engaged in logistical support, service, management oversight, and rehabilitation activities.
First Aid Cases	Injuries/illnesses involving treatment by paramedics, EMTs, the Medical Unit, or a military facility where no billings for services or supplies are required and no lost time beyond the date of injury is expected.
General Schedule Employee	A regular federal government employee who is compensated under the General Schedule (GS) Pay Plan.
Home Unit	The employing office where the individual is regularly assigned or agency location where the individual is hired.

Term	Definition
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
Incident Agency	The organizational unit responsible for the incident planning, logistics, and/or finance activities.
Incident Business Advisor (IBA)	A liaison and advisor to the Agency Administrator (AA) or Area Commander (AC) who works directly for the AA or AC. The IBA serves as a bridge to the AA, Incident Management Team and other incident support functions. IBA utilization will facilitate the unit's ability to implement sound business practices, such as awareness, information for choices, accountability and adequate financial documentation etc.
Incident Order Number	The number assigned to an incident. This number follows a standard format where the first 2 letters indicate the state, the next 3 letters are the Incident Agency, and the last 3 - 6 digits are the sequential number of incidents for the year. (See the National Interagency Mobilization Guide, NFES 2092, Chapter 10, Section 13.2 or Unit Identifiers, NFES 2080.)
Incident Support Unit.	Administrative and support units that are ordered by and reports to the Agency Administrator or designee, (e.g., Expanded Dispatch, Buying Team, Administrative Payment Team).
Jurisdictional Agency	The agency responsible for land and resource management as provided by federal or state law.
NWCG Geographic Area	A political boundary designated by the wildland fire protection agencies, where these agencies work together in the coordination and effective utilization of resources within their boundaries. The National Interagency Mobilization Guide, Chapter 20, Section 21.1, identifies the area encompassed by the eleven NWCG Geographic Areas.
Off Shift	Non-compensable time, (e.g., eating, sleeping or other activities of a personal nature).

Term	Definition
On Shift	Time of actual work, ordered standby, or compensable travel that has a specific start and ending time.
Operational Period	The period of time scheduled for execution of a given set of incident actions, which may be specified in the Incident Action Plan.
Order Number/Request Number	As resources are ordered to respond to an incident, Resource Order Numbers (occasionally referred to as a request number) are issued. The order number includes the incident number, an alpha character (S = Supplies, E = Equipment, O = Overhead, A = Aircraft, C = Crews, M = Agency Provided Medical Care) followed by a sequential number (e.g., MT-LNF-076, O-95). Since the Incident Number remains the same, usually only the alpha character and sequential number are shown. (National Interagency Mobilization Guide, Chapter 10, Section 13.2.)
Ordered Standby	An employee is entitled to ordered standby when directed or ordered to be in ready status (fully outfitted, awaiting imminent departure) at an assembly point, staging area, or other location and is awaiting departure.
Prescribed Fire	Any fire ignited by management actions to meet specific objectives. Also referred to as Management Ignited.
Prevailing Rate Employees	Employees who are compensated under the Federal Wage System. They are frequently referred to as wage grade (WG) or wage system (WS) employees.
Prevention Teams	Prevention Teams provide support to fire prevention and wildland fire educational needs preceding and during periods of high wildland fire danger or prescribed fire activity. The teams provide assistance to wildland fire managers with coordination of fire loss mitigation efforts with public, state or local agencies. Appropriate usage can vary from agency to agency for prevention teams. Prevention Team Lead should request direction from the Incident Agency in order to ensure the correct usage of funds.

Term	Definition
Procurement Officer	Agency personnel with specific delegation of procurement authority, acting within the limits of agency policy of said authority.
Protection Agency	The agency responsible for providing direct incident management to a given area pursuant to a cooperative agreement, contract, or other authority.
Regular Government Employees	Includes all those people hired under authorities other than the Pay Plan for Emergency Workers. Federal general schedule and prevailing rate employees are included in this category.
Severity	Suppression funds may be used to increase the level of presuppression capability and fire preparedness when predicted or actual burning conditions exceed those normally expected, due to severe weather conditions. A fire severity authorization should be approved only when the unit's presuppression allocation is fully obligated or programmed for planned fire protection activities and a severe threat of wildland fire continues. Agency policy determines procedures for requesting and approving requests for severity funding.
Spot Change	The second continuous day of an incident, a regular government employee's normal daily tour of duty is "spot changed" to where the first 8, 9, or 10 hours worked are base hours.
Supporting Agency	An agency providing suppression or other support and resources to the protection agency. Services and support provided must be covered under an agreement, lease or other contractual document.
Timekeeping	Tracking on-shift time of incident resources by the supervisor. Timekeeping is accomplished on the Crew Time Report, SF-261, or the Emergency Equipment Shift Ticket, OF-297.

Term	Definition
Time Recording	Recording all time presented by others. Personnel Time Recorders record time from the Crew Time Report, SF-261, to the Emergency Firefighter Time Report, OF-288. Equipment Time Recorders record time from the Emergency Equipment Shift Ticket, OF-297, to the Emergency Equipment Use Invoice, OF-286.
Tour-of-duty	The hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitutes an employee's regularly scheduled administrative workweek.
Warrant	The official delegation of authority to contracting officers and procurement officers establishing the dollar amount and type limits for purchasing.