



United States Department of the Interior
FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer to:

FWS/CGS

SEP -3 1999

Memorandum

To: Service Directorate
From: Acting Assistant Director /s/ David J. Holland
Subject: Purchase Feature of the Integrated Charge Card – Fire

Service employees with responsibility for fire management program oversight and operations are currently authorized to use the purchase feature of the integrated charge card to support Refuge fire crews during emergencies. The procurement policy, affecting the conditions to use the purchase feature is amended to include prescribed fire operations. A prescribed fire is the deliberate use of fire under conditions where the crew predetermines the area to be burned and controls the intensity of the fire.

The Fish and Wildlife Service Manual sections 095 FW 3, “Wildfire Suppression Operations,” and 621 FW 3, “Prescribed Fire Management,” include policy guidance for emergency suppression, rehabilitation operations, and prescribed fires. Under the amended procurement policy, the Chief of Party, or another designated Refuges’ employee, has the authority to use the purchase feature for travel, subsistence and lodging in support of emergencies and prescribed fire operations. This authority covers temporary employees and employees hired under the Administratively Determined (AD) Pay Plan (established January 1, 1996, pursuant to 5 U.S.C. 5102(c)(19), 7 U.S.C. 2225 and 2226, and 43 U.S.C. 1469).

The purchase feature is available for cardholders to purchase products and services according to the guidance of 301 FW 6, “Purchase Cards” Fire management cardholders are authorized to cover transportation, meals, lodging, or other travel and subsistence costs for temporary employees and emergency (AD) employees, when the use of purchase orders or cash advances is not practical. The purchase feature may also be used for travel related to training required by the Service’s fire management program. The travel feature of the integrated charge card can be used for subsistence and lodging expenses for emergency situations only. Cardholders are reminded that it is their responsibility to ensure that charges are billed correctly (individual vs. central) to their accounts. This is imperative since the integrated card system does not consistently segregate charges for lodging among those to be billed individually and paid for by the individual, and those to be paid for directly by the Service (central billing).

Section 301 FW 6 of the Fish and Wildlife Service Manual will be revised to incorporate these amendments.

If you have any questions regarding the purchase feature, please contact Shane Compton in the Division of Contracting and General Services at 358-1899, or for the travel feature contact Mazie Murphy in the Division of Finance at (703) 358-1742.