

Chapter – 10

Business Management and Administration

A. Policy

The Bureau of Indian Affairs (BIA) follows the uniform application of the interagency policies and guidelines as developed in the *Interagency Incident Business Management Handbook* (IIBMH). The BIA will follow the direction set forth in the IIBMH in all incident business management functions except where specific to agency legal mandates, policies, rules or regulations.

There are important administrative functions, which pertain to all aspects of fire management. There are procedures specific to BIA for ensuring uniform application of regulations on use of human resources, including recruitment, pay (Federal Personnel Payroll System (FPPS)), injury compensation, travel, commissary; acquisition of equipment and supplies in accordance with applicable procurement regulations; maintenance of finance, property, procurement and personnel records and forms, cooperative agreements/interagency agreements, and exceptions for use of the Integrated Charge Card.

B. Management of Human Resources

This section provides information and procedures regarding management of human resources, including recruitment, pay, injury compensation, travel, and commissary.

1. Recruitment

Recruiting plans, hiring instructions and operating procedures should be developed by agencies in advance of incidents and include: sources of personnel, age requirements, physical fitness, proper clothing, conditions of hire, wages, and any special procedures pertaining to recruitment and use of personnel. All personnel will be covered 1) under the Pay Plan for Emergency Workers as casual; or 2) under a cooperative agreement; or 3) by a contract; or 4) as a regular government employee.

a. Responsibilities

Recruiting agency is responsible for:

- 1) Ensuring the development of recruiting plans.
- 2) Providing training and certification.

- 3) Completing the hiring paperwork.

Hiring unit or official for casual hires is responsible for:

- 1) Completing the hiring paperwork.
- 2) Applying the provisions of the Pay Plan for Emergency Workers.
- 3) Ensuring that incident qualifications are current.

b. Organized Crews

Organized crews under agreements are managed in accordance with the terms of those agreements.

The agency that establishes the crew agreement is responsible to:

- 1) Identify incident behavior expectations.
- 2) Document consequences for inappropriate behavior in the crew agreement.
- 3) Ensure incident behavior expectations are provided to crew personnel.
- 4) Establish procedures to document acknowledgement of receipt of this information by crew personnel.

Agencies may choose to utilize the IIBMH Incident Behavior Form.

Agreements for organized crews, who are hired as casuals, shall comply with the Pay Plan for Emergency Workers.

The hiring unit is responsible to screen organized crews before they are transported to an incident and ensure all crew personnel have proper clothing and meet position and physical fitness qualifications.

Crew representatives or crew bosses are responsible to provide a copy of the agreement, upon request, to the incident management team or incident agency to ensure the terms of the agreement are met.

Crews provided under contract (known as Contract Crews) are governed by the terms of the contract and the provisions in this chapter do not apply.

c. Casuals

Single resource casuals may be hired locally or through state employment offices. Hiring of casuals through a state employment office shall be in accordance with an agreement and understanding reached prior to the incident on hiring methods and procedures for casuals. Hiring units must adhere to the provisions in the Pay Plan for Emergency Workers when hiring casuals. Units are responsible for designating the appropriate agency hiring official, either by name or position.

Nonresident aliens may be hired and paid as casuals for the duration of an incident (Comp. Gen. B-146142, 6/22/61). The Internal Revenue Service (IRS) requires each nonresident alien to have a valid social security number (SSN) at the time of hire.

Hiring officials will complete the Single Resource Casual Hire Information Form (PMS 934) at the time of hire and obtain the casual's signature. Retain a copy for the hiring unit and provide a copy to the casual. Follow agency policy for disposition of the original. This form is not required when hiring crews.

If the requesting incident agency has identified on the resource order that electronic devices such as cell phones, etc. are required to accompany the ordered individual, the hiring official will assist the individual with obtaining government issued or acquired property prior to dispatch. If the hiring unit is unable to provide government owned/acquired equipment, advise the individual to contact the incident assignment supervisor upon arrival.

Agencies, incident management teams or incident support units should not establish Emergency Equipment Rental Agreements (EERA) or other federal contracts for personal computers, laptops, cellular phones, personal data assistants (PDA), cameras, or global positioning systems (GPS) as the incident unit should provide these items, if required by the position.

Federal and state income taxes will be withheld from the casual's earnings. Casuals must be provided the opportunity to complete appropriate federal and state income tax withholding forms at the time of hire to ensure the correct amount of tax is withheld.

Casual earnings may be subject to Social Security earnings limitations. Casuals should contact the Social Security Office to determine applicability.

Casuals are required to adhere to established Incident Behavior responsibilities and may be released if inappropriate behavior occurs.

Hiring Units are responsible to provide the Incident Behavior form to single resource casuals, ensure the casual signs the form, retain the original form and provide the casual with a copy. An Incident Behavior form (PMS 935) is required at the time of hire for each incident. (See IIBMH Section 13.6 Exhibit 21.)

The Area Commander, Type 1 and Type 2 Incident Commander, Type 1 or Type 2 Deputy Incident Commander, Security Specialist Level 1 or Level 2, Fire Investigator, and Buying Team Leader are key positions and may only be filled by current agency employees.

For state or local government partners who cannot work on Federal incidents under their employment status or cooperative agreement due to policy or statute, the following positions will be allowed to be filled under the included conditions:

- 1) Area Commander: State or local government employees who meet qualifications as certified by their Geographic Area Coordinating Group.
- 2) Type 1 and Type 2 Incident Commanders: State or local government employees who meet qualifications as certified by their Geographic Area Coordinating Group.
- 3) Fire Investigators: State or local government employees.

It is recommended that the following positions also be filled by current agency employees; Incident Business Advisor, Finance/Administration Section Chief, Procurement Unit Leader, Compensation/Claims Unit Leader, and Injury Compensation Specialist. If these or any other positions are filled through the use of the AD Pay Plan, the hiring official is responsible to ensure that the individual has maintained current qualifications and experience.

Casuals hired under the Pay Plan for Emergency Workers cannot supervise, hire, order or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with or perform any other financial responsibilities to, or for, the company or contractor on an incident. If such working conditions exist on an incident or other work place, the casual is to immediately disclose their relationship with the company, or contractor, to their immediate supervisor, the Agency Administrator, Incident Business Advisor or Finance/Administration Section Chief for immediate action.

Persons hired as casual firefighters must meet the following requirements:

- 1) Be at least 18 years old.
- 2) Minimum physical fitness standards as established by agency policy.
- 3) Minimum training requirements for the position before assignment.
- 4) Agency security requirements.
- 5) Have proper clothing and footwear.
- 6) All small unit leadership, e.g., crew bosses and assistants, squad bosses and/or crew section leaders, engine supervisors (captains) and assistants (engineers), must be proficient in the English language and the language used by members of their crew/units.

d. Job Corps and Youth Conservation Corps (YCC) Enrollees

Refer to IIBMH.

e. Hiring of 16 and 17 Year Olds

In accordance with applicable state and federal laws, 16 and 17 year old persons may be hired. Obtain incident agency policies (state or federal) for hiring regulations.

f. Hiring of Federal Retirees

Federal retirees may be hired as casuals under the Pay Plan for Emergency Workers. They must meet the same hiring requirements as any other casual. Federal retirees who received separation incentive payments, e.g., Buyout, may be subjected to repayment of incentive payment if hired as a casual. Retirees should check with the Office of Personnel Management (OPM) for specific restrictions.

g. Volunteers Under Formal Agreement

Volunteers may be hired as casuals for an incident. While in casual pay status, the provisions of the volunteer agreement do not apply.

h. Using Regular Government Employees From Federal Agencies

It may be permissible to hire and utilize regular government employees from any federal agency as a casual while they are in a non-pay status, e.g., leave without pay, furlough, intermittent and regularly scheduled days off. See agency specific directives or policy for guidance.

i. Cooperators

Refer to IIBMH.

j. Casuals Hired as Drivers When Employed by BIA

In accordance with the BIA Motor Vehicle Policy, casuals hired as drivers are required to possess a valid driver's license in order to operate a motor vehicle and have safe driving record.

Agencies should recruit a pool of drivers prior to fire season. They must submit the General Services Administration (GSA) Form 3807 (**Appendix 10-1**); Government Motor Vehicle License and Driving Record in advance to verify they have a favorable driving record. Form 3807 will be processed through Regional channels to retrieve the driving record of the application with the State, or National Driver Registry and applicable Tribe. Regional Directors can contact the Division of Safety and Risk Management for information on completing and submitting Form 3807.

Meeting the qualification requirements for a motor vehicle license is a condition of employment within BIA for those individuals whose duties require the operation of a motor vehicle for official wildland fire operations business. Failure to adhere to the policy will result in automatic termination of the casual.

All BIA employees who are required to operate a privately owned or leased, or Government owned or leased, motor vehicle either as a condition of employment or incidentally in support of their primary job functions must adhere to the BIA Motor Vehicle Policy. This definition includes BIA employees who occupy positions not officially classified as a Motor Vehicle Operator.

C. Pay Provisions

The sections follows guidelines as reflected in the IIBMh concerning tours of duty, hours of work, and pay for Government employees and casuals. Refer to the IIBMh, Chapter 10 for more detail. The following are detailed administrative procedures for BIA specific pay provisions.

1. Overtime Pay

- a. Pay code, 113, Fire Fighter Overtime/Regular Unscheduled - authorizes employees to be paid under annual rather than bi-weekly maximum earnings limitations. Overtime hours coded as 113 will be paid at time and a half base rate, regardless of exempt or nonexempt status of personnel.

This overtime pay provision does not apply to:

- 1) Personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or to overtime incurred in conjunction with any other activity not specified above.
 - 2) Conducting fire training for regular General Schedule (GS) or Wage Grade (WG) employees.
- b. Removal of Pay Cap – Bi-Weekly Salary Limitation
 - Public Law 100-202 removed the pay cap limitations for those employees engaged in duties that are performed “in support of wildfire emergencies during the Period January 1, 1987 through September 30 1987.” Public Law 100-523, known as the Forest Wildfire Emergency Pay Equity Act of 1988, amended Title 5, U.S. Code allows all forest firefighting employees to be paid overtime without limitation while serving on forest fire emergencies.
 - The FPPS established the Message Code “FF” to comply with the law cited in “1” above. It is used to document times when an employee who is fighting forest fires and is not subject to the bi-weekly maximum earnings. The message code “FF” does not remove the annual maximum pay limitation, which restricts earning to no more than the maximum rate received by a GS-15 step 10.

c. Exempt and non-exempt firefighting positions

See IIBM, Chapter 10, section 12.11 for Positions on Type I and Type II incidents identified as exempt and non-exempt.

d. Non-fire support staff

Suppression overtime is not limited to Forestry/Fire Management personnel. Support staff from other programs at the Agency, who are supporting the incident as requested by the fire management office, are entitled to wildfire suppression overtime.

2. Hazard Pay

Hazard Pay for GS Employees

- When the employee is involved in a hazardous condition as described in Chapter 10 Section 12.9 of the IIBM, reference 5 U.S. code 5545 (d) and 5 CFR 550.903, timekeepers must code hazard pay using pay code 090 V separate from Regular hours, 010, and Overtime Pay Code 113.
- In determining hazardous duty and environmental differentials for other types of exposure, verify with CFR references listed above. Once the percentage rate has been identified, refer to the FPPS Pay Codes Manual to find the appropriate environmental/hazard (EH) code to be entered on the Time and Attendance (T&A) Record.

3. Coding of Time for Fire Management Personnel Time

- a. The purpose of the following instruction is to ensure proper use and coding of the cost structure field on the T&A Reports.
- b. When entering hours and cost accounts on the T&A, it is important that the respective program code and job code structure are positioned correctly in the cost structure field. Invalid program codes, job code structures improperly positioned or erroneously coded will result in a default in the Federal Finance System (FFS) and a charge to the Agency's or Region's default account.
- c. All personnel funded from the Wildland Fire Management (WFM) Appropriation will charge their regular base 8 time to the preparedness account.

- d. All personnel funded from the WFM Appropriation will charge their overtime, hazard (if applicable) to the appropriate incident: wildfire, wildland fire use, support action, severity, hazard fuels or rehabilitation project.

4. Coding of Time for Non-Fire Management Personnel

When coding a T&A in FPPS for non-fire employees the base 8, overtime and hazard (if applicable) is coded and charged to the appropriate incident, support action or hazard fuels treatment project.

D. Personnel Timekeeping/Recording

1. Timekeeping/Recording Objective

- a. The primary objective is to keep time records for individuals under a system of control, see IIBM, Chapter 10, section 13. Emergency Firefighter Time Reports (OF-288) that have been certified as accurate by an authorized signature are considered to be accurate for pay purposes and authorization for overtime. Agency timekeepers will not make changes to the official document, except to correct mathematical error and/or to complete return travel entries. If there are errors on the OF-288, timekeepers should contact the incident Agency for clarification or verify the hours as indicated on Crew Time Reports (CTRs) (SF-261).
- b. All fire hours must be reported on an OF-288 or a SF-261 for a GS or WG employee when engaged in emergency wildfire suppression and wildland fire use activities. The OF-288 and SF-261 verify and authorize official hours worked.
- c. The incident supervisor and/or Fire Management Officer (FMO) certify time worked by signing the CTR on an incident. The CTR is the document on which time for all crews and overhead is initially recorded. The incident commander's (ICs) time report is signed by the Agency Administrator or Finance Section Chief (FSC). Individuals may not sign their own CTR.
- d. Closing Out Emergency Firefighter Time Reports OF-288
 - The Time Unit Leader reviews the time reports, ensures all on-shift and commissary issues have been posted and signs Block 26. All Casuals and regular government employees must sign Block 25 of the OF-288.

- Initial attack crews that are moved from incident to incident and that are managed by the incident agency are required to start a new column for each new incident. It is not always necessary to close out the OF-288 and start a new one. The CTR is acceptable for verification of overtime for GS employees in lieu of the OF-288.

E. Commissary

1. Purpose

Commissaries are established to service the needs of all incident personnel. There are two types of commissary, contracted and agency-provided. Casuals, regular employees, and all other assigned personnel should be equipped to be self-sufficient for several days on the incident to reduce the need for commissary. Refer to IIBM Chapter 10, Section 14.

2. Posting Commissary Issues

- a. The personnel time recorder will post commissary issues to the OF-287, or contractor provided form, to the OF-288 daily. Posting includes transferring date of issue, items issued and amount to Block 22 of the OF-288, and transferring the ID number from Block 1 of the OF-288 to Block 12 of the OF-287.
- b. Upon receipt of the OF-288, the home unit/Agency will ensure that all appropriate commissary charges are deducted from the employee's pay.

F. Travel

1. Responsibility

An employee's home unit/Agency is responsible for providing a travel authorization (TA) in accordance with agency regulations and policy. Refer to IIBM Chapter 10, Section 16.

2. Travel Authorization and Vouchers

- a. A TA is required for all employees subject to fire assignments outside their assigned duty stations. In the event an employee may have several fire assignments during the fire season, a limited open travel authorization may be issued at the beginning of the fire season, or quarterly. For emergencies, travel authorizations must be completed within five days of starting travel.

- b. An employee in travel status to and from a fire is entitled to per diem. Upon arrival at a fire camp where food and lodging are provided, in CONUS the traveler would be entitled to \$5.00 per day for incidental expenses.

3. Government Integrated Charge Cards

Regular federal government employees who travel on official business are required to use a government integrated charge card for the travel related expenses.

G. Acquisitions

1. Authority

- a. This section sets forth procedures governing emergency incident acquisition program operations. Authority is derived from the Federal Property and Administrative Services Act of 1949, 41 U.S.C. 253, as amended.
- b. Delegations of procurement authority for an incident shall be made in accordance with agency policy. Delegation of Authorities (DOAs) issued by federal agencies may be honored as authority to procure in interagency incident situations. It is incumbent on ordering officials to request and permit only those with the properly delegated procurement authority to be assigned as Procurement Officers. Warranted Procurement Officers shall provide a copy of their warrant and delegated procurement authority to the incident agency and must adhere to our Agency regulations.
- c. Per 90 *Indian Affairs Manual* (IAM), the WFM program for the BIA, requires the use of the IIBMH in the conducting wildland fire business.

2. Acquisition Methods

- a. Government Integrated Charge Card Micro-purchase

Micro-purchase card holders, the following outlined procedures must be followed.
- b. Purchases shall be made by the most efficient method and in accordance with incident Agency procedures. The resource order and request number must be included on all acquisition documents (including convenience checks and purchase card receipts).

- c. Purchases under the micro-purchase threshold of \$3,000 for supplies and \$2,500 for services may be made by micro purchasers using their integrated charge card or convenience checks.
- d. The BIA Branch of Fire Management's waiver for fire/emergency personnel purchases are cited in Memoranda dated 3/17/99. The exceptions are identified below:
 - Meals, beverages and lodging

This exception will be used to lodge and feed emergency firefighters (EFF) and seasonal employees serving on fire crews or in emergency situations
 - Rental of Vehicles

This exception will be used for short-term rental of vehicles for local transportation of fire crew/emergency personnel when expeditious transportation cannot be through other means.
 - Personal Gear

This exception will be used to purchase personal items, e.g., clothing, footwear and/or toiletries, for fire crew/emergency personnel when items are destroyed, lost or stolen while serving on the fire crew/emergency team.

3. Contracting Officer/Purchasing Agent/Buying Team Member

- a. Warranted Contracting Officers may use integrated charge cards to place orders and/or make payments over the micro-purchase threshold when the supplies or services are under contractual instruments. These instruments include contracts, basic order agreements, incident claims (non-Tort) and Blanket Purchase Agreements (BPAs).
- b. BPA

Agency Purchasing Agent or Contracting Officers should establish BPAs with local vendors who are used on a recurring basis. The process works best for purchases over the micro-purchase threshold and for the following:

 - 1) Meals, beverages and lodging - This exception will be used to lodge and feed EFF (casual) and seasonal employees serving on fire crews in emergency situations.

- 2) Rental of Vehicles - This exception will be used for short-term rental of vehicles for local transportation of fire crew/emergency personnel when expeditious transportation cannot be acquired through other means such as auto dealers and local rental agencies.
- 3) Personal Gear - This exception will be used to purchase personal items such as clothing, footwear or toiletries for fire crew/emergency personnel when items are destroyed, lost or stolen when on a wildland fire assignment.
- 4) Payment of medical treatment for EFF firefighters when authorized by Agency Provided Medical Care (AMPC).

The Regional/Agency Purchasing Agents or Contracting Officers shall ensure that those who are designated to place orders follow the procedures in FAR 13.303.5 and must review BPAs annually. BPAs with local vendors may provide goods or services and are established to shorten the procurement cycle.

c. Service and Supply Plan

Agencies must maintain a Service and Supply Plan that identifies supplies and services needed. This plan must be established by the Agency early in the year and prior to need. The Service and Supply should include the following:

- 1) Emergency Equipment Rental Agreements, OF-294.
- 2) Blanket Purchase Agreements.
- 3) Other agency contracts.
- 4) Available local Open-market sources. List sources for heavy demand items, such as food items, water, food service (including menus), hand tools, fuel, vehicle and equipment rentals, office equipment rentals, local pharmacies, local hospital services, repairs.
- 5) Local interagency and/or cooperative agreements and annual operating plans.
- 6) Geographic area supplement for standard emergency equipment rental rates covering different types of equipment and vehicles.
- 7) Geographic area supplemental food policy.

8) AD Pay Plan Rates.

d. Incident Procedures for Purchasing

Agencies may develop Incident Business Operating Guidelines, to supplement guidance in this acquisition section, to provide consistent incident business management operations throughout the unit. These plans should be established by the Agency/Tribe in the year and prior to need.

The Incident Business Operating Guidelines should include the following:

- 1) IBA delegation responsibilities if the incident Agency/Tribe requests an IBA for Type I or II fires.
- 2) Responsibilities
- 3) Organization and Communications
- 4) Procurement
- 5) Commissary
- 6) Compensation for Injury and AMPC
- 7) Information Systems Management
- 8) Incident Payments
- 9) AD Rates
- 10) End of Pay Period & Attendance Reports
- 11) Law Enforcement
- 12) Cooperative Agreements
- 13) Closeout

e. Incident Procedures for Purchasing

Individuals assigned to incidents or Agency staff, who have micro-purchase authority, must coordinate all purchases with the IMT Finance Section Chief, Procurement Unit Leader or Agency Administrator.

All purchases made on an incident must be documented with a resource order, a copy of all procurement documents must be turned into the IMT Finance Chief or Agency Administrator prior to leaving the incident. The resource order may be used in lieu of agency requisition forms.

f. Integrated Charge Card Template - Fire

A fire template is an integrated charge card option set to allow fire personnel (FMOs, Hot Shot Crew Superintendents, Buying Team members, Fire Dispatchers, Crew Representatives and Crew Bosses) to purchase meals, lodging, supplies and services for crews and have all purchases centrally billed.

The Regional/Agency FMO determines who needs to be assigned to a fire template obtains endorsement from the individuals supervisor and submits the request to the Regional Agency Program Organization Coordinator (APC) for approval.

When the request is approved by the Regional APC, the Agency Point of Contact (APOC) contacts Reston Acquisition-Charge Card Program Coordinator and request the individual be assigned to one of the fire option set templates. This should be requested as soon as needed (e.g. at the beginning of the fire season, upon assignment to an incident for single resources).

When the fire template is approved by Reston, the Agency Point of Contact (APOC) will notify appropriate Agency personnel (e.g. Administrative Staff responsible for travel voucher processing, etc.).

Types of fire templates

With the exception of automated teller machine (ATM) cash advances, all items purchased under any of the three fire templates will be centrally billed.

- 1) Option Set #03043: Non-warranted Personnel,
- 2) Single Purchase limit - \$2,500.
- 3) Option Set #03044: Personnel with \$10,000 limited warrant, Single Purchase limit - \$10,000.
- 4) Option Set #03045: Warranted Personnel with over \$10,000 Warrant, No Single Purchase limit.

Note: Option Sets No. 2 and 3 can only be assigned to Warranted Contracting Officers.

Restrictions

- 1) Individuals with fire templates must have purchasing authority to charge travel expenses for themselves and their entire crew as well as other emergency incident related purchases. A copy of the resource order must be on file to support costs for the crew. When lodging and meals are paid with the Integrated Charge Card, crew members will be only reimbursed for miscellaneous expenses.
- 2) Individuals must ensure that only authorized expenses are charged on the integrated charge card (meals, lodging, rental car, fuel, etc). Examples of unauthorized expenses include, but are not limited to, optional insurance for rental cars, hotel movie rentals, alcoholic beverages, phone calls, fines, penalties, etc.
- 3) Phone calls, both business and authorized personal calls, should be made using the Government calling card.
- 4) The APOC must notify appropriate agency personnel (e.g. administrative staff responsible for travel voucher processing) of individuals who are under a fire template and the effective dates(s).

Accountability

- 1) Receipts for all centrally billed items must be filed with the charge cardholder account statement. Individuals and Regional APOCs are responsible for ensuring that travel-related expenses comply with BIA travel regulations and are within per diem limits.
- 2) Personnel under a fire template changing costs from centrally billed to individually billed must file a travel voucher for meals and incidental expenses (M&IE). Traveler must submit to the Regional APOC the following information when changing charges from centrally to individually billed items:
 - Account Number: Last 12 digits
 - Transaction Posting Date
 - Transaction Amount
 - Merchant Name

- Reference Number (If available)
 - A brief justification for the request to transfer the transaction.
- 3) Individuals, reviewing officials, or others approving travel vouchers must ensure charges and reimbursements are appropriate. For information purposes, the travel voucher must show the daily lodging charges even if lodging charges are centrally billed and not claimed. All personnel are responsible for ensuring that current per diem rates for destination are utilized when requesting reimbursement.
 - 4) Supervisors/individuals must notify the Agency Administrator or Agency Program Coordinator of the default cost structure for their integrated charge card. When necessary, the Agency Administrator can change the default cost structure for costs incurred by a fire emergency.

Voucher for Travel

To receive reimbursement for travel, all emergency fire personnel must ensure a TA is filed as soon as possible after return to their duty station. All fire personnel must adhere to Regional office procedures for filing travel vouchers. The cardholder will file a travel voucher for reimbursement of items that are not provided by the Government (i.e. if lodging and meals were not provided while en route to a fire). The cardholder and crew members must not file a voucher if all travel expenses (meals, lodging, rental car, etc.) have been provided by the government (centrally billed items are considered provided by the Government). Travel voucher should be claimed for miscellaneous expenses.

H. Convenience Checks For Emergency Incident Support Procedure

Convenience checks may be issued to vendors only when the vendor does not accept the integrated charge card. The Integrated Charge Card is the first choice for making purchases of commercially available goods and services within the cardholder's single purchase limit if vendor does not accept a credit card a convenience check may be written for emergencies. Convenience checks are limited to \$2,500 per transaction. Integrated charge card transactions are considered an electronic payment and, therefore, must comply with the Debt Collection Improvement Act (DCIA). Convenience check transactions, on the other hand, are not considered electronic.

Convenience checks for emergency incident support may not be written for travel cash advances, travel expenses, salary payments, cash awards, refunds, travel-related tickets, payments to oneself, Government Bills of Lading, commercial bills of lading exceeding \$100 or personal clothing or footwear (unless it is a commissary order request).

Persons arriving at incidents who have micro-purchase authority must coordinate all purchases with the Finance/Administration Section Chief, or Procurement Unit Leader. All purchases made on an incident must be documented with a resource order and a copy of all transactions must be turned in to the Finance Section Chief or home unit prior to leaving the incident.

Contracting Officers are responsible for adhering to BIA policy regarding check issuance, check completion, responsible check use, completion of 1099s for Internal Revenue Service reporting, and documentation of related Budget Object Codes.

I. Emergency Equipment Rental Agreements

1. Procedure

The *Emergency Equipment Payment Operating Guidelines* provides procedure, guidance and instructions to the BIA WFM Programs, Regional fire management offices and Agency offices, Office of Financial Management, Office of Acquisition and Property for implementation of the Emergency Equipment Rental Agreements (EERAs) payment process. Refer to the IIBM, Chapter 20, for EERA Administration.

Procedures for Including the Central Contractor Registration (CCR) Requirement in EERAs.

- a. The BIA must follow these procedures to include the CCR requirement when establishing EERAs the Warranted Contracting Officer (CO) coordinates with Vendor and provides guidance and assistance to complete this information:

If the performance of an existing EERA extends beyond December 31, of the year the EERA is written, it must be modified to incorporate Federal Acquisition Regulation (FAR) clause 52.204-7, CCR.

For existing EERAs whose vendors are registered in CCR, no further action is required. Regional and Agency Offices should send annual reminders to vendors to update CCR registrations.

The exemption found at FAR 4.1102(3) (ii), contracts awarded by COs, in the conduct of emergency operations, will apply only to procurements initiated during an incident and not to procurements initiated pre-incident or during pre-season preparation.

The exemption found at FAR 4.1102(4), contracts to support unusual or compelling needs (see 6.302-2), will also apply only to procurements initiated during an incident and not to procurements initiated pre-incident or during pre-season preparation.

Include the most current version of FAR clause 52.213-4 – Terms and Conditions – Simplified Acquisitions (Other Than Commercial Items) when establishing EERAs. Also include by reference these additional FAR clauses that apply to EERAs:

- 52.204-7 – Central Contractor Registration (Oct 2003)
- 52.208-4 – Vehicle Lease Payments (April 1984)
- 52.208-5 – Condition of Leased Vehicles (April 1984)
- 52.208-6 – Markings of Leased Vehicles (April 1984)
- 52.236-7 – Permits and Responsibilities (November 1991)
- 52.243-1 – Changes – Fixed Price (Aug 1987), Alternate I (April 1984)

Prior to establishing an EERA during the pre-season, the contractor must be registered on the CCR at <http://www.ccr.gov>. Automated Clearinghouse Information is included as part of the vendor registration. Vendors who register on CCR are not required to complete a copy of the Automated Clearinghouse (ACH) Enrollment Form.

During emergencies, a contractor who has not registered on CCR must provide an ACH enrollment form. The contractor must complete and mail or fax this form to BIA Finance or include the completed form in the EERA payment package.

- b. The BIA, Division of Accounting Management (DAM) at Reston, Virginia requires a copy of the EERA to process payments for emergency incidents and small business vendors. If the vendor information complete and accurate, included in the vendor table, ACH, and CCR it should approximately 10 days to process manual payments, electronic fund transfers to the vendor's bank, may take only 3 days.
- c. COs should review preseason EERAs to determine if there is a likelihood that the equipment will be dispatched and payments will be made; if so, these EERAs should be added to the vendor table. During the active fire season, COs should work closely with their local dispatch officers to ensure that vendor, ACH and CCR information is included in the vendor table, prior to receiving any invoices for equipment that has been or will be called up, **within or outside the local area.**
- d. If a number of EERA payments are needed for a large incident or if the workload in an office is such that payments cannot be processed in a timely manner, an Administrative Payment Team (APT) should be requested through normal dispatch channels. The National Park Service (NPS) has established APTs and under a national rotation. They can process vendor payments for equipment, supplies, and services, see the *National Interagency Mobilization Guide* (NFES 2092) for information on dispatch procedures for the NPS APTs.
- e. Whenever emergency equipment invoices are processed, checks and balances must be in place to ensure proper payment. This is especially critical if integrated charge card/convenience check payments are made by procurement personnel who may not have the level of experience and training in processing payments as voucher examiners and Certifying Officers. Guidelines to be used when processing Emergency Equipment Use Invoices Refer to IIBM, Chapter 20.
- f. The following must not be paid with an integrated charge card or convenience check:

National contracts except when approved by the issuing contracting officer. Approval should be documented and filed with the payment.

Personnel hired under the AD Pay Plan are not included with an equipment payment.

J. Centralized Emergency Firefighter Payment Center

1. Authority

- a. Department of the Interior and Related Agencies appropriation Act of FY 2001 & Subsequent Years, P.O. 106-291.
- b. Federal Land Policy and Management Act of 1976 (43 U.S.C. & 1702).
- c. National Wildlife Refuge Administration Act of June 27, 1998 (16 U.S.C. & 668dd).
- d. National Indian Forest Resources Management Act of 1990 (25 U.S.C. & 3101).
- e. *Interagency Incident Business Management Handbook*.

2. Policy

- a. The emergency firefighter (EFF) System provides an automated method to pay and record transaction of EFFs. The EFF System will be referred to as the Casual Pay System. The Casual Pay System is a part of the Federal Personnel and Pay System (FPPS).

The Centralized Payment Center (CPC) manages the casual pay system out of Boise, ID and process all Department of Interior EFF payroll for emergency incidents.

- b. Emergency incidents include pre-disaster, declared major disasters, and emergencies related to the safeguarding of lives and property from floods, fires, and other causes, in cooperation with state governments and appropriate federal agencies.
- c. Tribal employees can serve as a Time Officer (item no. 26 on OF-288) when specific contract or compact language authorizes this function and must be in the approved cooperative agreement or Annual Funding Agreement (AFA).

d. Agency Administrators and FMOs

The Agency Administrators and FMOs are responsible for implementing the AD Pay Plan as authorized under the authority and provisions in the AD Pay Plan. This is Pursuant to 5 U.S.C. 5102(c) (19), 7 U.S.C. 2225 and 2226, and 43 U.S.C. 1469. The AD Pay Plan is implemented and revised annually. EFFs shall be paid under the provisions of the AD Pay Plan. The Agency Administrator may delegate the hiring authority to the FMOs.

3. Regional Points of Contacts

Regional Points of Contacts (POCs) shall have the following responsibilities:

- a. Provide program leadership and oversight for incident business and the Casual Pay Payment Program.
- b. Disseminate program information for incident business.

4. Regional and Agency Responsibilities

- a. The following documents will be submitted to the Casual Payment Center:
 - Original OF-288 timesheet.
 - The W-4, W-5, W-7, and State income tax form (if applicable) will be used if submitted. This is the responsibility of the employee. If not submitted the higher tax rate will apply.
 - Single resource Casual Hire Information Form PMS 934. (If Applicable).
 - Casual Hire Payment Information, Direct Deposit, SF-1199a.
- b. The EFF OF-288 timesheets will be reviewed for the following information before by Agency submits them to the Regional office:
 - Regular government and Tribal employees OF-288 timesheets do not get processed. They will be sorted and provided to the appropriated agency and tribal payroll clerks.
 - OF-288 will be arranged in alphabetical order.
 - Ensure BIA is indicated on the OF-288.

- Ensure the OF-288 is legible.
- Two or more OF-288s for the same individual will indicate in the right corner of each OF-288, "Page 1 of 2; Page 2 of 2".
- Each OF-288 will be checked for completion of all items. Item no. 2 through 26 (check for accuracy).
- Ensure correct accounting information is on the OF-288.
- Ensure the AD rate is consistent with title as outlined in AD Pay Plan and geographical area supplements.
- Time officer signature signed and legible.
- Employee signature signed.
- Ensure the correct hiring unit is on the OF-288.
- Documentation for work performed beyond 16 hours per day.
- Copy of any other documentation which relates to casual employee's pay or on the job-injuries.
- Upon completion of audit, the auditor will initial the OF-288 in item no 23, remark section.
- Transmittal sheet will be submitted with the batches of OF-288's, to Regional POC or directly to the Payment Center.

K. All Hazard Incidents

1. Authority

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), P.L. 93-288, as amended.

Presidential Executive Order 12148.

The National Response Framework uses the foundation provided by the Homeland Security Act, P.L. 107-296 HSPD-5 and the Stafford Act to provide a comprehensive, all-hazards approach to domestic incident management. The National Response Framework can be found at www.fema.gov.

The Post-Katrina Emergency Management Reform Act (PKEMRA).

The Economy Act. 31 USC 1535-1536 (2005).

Service First Legislation. Public Laws 106-291 and 109-54.

The National Emergencies Act. 50 USC 1601-1651 (2005).

The Office of Federal Procurement Policy Act. 41 USC 428a (2004).

The Emergency Federal Law Enforcement Assistance Act (EFLEA) 42 USC 10501 (2006).

2. Policy

a. Presidential Declared Disasters

Process

The NRF identifies the coordinating agency and primary agency(s) responsible for each of the 15 Emergency Support Functions (ESF) outlined in the Framework.

b. Non Stafford Act Disasters

Consult agency specific guidelines for all hazard responses not specifically covered by a Presidential emergency declaration. These guidelines should outline the level of response allowed and include any additional requirements.

3. Pay Provisions

Federal employees responding to all hazard assignments will follow procedures outlined in the IIBMH and applicable agency regulations.

4. Cooperative Relations

Federal employees responding to all hazard assignments will follow procedures outlined in Chapter 50 of the IIBMH and applicable agency regulations.

Appendix 10-1 Motor Vehicle Operator's License and Driving Record

MOTOR VEHICLE OPERATOR'S LICENSE AND DRIVING RECORD <small>(See Privacy Act Information on reverse)</small>				TO BE COMPLETED BY CERTIFYING OFFICIAL ONLY <small>CARD NUMBER - FROM OF-348</small>			
APPLICANT'S NAME (Last, First, Middle initial)				DATE ISSUED	DATE EXPIRES		
NAME OF ORGANIZATION		OFFICE TELEPHONE NUMBER		VEHICLE(S) APPLICANT REQUEST TO OPERATE (See Section V)			
OFFICE MAILING ADDRESS (Include ZIP Code)				<input type="checkbox"/> TYPE A <input type="checkbox"/> TYPE B <input type="checkbox"/> TYPE C <input type="checkbox"/> TYPE D <input type="checkbox"/> TYPE E (Specify particular type)			
SECTION I - PERSONAL DATA FORM CURRENT DRIVERS LICENSE							
STATE	LICENSE NUMBER	DATE ISSUED	DATE EXPIRES	RESTRICTIONS ON STATE LICENSE			
STATE LICENSE TO OPERATE (Specify vehicle)	SEX	BIRTH DATE	COLOR OF HAIR	COLOR OF EYES	HEIGHT	WEIGHT	
RESIDENTIAL ADDRESS		CITY	STATE	ZIP CODE			
SECTION II - DRIVING RECORD							
A - RECORD OF TYPES OF VEHICLES DRIVEN DURING PAST FOUR YEARS							
TYPES OF VEHICLES DRIVEN				ESTIMATED MILES DRIVEN	ESTIMATED DAYS DRIVEN		
B - RECORD OF DRIVING CONVICTIONS (Except parking) DURING THE PAST FOUR YEARS							
DATE	NATURE OR TYPE OF VIOLATION			CITY AND STATE	ACTION TAKEN		
C - RECORD OF ACCIDENTS DURING THE PAST FOUR YEARS							
DATE	NATURE OF ACCIDENT			CITY AND STATE	ACTION TAKEN		
D - RECORD OF SUSPENSION OR REVOCATION OF LICENSE DURING PAST FOUR YEARS							
DATE	REASON FOR SUSPENSION OR REVOCATION			CITY AND STATE	ACTION TAKEN		
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SECTION II - DRIVING RECORD (Continued)			
E - RECORD OF CONVICTIONS OPERATING UNDER THE INFLUENCE OF ALCOHOL, NARCOTICS OR PATHOGENIC DRUGS			
DATE	REASON FOR CONVICTION	CITY AND STATE	ACTION TAKEN
F - RECORD OF ABUSE OR NEGLIGENCE TO OR UNAUTHORIZED USE OF GOVERNMENT VEHICLES			
DATE	INFRACTION	ORGANIZATION, CITY AND STATE	ACTION TAKEN
SECTION III - APPLICANT CERTIFICATION			
FALSE STATEMENT IN THIS APPLICATION MAY RESULT IN DENIAL, SUSPENSION, OR REVOCATION OF IDENTIFICATION CARD. I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.			
APPLICANTS		DATE SIGNED	
SECTION IV - SUPERVISORY REVIEW			
APPLICANT IN MY OPINION <input type="checkbox"/> IS <input type="checkbox"/> IS NOT CONSIDERED QUALIFIED TO SAFELY OPERATE THE VEHICLE(S) FOR WHICH AUTHORIZATION IS REQUESTED. (Explain if needed)			
SUPERVISOR'S SIGNATURE		TITLE	DATE SIGNED
SECTION V - CERTIFICATION OF ELIGIBILITY AND AUTHORIZATION			
TYPES OF VEHICLES AUTHORIZED TO OPERATE			
<input type="checkbox"/> TYPE A - PASSENGER CARS, STATION WAGONS, CARRYALLS, AND TWO-WHEELED DRIVE TRUCKS, ONE TON AND UNDER.			
<input type="checkbox"/> TYPE B - ALL TRUCKS OVER ONE TON AND VEHICLES WITH MORE THAN TWO-WHEELED DRIVE -EXCEPT THOSE LISTED UNDER TYPES C, D, AND E			
<input type="checkbox"/> TYPE C - TRACTOR-TRAILER VEHICLES, AND OTHER TRAILER PULLING VEHICLES - INCLUDING SEDANS ETC. WHEN SUCH VEHICLES ARE USED TO PULL TRAILERS.			
<input type="checkbox"/> TYPE D - PASSENGER CARRYING BUSES.			
<input type="checkbox"/> TYPE E - SPECIAL PURPOSE VEHICLES SUCH AS AMBULANCES, FIRE APPARATUS, WRECKERS, CRANES, GRADERS, EARTH MOVING EQUIPMENT, AND OVERSIZED VEHICLES. (Specify particular type)			
SIGNATURE OF CERTIFYING OFFICIAL		ORGANIZATION	DATE
REMARKS			

IN COMPLIANCE WITH THE PRIVACY ACT OF 1974, the following information is provided: Solicitation of the information is authorized by the Federal Property Administrative Services Act of 1949, as amended. Authority for solicitation is Executive Order 9397, dated November 22, 1943. Disclosure of the information is voluntary. The principal purposes are (1) to provide necessary data to determine whether the applicant is competent to operate a federal motor vehicle; and (2) to provide a written record of the applicant's previous driving record, physical fitness, and ability. The information contained on this form may be transferred outside GSA as a routine use to appropriate Federal, State, or local organizations when relevant to civil, criminal, and regulatory investigation or prosecution or pursuant to a request by GSA or such other agency in connection with the hiring or retention of an employee, the issuance of a security clearance, the investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit. Failure to provide requested information may result in denial of that applicant's request for a motor vehicle operator's identification card.

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