

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

SUMMARY INFORMATION: A summary of revisions that contain policy change, new and updated direction follows in bullet format by chapter for the Interagency Incident Business Management Handbook.

Throughout the Chapters, incident agency and incident management personnel responsibilities have been added or clarified and Exhibits have been updated to reflect policy changes and updates.

The format of the IIBMH will change to full size format, 3 ring binder. Reduced version will be available on the web.

Zero Code

- Adds definitions and references addresses for Internet access of the handbook and supplements to the handbook.

CHAPTER 10

Recruitment

- Defines and describes responsibilities, establishes criteria for hiring, and clarifies direction regarding recruitment of incident personnel (11)
- Describes agency responsibility in regards to incident behavior expectations and consequences for crew personnel. (11.1)
- Implements use of the Single Resource Casual Hire form and Incident Behavior form for single resource casuals (11.2)
- Specifies that the Area Commander, Type 1 and Type 2 Incident Commander and Deputy IC positions must be filled by current agency employees.
- Adds policy that incident 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. (11.2)
- Specifies that casuals cannot have influence over a contractor or company with which the casual has a relationship. (11.2)
- Implements language proficiency requirements for certain supervisory positions. (11.2)

Pay Provisions

- Adds definition for incident assignment. (12.05)
- Changes policy to reflect that guaranteed hours do not apply to a mandatory day off that occurs on a regular federal government employees' normal day off. (12.1-1)
- Defines detail assignments and documentation requirements. (12.1-3)
- Clarifies compensation during travel interruptions. (12.3)
- Adds direction regarding deviation of return travel. (12.3-7)

- Clarifies definition of ordered standby and provides CFR reference. (12.4)
- Provides definition and application of on-call (12.4(a))
- Updates policy on work/rest, length of assignment, days off, and incident operations driving direction. Changes policy to read: regular federal government employees are not entitled to a paid day off if it falls on their normal day off. (12.7)
- Clarifies that management directed days off may only be given when the employee is at the home unit.
- Clarifies pay status while receiving medical attention (12.8-7 and 15.3-4)
- Specifies certain types of work or conditions that must exist for hazard pay determination and for environmental differential for prevailing rate employees (12.9, 12.10)
- Adds language and policy from the Wildland Firefighter Overtime Act. (12.11)

Personnel Timekeeping/Recording

- Updates directions for timekeeping and recording for regular government employees and casuals. (13.1, 13.2, 13.3, 13.4)
- Updates direction on hiring casuals in accordance with the Pay Plan for Emergency Workers. (13.3-2)

Commissary (Section 14)

- Clarifies authorization for commissary privileges. (14.1)
- Establishes that the National Interagency Mobile Commissary Services contract is mandatory for the Forest Service and available for use by other state and federal agencies. (14.2)
- Clarifies ordering procedure for Agency Provided commissary. (14.3)
- Clarifies use of the Commissary Issue Record (14.4) and the Commissary Accountability Record (14.5).
- Clarifies posting of commissary issues to equipment invoices. (14.6)

Compensation for Injury (Section 15)

- Clarifies definition of first aid cases. (15.1)
- Clarifies appropriate use of Agency Provided Medical Care (APMC), including authorization for treatment, documentation requirements, and payment responsibility for non-covered injury/illness. (15.2)
- Describes eligibility of persons covered under FECA who remove themselves from official travel status and sustain an injury or illness, and authorization of medical treatment in such circumstances. (15.3-1)
- Clarifies that it is not appropriate to authorize medical treatment under OWCP for occupational illness/disease, specifically, respiratory illness, colds and similar conditions. (15.3-3)
- Clarifies home unit responsibility to process pay compensation for casuals. (15.3-4)

- Clarifies responsibilities for processing federal worker's compensation, including three day timeframe for reporting injuries to the home unit compensation specialist. (15.4)
- Adds direction on State and Cooperators Workers' Compensation. (15.5)

Travel (Section 17)

- Adds direction for individuals to follow home unit policy for use of a government issued charge card to obtain lodging and meals. (17.1-1, -2)
- Provides direction to federal employees if federal government paid lodging exceeds the maximum rate. (17.-1)
- Provides direction that incident agencies should provide rental cars to authorized incident personnel through an agency procurement method. (17.1-4)
- Provides information regarding the U.S. Government Rental Car Agreement, specifically damage and liability coverage. (17.1-4)
- Addresses GSA Travel Regulations that prohibit federal agencies from procuring contract fare tickets, rentals, lodging, or travel advances for contractors and their employees. (17.1-7)

CHAPTER 20, Acquisition

- Adds policy from the Federal Acquisition Regulation (FAR) that prohibits contracting with federal government employees. (20.03)
- Adds definitions for Daily Rate, Single Shift, Double Shift and Work Rate. (20.05)
- Clarifies Incident Agency responsibility to establish and maintain a Service and Supply Plan. (22)
- Addresses GSA Travel Regulations that prohibit federal agencies from procuring contract fare tickets, rentals, lodging, or travel advances for contractors and their employees. (23.2)
- Provides electronic link to NIFC contracts; clarifies that the incident Logistics Section Chief is the designated Contracting Officer Representative (COR) for the Mobile Food and Shower Services contracts; and lists NIFC contracts that are mandatory for Forest Service use. (23.3)
- Provides direction on Land Use and Facility Rental Agreements; specifically that no-cost land use agreements should not be negotiated. (24.2)
- Provides direction for utilization of equipment not ordered through the resource order system. New agreements established on an incident shall be valid for the duration of that specific incident only. (24.3-1)
- Provides specific information to procurement officers regarding equipment hire including discussion of dispatch procedures, incident behavior responsibilities, and supplemental terms and conditions. (24.3-2)
- Clarifies that geographic areas are responsible to issue a geographic area supplement to establish standard equipment rates and preferred hiring methods. Provides additional information on guidelines for hiring methods for different categories of equipment. (24.3-3)

- Recommends use of commercial contracts with vendor invoices for items that are commercially available, e.g., rental vehicles, personal electronic devices, dumpsters, lighting systems. (24.3-3)
- Clarifies that printing and copying may be purchased commercially, without a waiver from GPO, under certain incident circumstances. Provides direction on purchase/rental of recreational/entertainment items. (25)
- Provides additional direction regarding providing food to personnel at their duty station. Adds NWCG policy on supplemental food and drinks. (25.4)
- Clarifies that changes to an EERA can only be made by the original signing procurement official. (26)
- Allows for use of a commercial vendor invoice in lieu of the OF-286, Emergency Equipment Use Invoice, and for use of a log in lieu of the OF-304, Fuel and Oil Issue. (26.3)
- Clarifies who may settle contract claims. (26.6)
- Specifies incident agency responsibility in regards to review of equipment payment packages and that federal payment must be made by electronic funds transfer unless a waiver has been approved. (27)
- Specifies requirements for payment of Emergency Equipment Rental Agreements. (27.1)

Chapter 30, Property Management

- Adds responsibility of incident personnel to obtain a resource order to document use of home unit electronic devices on an incident assignment. (30.04)
- Clarifies the use of government charge cards and convenience checks and documentation requirements. (33)
- The OF-289, Property Loss and Damage Fire Suppression is obsolete. Direction added to use incident agency or home unit forms to report loss/damage of government property. Clarifies responsibility for adjudication of government equipment and property claims, replacement of same and return of accountable property. (35, 36)
- Adds reference to Public Law that authorizes use of funds resulting from recycling of materials. (37)

CHAPTER 40, Incident Business Management Coordination

- Adds information regarding coordination with special teams, e.g., BAER, FAST. (45)

CHAPTER 50, Interagency Cooperative Relations

- Clarifies reimbursement for regular government employee base time when on a FEMA assignment. (52.1-4)
- Provides resource to obtain information on reimbursable military costs. (53.2)

CHAPTER 60, Accident Investigation and Reporting

- Clarifies use of interagency investigation teams for serious accidents involving federal employees or on federal fires. (62)

- Provides a reference for accident investigation of fire entrapments. (63)

CHAPTER 70, Claims

- Addresses use of special Claims Damage Assessment Teams. (71)
- Adds information on incident Contract Claims. (72.1)
- Describes tort claim documentation responsibilities of private property owners. (72.2)
- Clarifies that the incident may not approve reimbursement or replacement of personal property (employee claims). (72.4)
- Adds reference to Chapter 30 for information on government property damage. (72.6)

CHAPTER 80, Cost Accounting and Reporting

- Cost categories provided; obtain current year cost data from the Geographic Area.

CHAPTER 90, All Risk Incident Management

- Established placeholder for information pertinent to all risk management. Completion of this chapter pending issuance of the new Federal Response Plan by the Department of Homeland Security.

Toolkit and Glossary

- Updated to reflect changes in the white pages.