

# 2012 Interagency Incident Business Management Handbook

## Digest of Changes

The PMS 902 *Interagency Incident Business Management Handbook (IIBMH)* has been revised to reflect current policy and direction.

The IIBMH will be available to order from the Great Basin Cache in 8.5" x 6.5" format. A full size (8.5" x 11") version will be available for print from the web at:  
<http://www.nwcg.gov/pms/pubs/pubs.htm>.

A summary of significant changes follows:

### General

- The format of the handbook has been changed to a standard handbook format.
- Moved definitions from the previous Zero Code to Appendix C, Glossary.

### Chapter 10 - Personnel

- Added information on Off-Site/Remote Incident Assignments.
- Added a standard chart to help interpret the existing NWCG Length of Assignment policy.
- Updated the Exempt/Non-exempt chart and moved to the Exhibits.
- Updated Exhibits to coincide with current business processes.

### Chapter 10 - Commissary

- This section was rewritten to identify appropriate documentation requirements for Commissary issues. The Commissary Issue Record, OF-287 is no longer carried by the cache system; a waybill may be used in its place.

### Chapter 10 - Travel

- Emphasized employees may not seek reimbursement for meals while on assignment when meals are provided unless existing medical requirements or religious beliefs are justified and approved on a travel authorization.
- Clarified POV authorization must be made by the individual's home unit for regular government employees and casuals.
- Clarified travel arrangements made outside the incident agency dispatch procedures may not be reimbursed without proper approval and authorizations.

### Chapter 10 - Injury/Illness

- Added the employee's responsibility to request first aid.
- Clarified first aid cases involve no lost time.
- Clarified casual's continuation of pay (COP) rate is determined by the position the casual was hired under.
- Clarified one possible follow-up visit is permissible under Agency Provided Medical Care (APMC) if it occurs during non-duty hours and the employee is agreeable.
- Clarified responsibilities of incident finance personnel in the event of an employee death.
- Clarified temporary files/forms are to be sent home with the employee or destroyed.

## **Chapter 20**

- Removed the definition of Incident Contracting Officer. The position no longer exists.
- Clarified 90% rate as a recommended starting point for negotiating incident only rates.
- Updated the Method of Hire Chart.
- Clarified that the intent of a release inspection for contract equipment is only to document no damage or claims.
- Added the ICS-212, Incident Demobilization Vehicle Safety Inspection form for government vehicles.

## **Chapter 30**

- Added Supply Unit Leader responsibilities.
- Clarified the authorization of replacement items (i.e. prototypes, non-standards items, specialized equipment, etc.).

## **Chapter 40**

- Added language that payments must be made within the Prompt Payment Act timelines.
- Clarified the Computer Technical Specialist determines what computers are added to the incident network.
- Added language that the finance unit must include documentation of any outstanding items, unresolved issues and problems in written format.

## **Chapter 50**

- Clarified the Fire Management Assistance Grant (FMAG) authority.

## **Chapter 60**

- This section was removed. Motor Vehicle Accident Report (SF-91) and Statement of Witness (SF-94) were moved to Chapter 70.

## **Chapter 70**

- Clarified tort claims may be submitted in any written format.
- Clarified claim documentation requirements.

## **Chapter 80**

- Added language on Complexes/Merges/Splits.
- Updated the cost component chart.

## **Chapter 90**

- Added language on the National Oil and Hazardous Substance Pollution Contingency Plan.
- Clarified definitions for Emergency Support Functions (ESF) and ESF Coordinator.
- Clarified the role of the Federal Coordinating Officer (FCO).

## **Appendix A**

- Removed incident position code list and provided website information.

## **Appendix C**

- Added chart for Complexes/Merges/Splits.