



## INCIDENT BUSINESS PRACTICES WORKING TEAM

**To:** Jim Stires, NWCG Chair  
Incident Business Coordinators  
Geographic Area Coordination Center Managers  
Mary Anne Ward, WO FS AQM  
Rick Willis, FS NIFC AQM  
Marc Gress, WO BLM AQM  
Buying Team Leaders  
National Interagency Coordination Center Manager

**Date:** May 1, 2003

**From:** Chair, Incident Business Practices Working Team

**Subject:** Providing Travel for Government Contractors

**Federal agencies are not authorized to procure contract fare tickets, rentals, lodging, or travel advances for contractors and their employees, and Government travel authorizations shall not be issued to contractors and their employees.** This includes mobilization to and demobilization from emergency incidents.

General Services Administration (GSA) confirmed that this is official government policy and will not exempt emergency incident-related travel.

However, federal agencies may reimburse contractors for travel costs per contract provisions. National contracts will be amended to reflect contractor responsibility to be able to procure their own mobilization/demobilization transportation and reimbursement procedures. Geographic area contracts should be amended to incorporate this language as well.

The federal government may charter aircraft to provide transportation, and may provide subsistence to the contractor/contractor employees while at the incident (e.g., meals, lodging), as long as these acquisitions are done through 'normal' procurement methods (e.g. purchase order, contract, BPA) and not through established GSA or Department of Defense contracts for passenger transportation, car rentals, and lodging facilities.

Coordination Centers are responsible to inform contractors, upon dispatch, if they are expected to provide their own commercial transportation to/from the incident.

Please contact any member of the IBPWT or myself if you have any questions.

Sincerely,

*/s/ Tory Majors*