



***National Wildfire Coordinating
Group (NWCG)***

Incident Business Committee (IBC)

IBC Memo 21-02

June 1, 2021

To: Geographic Area Incident Business Committees
Geographic Area Coordination Center Managers

From: Dave Burley, Chairperson, NWCG Interagency Incident Business Committee

Subject: AD Travel Subsistence Documentation Guidance

Recent updates to the *NWCG Single Resource Casual Hire Information*, PMS 934, published in April 2021, included removing the subsistence section. Historically, this section has been utilized to indicate if buying teams and other purchasers were authorized to pay for lodging for AD employees.

AD Lodging – the standard remains that AD employees should be self-sufficient for lodging unless extenuating circumstances exist. In such situations where lodging subsistence is justified, the subsistence must be authorized by the hiring official.

Documentation for AD lodging authorization may come in a variety of forms, e.g., through the AD travel authorization template (attached), through an email, or through a General Message (ICS 213) form signed by the hiring official. The authorization for the AD lodging must include the following:

- The AD employee's name.
- The AD employee's request number.
- Approval for the lodging authorization.
- A statement justifying the lodging subsistence.
- An email address of the hiring official.

Buying teams or warranted purchasers will provide copies of the paid hotel receipt to the hiring official, via email, as proof that the government paid for lodging subsistence. Buying teams will also require a valid resource order for the lodging, in addition to the lodging authorization from the hiring official. The incident supervisor is responsible for requesting the lodging resource order.

/s/ Dave Burley

Dave Burley, Chair IBC

Date: June 1, 2021

Attachment

Casual Hire Lodging Subsistence Authorization