

S-260: Interagency Incident Business Management

UNIT 0 - INTRODUCTION

Every individual is affected on a personal level by what you will discover in this course—from understanding how you are compensated for your time, to filing claims for injury or equipment, to actually getting paid!

And if you supervise others, you need to know the details on an even deeper level—people depend on you to follow policies and procedures properly as well as know where to go to get questions answered.

The course modules are:

Introduction and Tutorial

Conduct and Ethics

Recruitment and Classification of Casuals

Pay Provisions and Timekeeping/Recording

Commissary

Compensation for Injury or Illness

Travel

Acquisition

Property Management

Cooperative Relations

Accident Investigation and Reporting

Claims

Cost Accounting

All Hazard Incident

Introduction and Tutorial

This module reveals:

How the course is organized

Resources available to you during the course

How you will be evaluated

User-interface buttons available to navigate the course

General course goals

Conduct and Ethics

Whenever people work together, the issues of proper conduct and ethical behavior come into play.

The Conduct and Ethics module will reinforce:

- Prohibited on- and off-duty conduct and related consequences
- Ethical responsibilities of incident personnel
- The role and responsibilities of the human resource (HR) specialist

Recruitment and Classification of Casuals

Several categories of hired personnel, including government employees, contractors, cooperators, and casuals, can be working at an incident simultaneously.

As the title indicates, the Recruitment and Classification of Casuals module focuses on the category of “casuals” who are also known as administratively determined (AD) personnel and introduces you to:

- Recruitment sources for casuals
- Situations requiring the hiring of casuals
- The pay plan for casuals
- Conditions of hire for casuals
- Required documentation when casuals are hired

Pay Provisions and Timekeeping/Recording

Do you care about getting paid? Well before a check makes it into your hand, a lot has to happen, including quantifying the time you work and filling out paperwork.

The Pay Provisions and Timekeeping/Recording module addresses:

- Responsibilities relating to timekeeping and time recording
- Pay categories of workers
- Provisions affecting pay, such as tours of duty, travel, and time
- Guidelines and regulations affecting pay
- Types and completion of time reports

Commissary

Workers are expected to bring their own basic personal items—toiletries, socks, bandanas, and so on—to an incident. However, what happens if you either forget or run out of something? Sometimes for larger incidents, a commissary is available where workers can purchase items.

The Commissary module presents:

- Who is entitled and authorized to use a commissary
- Responsibilities related to ordering, processing, and posting commissary issues
- Processing procedures and forms

Compensation for Injury or Illness

There are no two ways about it; the realm of wildland fire fighting is risky and hazardous. With deployment under dangerous and untamed conditions comes the possibility of injury and illness.

The Compensation for Injury or Illness module introduces:

- Authorities providing coverage for treatment and compensation
- Personnel and unit responsibilities
- Types of injuries and illnesses
- Methods of payment and processing
- Claim for compensation forms

Travel

The travel mobilization process to, from, and between incidents involves a lot of communication and paperwork. When workers travel, there are also expenses and procedures to follow for reimbursement.

The Travel module explores:

- Mobilization responsibilities and communications
- Resource orders
- Travel expense reimbursement coverage, policies, and procedures
- Reimbursement processing
- Transportation coverage, regulations, and restrictions
- Other specialized travel considerations

Acquisition

To fight a fire or other all hazard incident, in addition to personnel you need a lot of equipment, supplies, and specialized services. And yes, you guessed it! There are processes and forms involved in acquiring—or procuring—these items.

In the Acquisition module, you will explore:

- Procurement authorities, policies, and processes
- Requisition processes and documentation
- Methods of acquisition
- Equipment time recording and payment
- Contract claims

Property Management

Equipment and supplies acquired for an incident become the property of that incident. All incident personnel share the responsibility of accounting for property in an effort to minimize costs associated with loss and damage.

The Property Management module introduces:

- Management responsibilities
- Property storage
- Accountability procedures and forms
- Property demobilization procedures

Cooperative Relations

The word *interagency* appears in the title of this course and implies multiple agencies interacting. Working together requires communication and cooperation, which, in the world of incident management, translates into cooperative agreements.

The Cooperative Relations module presents:

- Purpose and relevance of cooperative agreements
- Types of agreements and their implementing documents
- Impact of agreements on incident management

Claims

Incident personnel, or their families, have the right to file claims against the government for property loss, property damage, personal injury, or death.

The Claims module presents:

- Incident personnel responsibilities
- Types of claims
- Claims processing and documentation

Cost Accounting

When you consider all of the people and equipment involved in fighting a wildland fire—or dealing with any other type of all hazard incident—there are definitely costs involved.

The Cost Accounting module addresses:

- Why incident costs are tracked and reported
- Who is responsible for cost tracking
- Cost categories
- Cost analysis methods
- Relationships between actions and costs
- Cost reporting requirements
- Cost containment

All Hazard Incident

The behind-the-scenes operations of an incident management team that is dealing with a natural disaster or other emergency are very similar to what takes place when there is a wildland fire. There are some additional considerations, however, that apply specifically to all hazard incidents.

The All Hazard Incident module presents:

- Federal Emergency Management Agency (FEMA) involvement
- Response authorities
- Pay provision considerations

- Other general considerations and differences from wildland fires

The Standards for Interagency Incident Business Management provides answers to common finance-related questions. The SIIBM is an online publication and you should bookmark it on your computer, tablet, or smartphone. It can be found at <https://www.nwcg.gov/publications/902>

In fact, the SIIBM's importance starts right here, right now! You **MUST** have access to it while you work through the course! Why? One reason you're sure to appreciate is—you can use it for the final exam!

Take a look at the SIIBM. Look closely at the chapter names—notice their titles are similar to the unit titles for this course—no coincidence there! But, something's different about Chapter 10—it's broken into sections. These sections all pertain to **PERSONNEL** issues.

Appendix A provides commonly used acronyms and initialisms as well as a listing of position codes. And finally, Appendix B—Tool Kit—includes documents that primarily finance people need during an incident.

In addition to having the SIIBM bookmarked on your device, you should also locate and bookmark the incident business supplements for the various GACCs. These supplements are significant because in them you'll find information that is updated **ANNUALLY**—usually in March—and that is specific to your geographic area. National supplements are also released periodically and apply to **ALL** geographic areas including examples such as the pay plan.

GACC supplements can be found by clicking on the individual GACCs on the map at <https://www.nifc.gov/nicc/>. Incident Business links will be on the GACC websites.

Supplemental pages may be available for any chapter of the SIIBM. Check your geographic area to locate the latest releases—if any.