

REGION 5

STANDARD OPERATING PROCEDURES FOR INCIDENT ADMINISTRATION



2023

Contents

INTRODUCTION & EXPECTATIONS	3
COOPERATIVE AGREEMENTS	5
Utilizing Inmate Crews.....	8
PERSONNEL	9
SHIFT LENGTHS/EXCESSIVE SHIFTS.....	11
AD PAY PLAN FOR EMERGENCY WORKERS.....	12
COMPENSATION FOR INJURY OR ILLNESS.....	13
TRAVEL	14
PROCUREMENT	15
Procurement Websites.....	19
PROPERTY.....	19
MYSTERY FUEL REMOVAL – EPA#.....	21
BUSINESS COORDINATION	21
FIRE SUPPRESSION REPAIR MATRIX	22
ALL HAZARD INCIDENTS	22
ACCIDENT INVESTIGATION	23
LAW ENFORCEMENT	24
CLAIMS	25
COST ACCOUNTING	26
PAYMENTS.....	27
EXHIBIT 1	28
FS Funding Matrix – Serious Illness or Injury/Death Associated with Emergency Incidents.....	28
EXHIBIT 2	29
Suppression Repair – WFSU Guidance.....	29
Suppression Repair & Replacement of Equipment or Supplies – WFSU Guidance	30
Roads & Trails – WFSU Guidance.....	31
EXHIBIT 3	32
Agreement Matrix.....	32
Region 5 Finance eDoc Guide	34

INTRODUCTION & EXPECTATIONS

The following document outlines the Incident Business Standard Operating Procedures (SOP) for the Pacific Southwest Region. These procedures and guidelines are prepared to ensure a consistent approach for implementing incident administration policy and intended to complement the NWCG Standards for **Interagency Incident Business Management (SIIBM)** and other agency-specific policies.

The NWCG [SIIBM](#) has been incorporated into the Forest Service Directive System as FSH 5109.34. The Forest Service directives provide agency direction and policy.

These SOPs are intended as guidelines and acceptable work methods to assist the Forest Administrative or Budget Officer, the Incident Business Advisor (INBA), and the Finance/Administrative Section Chief (FSC) of Incident Management Teams (IMTs) operating in Region 5 of the Forest Service and can be used as a reference document for all levels of incidents (i.e. CIMT, IMT Type 3, etc.)

REGIONAL EXPECTATIONS FOR TRANSITIONS

The key priorities for Finance/Administrative transitions between Incident (local unit or assigned IMT) and Interagency Teams in Region 5 are to meet with Forest Unit Administrative Personnel, Incident Commander and General Staff, outgoing Finance Section Chief, Buying Units, Procurement Unit Leader, and Medical Unit Leader to assure compliance with legal requirements and efficient use of resources.

Incoming teams should review proposed/existing agreements, contracts, Forest Administrative Standard Operating Procedures, service/supply plans, accruals, and payments and request that the Incident Business Advisor (INBA) provide a narrative report on incident administration performance, commendations, and improvements noted to date. Out-going personnel should provide the narrative report for Cost Containment noted to date.

With this information in hand, focus the plan of work on applying local policy and specific information, interpretations, and resources to effectively accomplish incident administration duties and strategically managing the finance/administrative units by looking to the future in earmarking resources, forecasting costs, and planning for further transitions or fire containment.

The Finance Section Chief should brief the Incident Management Team, Agency Administrator (AA), INBA, and Forest Administration/Home Unit Coordinators on current major incident business issues existing at the time of transition and continue to keep the Forest abreast of the situation by working closely with the INBA and/or Forest Administrative personnel and Regional Incident Business Specialist.

INCIDENT BUSINESS ADVISORS

The Agency Administrator or Line Officer from the incident agency (host unit) has the overall responsibility for incident business activities on their unit. The AA or Line Officer is responsible for assigning an individual to provide oversight to administrative and financial activities and to ensure fiscal integrity. Persons assigned these duties will report directly to the AA or Line Officer and will receive a delegation of authority.

The AA or Line Officer will ensure the individual assigned has the knowledge and skill commensurate with the complexity of the incident(s). These positions focus on the full realm of administrative coordination on incidents, such as contract and AD payments, procurement, financial documentation, and other activities that support an incident.

If the incident agency does not have personnel with the required skill level, an order for an INBA will be placed. INBAs will be ordered following guidelines in the [California Mobilization Guide](#).

GEOGRAPHIC AREA COORDINATION CENTERS

Each Geographic Area Coordination Center (GACC) Emergency Operations Coordinator/CAL FIRE Region Duty Chief, through their dispatching organization, is responsible for providing for the coordination of all National, Regional, and Unit resources located within their respective Geographic Area.

- **Operations, Northern California** ([North Ops/ONCC](#))

North Ops consists of National Forests, Bureau of Land Management Districts, National Parks, Fish and Wildlife Service Refuges, Bureau of Indian Affairs units, and CAL FIRE units north of and including the San Mateo-Santa Cruz Unit on the west, Eldorado National Forest, Amador-El Dorado Unit, and Lake Tahoe Basin Management Unit on the east, and includes Hawaii and the Pacific Trust Territories for wildland fire assignments.

- **Operations, Southern California** ([South Ops/OSCC](#))

South Ops consists of all Federal wildland units south of and including the Los Padres, Stanislaus and Inyo National Forests, National Parks, Bureau of Land Management Districts, Fish and Wildlife Service Refuges, and CAL FIRE protection units. The Coordination Center also includes Hawaii and the Pacific Trust Territories for FEMA assignments. Sequoia-Kings Canyon National Park and Yosemite National Park, which are closely tied to the Stanislaus and Sierra National Forests for local mutual aid, apply directly to South Ops for assistance on major incidents.

COOPERATIVE AGREEMENTS

There are numerous types of cooperative fire agreements utilized in California:

California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA) – Agreement extended till March 24, 2024

This agreement is between Federal wildland fire agencies and CAL FIRE. The CFMA is an agreement between CAL FIRE, USDA Forest Service, Pacific Southwest Region; the USDI Bureau of Land Management, California Office; the USDI National Park Service, Pacific West Region; USDI Fish and Wildlife Service, Pacific Southwest Region, and USDI Bureau of Indian Affairs, Pacific Region. The purpose of the CFMA is “*to document the commitment of the Agencies to this Agreement to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, and funds among the Agencies to this Agreement*”. The CFMA discusses interagency coordination, fire protection responsibilities, joint use of resources, and cost sharing. Differences in agency missions are represented by the understanding of each agency’s mission objectives, authorities, and policies.

The CFMA defines which lands the different agencies will take wildfire responsibility for (including fiscal responsibility) and how fire will be managed on those lands, which are documented in Direct Protection Area ([DPA](#)) maps. The agencies will review and update the DPAs annually. DPAs indicate where it is most efficient for each agency to assume wildland protection responsibilities. DPAs can include lands managed by several different agencies—boundaries are defined without regard to jurisdictional responsibility.

In some areas, lands that the State of California has the responsibility to protect from wildland fire are adjacent to or intermingled with lands that Federal agencies have the responsibility to protect. The concept of a functionally integrated fire protection system, involving Federal, State, and Local government resources, is the most effective method of delivering fire protection where life, property, and natural resource values are at risk.

CAL FIRE administratively supports themselves on incidents, even as assistance-by-hire on Federal incidents. CAL FIRE brings their staff to process payroll, track costs, and arrange for accommodations when an incident is significant. CAL FIRE business is carried out according to state labor agreements. In the absence of an incident command structure, the CAL FIRE Agency Representative will explain CAL FIRE procedures.

California Fire Assistance Agreement (CFAA)

This is an agreement that allows Federal wildland fire agencies and CAL FIRE to utilize local government resources through CAL OES. The CFAA is an agreement between the State of California Office of Emergency Services (CAL OES), CAL FIRE; USDA Forest Service, Pacific Southwest Region; the USDI Bureau of Land Management, California Office; the USDI National Park Service, Pacific West Region; USDI Fish and Wildlife

Service, Pacific Southwest Region, and USDI Bureau of Indian Affairs, Pacific Region. The purpose of this agreement is to allow the various State and Federal Fire Agencies access to the California Fire and Rescue Mutual Aid System and its resources. The CFAA is an all-risk agreement and has been utilized on various emergency events.

Through this agreement, State and Federal Fire Agencies can request resources from the California Fire and Rescue Mutual System through CAL OES. This agreement is the primary fiscal authority for reimbursing local government agencies for the use of their resources. Local Federal and State cooperative agreements will point out this agreement and follow the same terms and conditions of reimbursement. In some cases, on a single incident, the State and Federal Fire Agencies may need to convert resources that were ordered under statewide Master Mutual Aid (MMA) to be reimbursed resources under the CFAA.

Local Cooperative Fire Agreements

These agreements are between individual National Forests and individual local fire departments that allow National Forests to utilize local fire department resources. The State and Federal Agencies have many Cooperative Fire Protection agreements with local fire departments that are both reciprocal and provide firefighting resources. These agreements provide emergency equipment, aviation, and personnel. These agreements provide the authority for cost sharing activity with local government agencies.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMA)

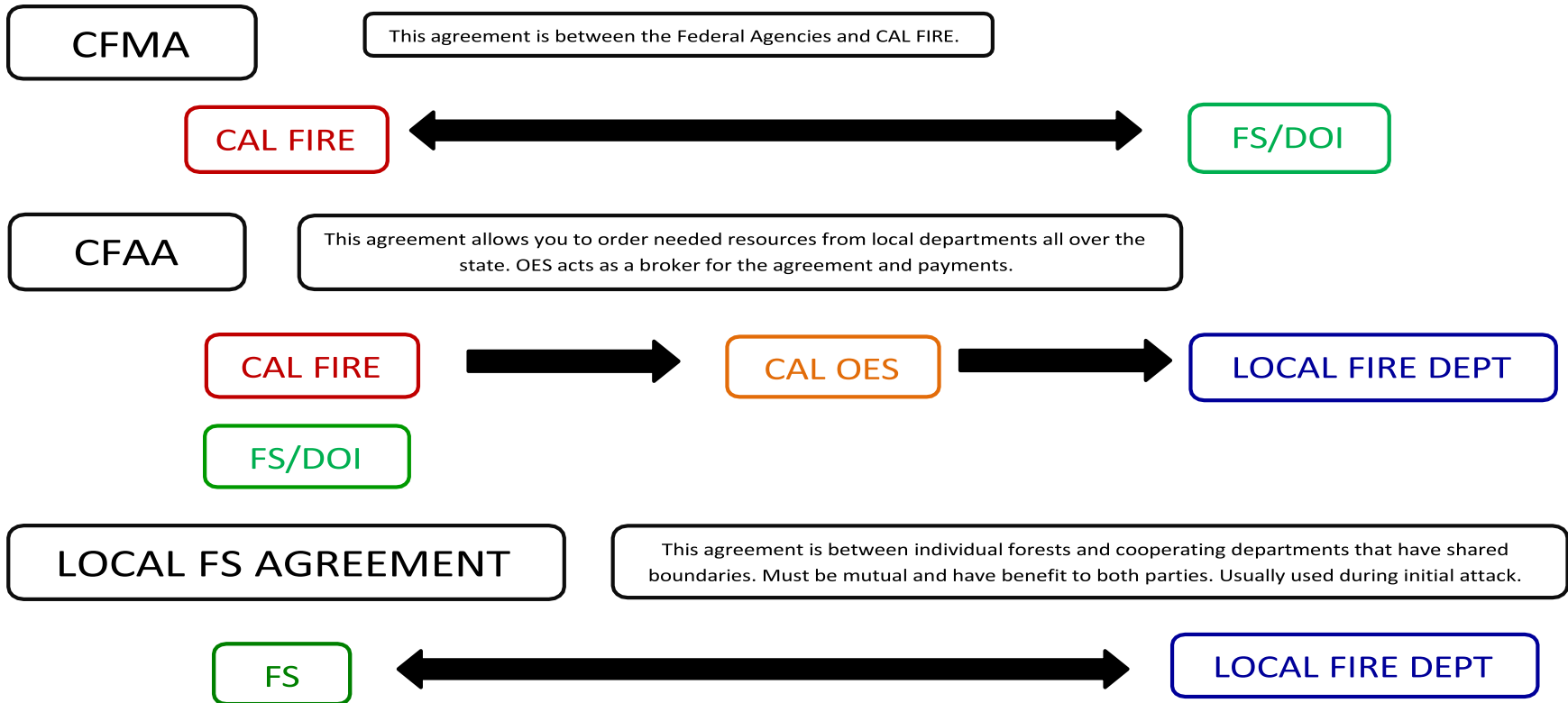
The Federal agencies are **not** signatory to this agreement.

MMA is an agreement between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California.

The purpose is to allow neighboring jurisdictions to assist one another without reimbursement (“neighbor helping neighbor”). As outlined in the CFAA, resources need to be converted from MMA to CFAA for reimbursement, they must first be released and then reordered under the CFAA. The MMA provides the authorization for CAL FIRE, as a state agency, to provide mutual aid to local governments. Mutual aid, without reimbursement, is authorized when an emergency incident has exceeded, or is likely to exceed, the ability of the responsible entity to control it, assuming the local government entity has taken all actions within its capacity and has exhausted local resources.

It is important to become familiar with these agreements in order to understand entitlements. **See Exhibit 3** for a Matrix of Agreements and categories of issues and explanations.

Below is a depiction of the various regional agreements, which indicate the parties and their relationships:



Utilizing Inmate Crews

Fires in California require interagency cooperation. This sometimes means utilizing inmate crews that are supervised by CAL FIRE through cooperative agreements. The fire crews are comprised of adult inmates. These firefighters require custodial supervision during off shift periods and are limited to incidents within the confines of California. Reciprocal agreements have been made with the State of Nevada, allowing these crews to respond to wildland fires threatening the State of California up to 25 miles within the Nevada border. CAL FIRE crews may be dispatched out of the State of California with agency approval. They are trained for wildland firefighting and, in some cases, for Urban Search and Rescue missions.

Each crew is fully trained and staffed to immediately go to work. Communications are provided by a CAL FIRE radio in the CCV and a portable radio that the fire captain keeps. Whenever the fire captain is actively performing firefighting or other emergency tasks, he/she also has the custody of the inmates on the assigned crew. This custody is transferred back to the custodial officer(s) (custodial agency is CDC) once the crew gets back to base/camp. Should any conflict or question arise, final authority for all inmate issues rests with the CDC Agency Representative.

In regard to working alongside inmate crews, the California State Penal Code contains laws and regulations that finance/administrative personnel must adhere to, summarized here:

- Do not aid any inmate to escape. (Be alert to subtle ways interaction or situations could be construed as “assisting” an inmate that facilitates escape).
- Do not allow any inmate to communicate with outsiders in any manner (written, verbal, sign language, radio, or any other form of conveying messages).
- Do not permit former inmates to loiter, associate, or interfere with inmate activity in any manner. (This is a custodial officer issue, not for Forest Service to enforce. Only be alert to possibilities and report any suspicious activity).
- Do not permit any inmates to use a telephone, mail a letter, or communicate in any manner that will permit inmate contact with outsiders.
- Do not accept gratuities or presents from inmates or their families or friends.
- Neither accept from nor deliver to an inmate any package, message, or letter.
- Do not, in any way, contact or communicate with families or known associates of inmates.
- Keep inmates away from private residences or request closer security.
- There will be absolutely no alcoholic beverages or drugs near or around inmates.
- The same applies to firearms and explosives.
- Only state employees with proper training will directly supervise an inmate crew.
- No inmate will be permitted to drive a vehicle of any type on a public road except in the case of an extreme emergency (immediate and imminent threat to life and limb).

PERSONNEL

FORMS AND DOCUMENTATION

It is important for the administrative support staff and/or FSC to understand what agreement the resource was mobilized under, and the appropriate documentation required, as well as communicating this information to all incident personnel regarding general and specific policies related to personnel time.

The following forms assure a clear distinction between federal agencies and Local Agreements or the California Fire Assistance Agreement (CFAA) to support the appropriate payment and billing procedures.

- **CTRs ([Crew Time Reports, SF-261](#))**

All personnel assigned to an incident will complete a CTR **unless noted in the box below.**

The next higher-level supervisor **MUST** sign all CTRs. If the Crew Captain or Superintendent is also the Crew Boss, then the Division Group Supervisor must sign. CTRs must be turned into the Time Unit, preferably at the end of each operational period.

Travel on CTR's need to be signed by the incident supervisor.

- **FTR's ([Firefighter Time Reports, OF-288](#))**

All Federal employees including AD/Casuals will have a FTR completed. An exception may be with Department of Defense (DOD) employees, whose agreement may require specific documentation. All other requirements for the FTR still apply. Establish a review process for final approval and signature of the FTR's.

Forms Required for Local Cooperative Fire Department Personnel

It is important for the administrative support staff and/or FSC to understand what agreement the resource was mobilized under, and the appropriate documentation required. The following forms assure a clear distinction between local agreements and California Fire Assistance Agreement (CFAA) to support the appropriate billing and payment procedures. There are no payment documents that need to be signed for resources mobilized under the California Master Cooperative Wildland Fire Management Agreement (CFMA) (CAL FIRE resources).

- **Emergency Activity Record, CAL OES Form F-42**

The CFAA requires the use of the California Emergency Management Agency (CAL-OES) Form F-42 for all personnel that are mobilized under this agreement. The Form F-42 must be signed (hardcopy or electronically through MARS system) by designated incident personnel (IC or FSC) and the on-scene CAL OES agency representative, if assigned. See the following website for a blank template and instructions: <http://www.caloes.ca.gov/Cal-OES-Divisions/Fire-Rescue>.

**Use the attached ICS-213 for Lodging, Per Diem & Fuel Approval for CFAA Resources



ICS 213 CFAA
2023.pdf

- **Activity Record, Forest Service, Region 5, Local Agreement Form FSLA-5**

Region 5 local cooperative fire agreements require cooperators to complete form FSLA-5. The FSC or IC signs for the Forest Service. The original copy will be provided to the local fire department employee along with any associated CTRs, if required. A copy of the FSLA-5 should be included in the fire package. An FSLA-5 blank template and an example of a completed form can be found on the Regional Incident Business Practices site.

Local Government departments may have an internal form that they require for documentation, such as F-150, which is appropriate to provide signature approval verifying their services were received.

Cooperator Documentation Guidelines

CAL FIRE and California Department of Corrections and Rehabilitation (CDCR) are not required to fill out a CTR. These agencies administer their own finance/administration process for collecting agency personnel time.

California Local Cooperating Fire Departments mobilized under the California Fire Assistance Agreement (CFAA), or a local cooperative fire agreement should follow the documentation guidelines below.

Personnel	Reimbursed	Documentation Required When Ordered Thru CFAA	Documentation When Ordered Thru Local Agreement
Suppression Personnel, i.e., chief officers, company officers, firefighters	Portal to Portal	Emergency Activity Record Cal OES Form F-42	Activity Record Forest Service, Region 5 Form FSLA-5
Non-Suppression personnel, such as mechanics, admin., dispatchers	Actual Hours	Emergency Activity Record Cal OES Form F-42	CTRs and Activity Record Forest Service, Region 5 Form FSLA-5

SHIFT LENGTHS/EXCESSIVE SHIFTS

24-Hour Operational Period

Use of a 24-hour operational period is a strategic incident decision determined by the IC and AA or Line Officer. Circumstances requiring a 24-hour operational shift will be documented in a written justification and filed in the fire package. CTRs must reflect meals and breaks. If meals and breaks are not taken, a justification statement is required in the remarks section of the CTR.

Shifts in excess of 16 hours, Work/Rest and Fatigue Management

The AA or Line Officer and IMT are required to manage fatigue using the work/rest guidelines and policy outlined in the [SIIBM](#). The intent of the guidelines is to manage fatigue.

Written justification of extended work shifts and mitigation measures used to reduce fatigue must be maintained as part of the incident package.

Documentation of excessive shifts for pay purposes is maintained in the Finance Section. Fatigue management, on the other hand, is the responsibility of fireline overhead and unit leaders.

Finance/Administration Role

- Assist with supporting the work/rest policy including communication and interpretation.
- Assist other operational sections with mitigation documentation and justification.
- Assure proper documentation has been prepared and is filed in incident package.
- Assist with identifying and monitoring trends and alert Operations and Safety of any concerns.

Staging Areas

Resources identified on the Incident Action Plan (IAP) and assigned to a staging area must show “staging” on their CTR. Any hours recorded on the CTR that are above the employees’ guaranteed daily tour of duty must meet the conditions of “Ordered Standby” to be compensable. “Ordered Standby” policy is outlined in the [SIIBM](#).

Hazard Pay

Approval for hazard and hazardous environmental differential pay must follow guidelines and regulations set forth by the [Office of Personnel Management](#) (OPM).

Length of Assignment and Days Off

The USFS Chief issued a [Letter of Intent on April 14, 2022](#), concerning Length of Assignment. This letter provides clarity regarding the intent of the current work/rest language. It did not change existing criteria for approval of assignment extensions. Key information from the memo is provided below:

- All assignment scenarios are exclusive of travel.
- The current language provides flexibility for managers to determine the assignment length for incident personnel based on the needs of the incident.
- Managers need to consider scheduling mandatory days off if they intend to keep a resource beyond a 21-day assignment.
- Approval for assignment extension must follow the documentation process outlined in Chapter 20 of the National Interagency Mobilization Guide.

Changes have been made to Chapter 7 of the 2023 Interagency Standards for Fire and Fire Aviation Operations ([Red Book](#)).

AD PAY PLAN FOR EMERGENCY WORKERS

Forest Service

By policy, the Forest Service AD Pay Plan is incorporated in the [SIIBM](#). The current version of the Forest Service Pay Plan is located at [the R5 Incident Business website](#) under USFS [2023](#) Forest Service Administratively Determined (AD) Pay Plan.

For positions not listed in the Incident Position Matrix of the AD Pay Plan, and when the scope of the emergency warrants, the hiring official may request to establish an Excepted Position. Currently approved excepted positions are available at the Regional Incident Business Practices website: <https://www.fs.usda.gov/detail/r5/fire-aviation/management>

The hiring official will need to write a description of duties and skills to accompany the Single Resource Casual Hiring form for payment. A copy of the excepted position description must be provided to the Regional Office, Incident Business Program Manager, Yolie Thomas at yolanda.thomas@usda.gov for approval and signature prior to hiring of AD. This signed copy must be attached to the OF-288 FTR when submitted to ASC Incident Finance for payment.

Single resource ADs require the Single Resource Casual Hire form. This form is submitted with the payment package. This form can be found on the Incident Business Practices site. https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649

Per agency policy, travel for casual hires will be processed in accordance with the Federal Travel Regulations. Under certain circumstances, IMTs or hiring units have the option to process casual travel **FOR INCIDENT ASSIGNMENTS ONLY** utilizing the OF-288 FTR. Direction on this process is located at the following website: https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=fsbdev3_046649 under Guides and Other References.

Information on the payment process for ADs can be found in the ASC Payment Procedures at the following website: <https://www.fs.usda.gov/sites/default/files/2023-05/2023IncidentPaymentGuide-2ndEdition.pdf>

Department of the Interior

Department of the Interior (DOI) AD employees should be handled in accordance with the DOI agency procedure. Payment packages, and where the packages should be sent, should follow the procedures located at the following website: <https://www.nifc.gov/programs/casual-payment-center/procedures>

COMPENSATION FOR INJURY OR ILLNESS

All injuries and illnesses (including contractors and cooperators even though incident agencies may not be responsible for payment), must be reported to the Compensation/Claims unit for proper documentation and assistance. All forests should have a Hospital Liaison program. Ask at in-briefing for details and any forest specific policies that might be in place.

Forest Service

Human Capital Management-Workers Compensation (HRM-WC) now manages all Forest Service Workers' Compensation Claims. HRM-WC is now the point of contact for processing and managing all Forest Service employees' work-related injury/illness claims. Further information concerning processes for injuries and illnesses are located at the following website: <http://fsweb.wo.fs.fed.us/hrm/workers-compensation/index.php#guidance> ASC HRM-WC can be contacted at 1-877-372- 7248, press #2 for HRM.

- **Authorizing Medical Care**

OWCP has authorized agencies to issue form CA-16, *Authorization for Examination and/or Treatment*, to medical facilities/providers, authorizing medical treatment for work related traumatic injuries. Issuing of CA-16's for Occupational Disease or Illness is not authorized. **Follow policies as defined in Chapter 10 of the NWCG Standards for Interagency Incident Business Management (SIIBM).**

- **Agency Provided Medical Care (APMC)**

APMC is appropriate to use with certain First Aid cases as described in the [SIIBM](#). The costs for these cases may be paid with the purchase card under the APMC program with form FS-6100-16. A copy of the Medical Log with the assigned number shall be included with the documentation but shall not include any Personal Identifiable Information (PII). APMC can only be used while the employee remains at the site of the incident. All other payments for medical care must be handled through HCM-WC and authorized on Form CA-16. **A FS-6100-16 should never be used for serious injuries or care beyond First Aid as defined in the [SIIBM](#).**

Department of the Interior

DOI employees should be handled in accordance with the [DOI agency procedures](#) concerning Workers' Compensation and the use of APMC.

TRAVEL

The Interagency Standards for Fire and Fire Aviation Operations ([Red Book](#)), Chapter 07, Safety and Risk Management states, "To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hrs. and 0500 hrs." When personnel are being released, the administrative support staff and/or FSC should be aware of this policy.

PROCUREMENT

VIRTUAL INCIDENT PROCUREMENT (VIPR) PROGRAM

Information on the R5 VIPR Program can be found on the following website:

<http://www.fs.fed.us/business/incident/vipr.php>

VIPR is a web-based Forest Service application designed to award preseason Incident Blanket Purchase Agreements. An IBPA is a three-to-five-year agreement, with an annual rollover period which allows for a change in pricing and/or change in dispatch location. All equipment should be awarded under VIPR, except those awarded or hired under the Regional Pre-Season EERA/Contracts, under the Incident Only EERA, and at the National Level.

Incident Blanket Purchase Agreements (IBPA)

Information on preseason IBPAs can be found on the following website:

http://www.fs.usda.gov/business/incident/vipr/ibpa_agreements.php

Dispatch Priority List

Dispatch Priority lists per resource category by forests or GACC can be found at:

<http://www.fs.fed.us/business/incident/dispatch.php>.

This website has information needed for verifying contract numbers, vin numbers, dispatch priority list standing, etc. The agreement number noted per these lists can then be used to obtain a copy of the agreement, should that be necessary.

Contracts Competed Outside of VIPR

BPA Information for satellite communications/internet, computer technology rentals and rental vehicles can be found at:

[Contract Portal](#)

At Incident Management Support Branch (AIMS)

AIMS supports Forest Service Primary jurisdictional incidents only. They are warranted support for EERA's, LUA's, Clerical Support Trailers, & Commercial Agreements. AIMS process flow chart can be found at:

https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd1029291.pdf



INCIDENT ONLY EERAs

PPS (Procurement & Property Services) will provide support to the wildland field response needs when VIPR resources are exhausted, or equipment/services do not fall within the VIPR IBPAs. PPS will work from a master list of resource categories remaining outside of VIPR.

CONTRACTOR PERFORMANCE EVALUATIONS

It is critical that Contractor Performance Evaluations are executed at the end of each incident to ensure that best values principles are followed. The contractor's performance will be documented on the Standard Contractor Performance Report (OMB No. 9000-0142; the form is posted on the Region 5 Incident Procurement Webpage). The report will be completed at the incident by the government representative supervising the work. The original report will be forwarded to the CO signing the EERA (or left with the incident agency CO for forwarding), a copy will be given to the contractor, and a copy will be retained in the host unit incident file. The reports, and any additional performance information, will be utilized to facilitate the compilation of the contractor's annual performance report, for each agreement year, and may be used for future procurements.

If equipment has been awarded per a VIPR agreement, the Contractor Performance Evaluations should be sent to the contracting officer for that agreement for review and input into the CPARS system.

Forms can be downloaded from the following website: [R5 Incident Procurement](#)

EMERGENCY REHABILITATION WORK

Equipment hired under an EERA or IBPA may be used during and immediately after an incident for rehabilitation work (generally defined as up to the time the fire is controlled). When equipment will be utilized for rehabilitation for an extended period following an incident, competition should be sought to ensure the best value to the government.

For additional information visit the [Stewardship and Disaster Recovery Group](#) website.

INSPECTION AND REPAIR COSTS

The Government reserves the right to reject resources that are not in safe and operable condition. Prior to incident use or anytime the resource is under hire, the Government shall perform inspections. If the resource does not pass mechanical inspection at the incident or designated inspection station, it is considered noncompliant. The Contractor may be given 24 hours to bring the resource into compliance. If the resource does not pass second inspection, no payment will be made. Once the resource is accepted rate shall be adjusted for the time the resource was not available to the government.

Once equipment or services are accepted, if mechanical repair is needed, repairs shall be made and paid for by the Contractor. The Government may, at its option, elect to make such repairs when necessary to keep the resource operating. The cost of such repairs (time permitting) will be \$100 per hour, plus parts and will be deducted from payment to the contractor.

COMMERCIAL INVOICES

A commercial invoice for services performed under an Incident Only EERA (I/O) and VIPR agreements (IBPAs) may be utilized unless the contract or agreement states otherwise. The commercial invoice should include all the items in accordance with FAR 32.905(b) (1) for proper invoicing. When submitting invoices for payment, payment should be reviewed and approved by a government representative with authorization to approve invoices for payment.

RESTRICTED PURCHASES

In addition to the list of restricted purchases in the FSH 6309.32 and the list of potential ordering problems in the Buying Team Guide, **each forest/unit may impose additional restrictions**. Refer to the local unit's Operating Guidelines, if available. If not available, the AA will have to make the determination on a case-by-case basis.

The purchase of flares is done through the cache due to the restrictive nature of the purchase and handling.

FIRE INVESTIGATIVE SERVICES

When investigating a fire, there may be an emergency or urgency to contact an expert, such as an electrical engineer. For example, in order to determine if power lines should be included or excluded as the cause of the fire. The lifting of a crime scene may be dependent upon the engineer's opinion – which may restore power to hospitals, allow utility companies into the scene to restore down lines and electricity for emergency services, and allow fire suppression personnel into the area. THESE ARE ALL MAJOR SAFETY ISSUES.

The investigative agents, as well as other personnel, are often working on a fire which has officially been designated a "state of emergency" and is not contained and will need to obtain expertise to continue.

It is important that all Agents/ASACs, dispatchers, Buying Team Units, and Contracting units understand the process for procuring or dispatching for an expert as stated below.

Procurement /Dispatch Ordering Process for an Expert

- 1) Contact your dispatch and or expanded dispatch.
- 2) Advise dispatch that you will need fire investigative services. Suggest name of expert or sources if known.
- 3) Dispatch should then contact a Buying Team or local warranted CO to order the expert. Dispatch will also generate a resource order for the Buying Team/CO to execute the order.
- 4) A warranted CO will execute the procurement as appropriate.
- 5) Dispatch should relay this information back to the ASAC or Agent to confirm that the order is in process, noting the contact for further information.
- 6) It is important that all Agents/ASACs understand this process and that a warranted CO is in the loop to execute the contracting tool as appropriate.

Procurement Websites

Region 5 Incident Business Practices:

<https://www.fs.usda.gov/detail/r5/fire-aviation/management>

Region 5 Fire & Aviation Incident Procurement:

<http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5303034>.

VIPR External Homepage:

<http://www.fs.usda.gov/business/incident/vipr.php>

VIPR Internal Site:

<http://fsweb.wo.fs.fed.us/aqm/incident/vipr>

VIPR Preseason Agreements:

<http://www.fs.usda.gov/business/incident/vipr/agreements.php>

WO PPS Site – Incident Procurement Link for topics:

<http://fsweb.wo.fs.fed.us/aqm/>

PROPERTY

INCIDENT PERSONNEL RESPONSIBILITIES

As described in the [SIIBM](#), if a resource assigned to the incident utilizes their home unit electronic devices (cell phones, laptops, GPS units, etc.), they are responsible for obtaining documentation on their resource order and must adhere to property management procedures.

NOTE: Having resource order documentation to use home unit devices on incidents does not guarantee the incident will replace or repair damaged/lost items.

PROPERTY ACCOUNTABILITY CONTROLS – DAMAGE/LOSS

All cache items will be returned to the cache in accordance with agency procedures. All procured non-standard cache property left with the agency at the close of the incident will be properly transferred on an agency specific property transfer form (e.g. [AD-107](#)). Incident personnel and/or the Buying Team will work with the identified incident agency property management contact for disposition of all non-standard cache items.

Individuals responsible for or assigned property are responsible to document loss or damage on the Property Loss or Damage Report, [OF-289](#) or appropriate incident or home unit form(s). The individual, supervisor and witness document facts and circumstances on the form. The **IC or Logistics Section Chief (LSC)** shall review, sign and take any follow-up action. Any potential claims will be reported to the FSC with all documentation forwarded to the claims department at ASC.

The LSC, Supply Unit Leader (SPUL) or Incident Agency Representative approves replacement requests for **expendable cache items**. If this equipment or supply is not available at the incident AND the requesting resource is being demobilized, an OF-315 Incident Replacement Requisition is completed and signed by the SPUL.

All non-cache items available through the cache (e.g. sleeping bags, line gear, tents) will be replaced with cache items or an S number may be issued for the cache value only. Replacement for normal wear and tear and Fire Fighter Essential Equipment is processed through home unit.

Specialized equipment (**non-cache and non-expendable**) brought from the home unit must be documented on a resource order and appropriate to the incident position. Use of the property must be approved by the IC, INBA or Incident Agency Representative. For replacement with incident funds, the item must have been clearly damaged or destroyed on the incident and as a direct result of the fire suppression activities. The **incident agency is responsible** for approving non-cache and non-expendable property replacements or repairs; however, approval authority may be delegated by the AA or Line Officer to the INBA, IC or FSC. **The General Message, OF-213 will be used to request consideration for replacement or repair of these items. If approved, an S-number will be assigned by the incident. Along with the resource order form, the approved OF-213 can be used by the home unit to replace or repair the lost or damaged item.**

For additional information, please refer to the [R5 Incident Replacement Guide](#)

RECYCLING

Federal Executive Order No. 12873 requires Federal agencies to promote cost effective waste reduction and recycling of reusable materials for waste generated by Federal government activities. Recycling at incident base requires coordination with the incident agency. The incident agency provides information on recycling procedures and requirements to the IMT at the AA or Line Officer briefing. The Logistics Section will manage the incident recycling. Additional information can be found on the following website:

<http://fsweb.r5.fs.fed.us/program/green/recycling/letter.php>

MYSTERY FUEL REMOVAL – EPA#

An EPA (Environmental Protection Agency) number is required to dispose of mystery fuel in CA. The Regional Office manages all EPA#s to ensure all of the reporting and payment of associated fees is completed on time. To obtain an EPA# please contact the Forest Engineer and the Assistant Regional Engineer (Belinda Walker) @ Belinda.walker@usda.gov

BUSINESS COORDINATION

FINANCIAL AND CONFIDENTIAL RECORDS

The following information consists of excerpts from the **IMT Instructions for Fire Incident Records Management** document found on the following website: <https://www.nwcg.gov/committees/incident-planning-subcommittee#collapseTwo>.

- Except for the **Final Statement of Costs**, **don't mix** Finance Section (Fiscal) records with other records. Fiscal records have a different retention period, and the host unit will need to transfer separately to Federal Record Center.
- Sensitive/confidential records covered by privacy acts **must be protected**. SS#, TIN#, personal information, phone numbers/addresses cannot be left in the documentation package. Hand off to the appropriate agency official at the host unit.
- Original **Patient Evaluation (PE)** forms should be given to employee with instructions that it be given to their employer. The PE copy retained by the Medical Unit must be protected for duration of incident. **Post-Incident, additional copies of PE should be destroyed by Medical Unit or the incident agency. Do NOT leave in incident documentation package.**

FIRE SUPPRESSION REPAIR MATRIX

Exhibit 2 assists in facilitating decisions related to the type of fire rehabilitation being accomplished and funding associated with the activity.

ALL HAZARD INCIDENTS

The Federal Emergency Management Agency (FEMA) is responsible for coordinating Federal response to emergencies and disasters under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act), 42 U.S.C. 5121-5206, and Executive Order 12148. One method for managing disasters is through the issuance of mission assignments (MA's) to other Federal agencies under the provisions established in the Stafford Act and its implementing regulations, and the National Response Framework (NRF).

An MA results from a State request for Federal assistance for unmet emergency needs, or from an internal Federal request to support overall Federal response operations. FEMA uses MAs to direct Federal agencies to perform certain tasks in anticipation of or in response to Presidential-declared disasters and emergencies. An MA is a response-oriented instrument that identifies a specific task to be performed by the assigned Federal agency.

Emergency Support Function #4 (ESF4), Firefighting

The NRF establishes a comprehensive, all-hazard approach to enhance the ability of the United States to manage domestic incidents. The Forest Service, and cooperative support agencies, participate in the NRF in coordination with and through FEMA. The Forest Service is the Coordinator and Primary Agency for implementing ESF4, under the NRF.

Standard Operating Procedures can be found at the following website:
<https://www.fs.usda.gov/managing-land/fire>

ACCIDENT INVESTIGATION

The level of accident investigation is determined by the complexity and severity of the event. Jurisdictional agency policy will determine the type of investigation. For federal agencies, see the *Interagency Standards for Fire and Aviation Operations* ([Red Book](#)).

MOTOR VEHICLE ACCIDENTS

All motor vehicle accidents will be reported to the Finance section, Comp Claims unit. A copy of documentation, in accordance with jurisdictional agency policy, for vehicle accidents is to be left with the host unit for future follow-up, if needed.

For additional information, please refer to the [R5 Incident Claims Process](#)

POST ACCIDENT DRUG TESTING

Employees may be tested when an employee's actions are reasonably suspected to have caused or contributed to an accident which occurred while in official duty status or within the scope of his/her employment. If employee is also injured, the first priority is to stabilize and obtain medical care for the employee. In some cases, testing may occur under the direction of civil authorities. If an accident while on official duty does not meet the Post-Accident Testing criteria, testing may still be justified under reasonable suspicion criteria and procedures.

For all Post-Accident test requests, please contact Lead Drug Test Coordinator, Freda Griggs, 404-796-0845, fredericka.griggs@usda.gov

This applies to **all** employees (except employees in DOT TDPs when they are driving a commercial motor vehicle).

Criteria for Post Accident Testing for Executive Order Authority Testing

- Employee's actions are reasonably suspected (based on objective information) of having caused or contributed to the accident.
- Accident results in:
 - Death or injury resulting in immediate hospitalization (in-patient care) or
 - Damage to government or private property in excess of \$10,000

Procedures

- Trained supervisor or management official prepares a written report detailing the facts and circumstances that warrant the test.
- Supervisor notifies a Forest Service Drug Testing Program Coordinator that EO Post-Accident testing criteria have been met and that testing is required.

- Drug Testing Program Coordinator obtains Assistant Director - Centralized Operations approval, coordinates with supervisor, makes necessary testing arrangements with the lab, and notifies supervisor to proceed with testing.
- Supervisor provides escort for employee to test site.
- Testing for drugs **within 32 hours of accident**
- Supervisor prepares a written report detailing the facts and circumstances that warranted the testing.

SERIOUS ILLNESS OR INJURY/DEATH ASSOCIATED WITH EMERGENCY INCIDENTS

All accidents/injuries/fatalities are reported to the immediate line officer and the Forest Safety Manager. District Rangers, Forest Supervisors, R.O. Directors, or designated person will start notification process.

If unsure whether an accident or injury should be reported, contact your Regional Safety & Occupational Health Manager.

See the Personnel Section and **Exhibit 1**.

LAW ENFORCEMENT

A law enforcement agency contact from the local area should be identified and should make periodic contacts with the IMT.

Sheriff's Office personnel used on a FS incident should be covered under a Cooperative Law Enforcement Agreement, check with the local law enforcement officer for applicable agreements. Invoices for law enforcement services will be sent to ASC for payment. For DOI, check with local law enforcement officer for availability of agreements. Law Enforcement personnel should assist IMTs in determining responsibilities.

Reimbursement to local law enforcement agencies should be limited to activities/services that are beyond the established responsibilities of the law enforcement agency.

CLAIMS

EMPLOYEE CLAIMS

Agencies process claims from their employees according to agency-specific procedures. Agencies may have specific documentation, processing procedures and/or reimbursement procedures.

TORT CLAIMS

Claims must be handled under the official claims process and not “settled” by personnel on the incident. Only **emergency actions** needed to “prevent further loss or injury” may be taken.

CLAIMS PROCESSING

IMT or incident agency will submit all original claims documentation to the incident agency. The incident agency will review for accuracy and completeness and will forward to the appropriate adjudicating official. This includes forwarding employee claims to the employee’s home unit, if different than the incident agency.

It is the responsibility of the IMT to make certain that claims documentation is submitted to the incident agency, not left in the “fire box” or “finance documentation box”. If the incident agency is the Forest Service, the **incident unit** must refer all claims documentation to the [ASC B&F Claims Branch](#) for processing and determination by the appropriate adjudicating official.

For additional information, please refer to the [R5 Incident Claims Process](#)

COST ACCOUNTING

Incident cost documentation and analysis are important management tools.

COST METHODS

Initial estimation is generally used during the early stages of the incident to provide a preliminary estimate. The resource cost method multiplies the number of resources by the unit cost to calculate the cost of that resource per day. The totals should be revised as more accurate data becomes available.

TRACKING

Information should be provided in a clear, concise format such as, but not limited to; summary sheets that list daily costs by category and graphical displays (pie charts).

INCIDENT ACCRUALS

Incident accruals are no longer required. The financial export process still needs to be completed. Ref from [2023 Incident Payment Guide](#).

COST SHARES

A cost share agreement is needed when there is a multi-jurisdictional incident with a single or unified command and a decision has been made to share resources between jurisdictional agencies, or an incident threatens to burn across the Direct Protection Areas (DPAs) of the fire agencies involved and the mutual aid period has been exceeded.

There are four different methods for sharing costs for fires with multi-agency responsibility, which have been agreed upon by the State and Federal Fire Agencies and is outlined in the [SIIBM](#). All methods require documenting the results in a cost share agreement for that incident.

Initial Attack

Agency administrators or representatives may agree to assume full cost responsibility for resources their agencies have provided to the incident regardless of which agency dispatched the resources. If the incident goes beyond initial attack, another cost share methodology will be used.

You Order You Pay

Each agency is fiscally responsible for the resources they order, regardless of where they are used on the incident. A unified ordering point is required, and agencies agree who will order which resources. Clear documentation in the resource order system must be defined to avoid conflicts/confusion with billings. On-incident support costs may be split by the percentage of agency requested resources. Off-incident support costs are paid for by the ordering unit.

Acres Burned

All costs are divided between agencies based on the acreage percentage of the fire within their protection area. This method is only used when agencies' responsibilities, objectives, and suppression costs are similar. This method becomes questionable when one agency's responsibility or objective is more complex and thus more costly in terms of fire suppression.

Cost Apportionment

Costs are shared based on the suppression effort expended to protect each agency's DPA, including the threat to another agency's DPA. This is a more complex system for identifying agency cost share and will require specific knowledge and skills to facilitate.

State and Federal Cost Share Specialists (CATS) are available to assist an incident command in developing the cost share documentation and agreements for appropriate incidents. Please refer to Chapter 20 of the California Mobilization Guide for ordering process.

Regional Incident Business staff will work directly with the Agency Administrators and Incident Commanders to negotiate and complete all cost share agreements.

All cost share agreements involving Forest Service require a second-level review by the Regional Office. Once the review is completed, the agreements are to be signed by the unit Forest Supervisor or their delegated line officer.

For questions or assistance, please contact:

Kris Armstrong (661) 342-7297
Heidi Chambers (530) 648-6044
Allison Stewart (559) 920-5754

PAYMENTS

FOREST SERVICE – ASC PAYMENT PROCEDURES

All ASC payment procedures for incident activities are located at the following website: <https://www.fs.usda.gov/managing-land/fire/ibp/payments>

This link also contains procedural information and helpful tips on the accrual process.

DEPARTMENT OF THE INTERIOR – PAYMENT PROCEDURES

Contract payments for DOI incidents will be forwarded to the appropriate incident agency.

EXHIBIT 1



FS Funding Matrix – Serious Illness or Injury/Death Associated with Emergency Incidents

Critical Incidents that occur within the context of a Fire Incident can be strenuous to the Finance/Admin function especially when they involve serious illness or injury, or death. The following matrix was prepared to assist in the decision-making process related to fiscal matters.


	Transport of Sick/Injured (Family Travel)	Transport of Remains	Escorts to Transport Remains	Funeral/Memorial Attendance by F.S. Employees	Honor Guard Representation at Funeral/Memorial	Additional Support/Items
FS Regular Employees (Including temporaries)	Yes, with one attendant (can be family member) Charge family travel expenses to the fund and program where the employee was working when the incident occurred. FSH 1309.19, Ch. 30, Sec. 31.3	Yes, including travel expenses, under certain circumstances, for up to 2 persons to escort the remains. Expenditures associated with the transportation of remains are to be paid by the local unit; a warranted Procurement Official must process the payments in accordance with DR 5013-6. These types of purchases may not be processed by a micro-purchaser. FSH 1309.19, Ch. 40, Sec. 41.3	Charge escort travel and per diem expenses to the fund and program where the employee was working when the incident occurred. FSH 1309.19, Ch. 40, Sec. 41.3c	Yes, ref FSH 6109.11-2017-2 If attendance is approved, employees shall charge their salary and travel expenses to their respective work-related fund and program. FSH 1309.19, Ch. 40, Sec. 41.6	Yes, ref FSH 6109.11- 2017-2	Contact Regional Incident Administration Coordinator
Casual Employees	Yes, with one attendant. Charge family travel expenses to the fund and program where the employee was working when the incident occurred. FSH 1309.19, Ch. 30, Sec. 31.3	Yes, including travel expenses, under certain circumstances, for up to 2 persons to escort the remains. Expenditures associated with the transportation of remains are to be paid by the local unit; a warranted Procurement Official must process the payments in accordance with DR 5013-6. These types of purchases may not be processed by a micro-purchaser. FSH 1309.19, Ch. 40, Sec. 41.3	Charge escort travel and per diem expenses to the fund and program where the employee was working when the incident occurred. FSH 1309.19, Ch. 40, Sec. 41.3c	Yes, ref FSH 6109.11-2017-2 If attendance is approved, employees shall charge their salary and travel expenses to their respective work-related fund and program. FSH 1309.19, Ch. 40, Sec. 41.6	Yes, ref FSH 6109.11- 2017-2	Contact Regional Incident Administration Coordinator
Contractors	No However, the Chief may designate an individual as official agency rep to escort the victim.	No However, the Chief may designate an individual as official agency rep to escort the deceased.	No	The Chief may designate an individual as official agency representative. ref FSH 6109.11-2017-2	Yes, with approval from Chief.	Contact Regional Incident Administration Coordinator
Federal Cooperators	Refer to employing agency of deceased	Refer to employing agency of deceased	Refer to employing agency of deceased	Yes, ref FSH 6109.11-2017-2	Yes, with approval from Chief, ref FSH 6109.11-2017-2	Refer to employing agency.
State/Other Government Cooperators	Refer to employing agency of deceased	Refer to employing agency of deceased	Refer to employing agency of deceased	The Chief may designate an individual as official agency representative, ref FSH 6109.11-2017-2	Yes, with approval from Chief, ref FSH 6109.11- 2017-2	Refer to employing agency.

EXHIBIT 2

Suppression Repair – WFSU Guidance

Topic	Things to Consider	How to Charge	Manual References
<p>Repair damage to Forest Service improvements.</p> <p>Repair or minimize damage to soil, water, and other resources directly attributable to the fire suppression activity on National Forest System lands.</p> <p>Repair or stabilize watershed areas that have had their erosion potential significantly increased, or their drainage pattern altered by suppression-related activities.</p>	<p>Did the wildfire cause the damage, or did the suppression efforts? Treatment for fire-suppression damages include, but are not limited to:</p> <ul style="list-style-type: none"> Installing water bars & other drainage diversions in fire roads, fire lines, and other cleared areas. Seeding, planting & fertilizing to provide vegetative cover. Spreading slash, or mulch to protect baresoil. Repairing damaged road drainage facilities. Clearing stream channels or structures and removing debris deposited by suppression activities which can have adverse life, property, and environmental impacts. <p>This work is to be done by the firefighting forces as part of the suppression effort, or before personnel and equipment are released from the fire lines. The IC will be responsible, under the direction of the local Line Officer, for repair of suppression-related resource damage.</p> <p>NOTE: The Government can repair Government land without following the policy of “minimum extent”.</p>	<p>WFSU if damage resulted from suppression efforts.</p> <p>PROJECT FUND if the wildfire itself caused the damage.</p> <p>*Rehab following wildfires will be implemented by BAER. Use WFSU funds (in the form of an “H” accounting code) for emergency actions.</p>	<p>FSH 650911.g, Chapter 50, 51.25</p>  <p>wo_6509.11g_50_20 21 CSA_eha_041921.</p> <p>R5 FSH 2509.22 Chapter 10 , pages 195-197</p>  <p>R5 2509.22_10_suppl_2f</p>
<p>Pay for damage to State, County and private lands and improvements caused by wildland fire suppression activities.</p> <p>Examples:</p> <ul style="list-style-type: none"> Patching a wire fence around a water development. Placing a temporary fence to keep cattle from roaming into dangerous areas during suppression activities. Building a water bar across a fireline. 	<p>Was the damage on private land directly attributed to the suppression effort? Was the damage caused by the Incident resources or by the landowner? If the damage was caused by the landowner, the Government is not responsible unless they were under hire by the Government. What is “minimum extent” needed to prevent further loss?</p> <p>NOTE: Private land that is the jurisdiction of the State (SRA) but in Federal DPA, the State has the authority to perform suppression repair work to State standards, at their expense.</p>	<p>WFSU for MINIMUM EXTENT to prevent further loss or injury, if the suppression efforts are what caused the damage. All other damages may be paid only through established claims procedures (FSM 6570).</p>	
<p>Things to remember:</p>			
<ul style="list-style-type: none"> BEFORE taking any action, discussion is needed with the appropriate personnel (SME’s and those with decision making authority such as IC’s and Line Officers). Repair approved on private land must be to the minimum extent to prevent further loss or injury. Suppression repair work is to be completed before the fire is declared out. Activities and use of WFSU that extend AFTER control of the fire must be approved in advance by the Regional Forester. NEVER encourage submittal of a claim. 			

Suppression Repair & Replacement of Equipment or Supplies – WFSU Guidance

Topic	Things to consider	How to Charge	Manual Reference
Replace Government furnished supplies used during a specific wildfire assignment.	<p>Was the equipment lost or damaged beyond repair on a specific incident? Is the damage due to normal wear and tear?</p> <p>Was there negligence?</p> <p>NOTE: Reference the Interagency Incident Business Management Handbook (Chapter 30, Page 191, lines 6-11) for direction of replacement of non-standard items.</p>	<p>WFSU if items are non-repairable and must be replaced due to use on a specific wildfire assignment.</p> <p>Use PROJECT FUNDS if the equipment needs replaced due to normal wear and tear.</p>	<p>FSH 650911.g, Chapter 50, 51.32b</p> <p>PMS 902 –SIIBMH</p>
Repair of WCF (Working Capital Fund) equipment	<p>Was this damage caused by a specific event tied to the wildfire?</p> <p>Has the equipment reached the end of its service life?</p> <p>Is the damage caused by normal wear and tear?</p> <p>Was there operator negligence?</p>	<p>WFSU – to finance ONLY the loss in value (cost less depreciation and salvage value).</p> <p>Use WFSUFE (2022 guidance) to repair or replace essential equipment that has reached the end of its service life due to normal wear and tear.</p>	<p>FSH 650911.g, Chapter 50, 51.22</p>  <p>wo_6509.11g_50_2021 CSA_eha_041921_</p>
Repair or replace equipment or supplies lost, stolen or broken during non-suppression incidents	<p>It is not the responsibility of the incident to repair or replace equipment not lost, stolen or broken during non-suppression incidents.</p>	<p>PROJECT FUND – Repair/replacement of supplies or equipment not tied to a specific incident are charged directly to the specific program area, unless the item(s) meet the Fire Fighter Essential Equipment criteria (2022 Guidance)</p>	<p>FSH 650911.g, Chapter 50, 51.22a</p>
Repair or replacement of equipment or supplies lost, stolen or broken while travelling to an incident.	<p>Was the equipment in a locked compartment or was there negligence?</p> <p>Was personnel assigned and in travel status while responding to a specific wildfire project?</p>	<p>WFSU – if there was no negligence on behalf of the personnel.</p>	
Things to remember:			
<ul style="list-style-type: none"> Personnel shall submit an approved form OF-289, Property Loss or Damage Report – Fire Suppression, to support reimbursement requests and use of WFSU funds. Do not use WFSU to replace items that have reached the end of their service life. 			

Roads & Trails – WFSU Guidance

Topic	Things to consider	How to Charge	Manual Reference
Providing safe access to the wildfire	<p>Use the minimum amount of work necessary when there are no roads or trails.</p> <p>Immediately decommission the road or trail is required, especially after the fire is declared out.</p>	WFSU	FSH 650911.g, Chapter 50, 51.26
Restore maintenance level-one roads	Restoration should be to their original condition immediately after the wildfire is declared out.	WFSU	FSH 650911.g, Chapter 50, 51.26
Remove downed timber and other obstructions from existing roads and trails, providing safe access to a specific wildfire	Safety	WFSU	FSH 650911.g, Chapter 50, 51.33
Repair damages to transportation system roads	<p>Was the damage directly related to a specific wildfire suppression activity?</p> <p>Is the repair normal maintenance?</p>	<p>WFSU if repair is for damage related to a specific wildfire.</p> <p>CMRD/CMTL if normal maintenance of system roads and trails used for fire management activities.</p>	FSH 650911.g, Chapter 50, 51.26
Perform dust abatement on a Forest system road	Is it needed to provide for health and safety of personnel in vehicles or incident camps During a specific wildfire project?	WFSU	FSH 650911.g, Chapter 50, 51.26

EXHIBIT 3
Agreement Matrix

	Repair	Fuel	Replacements	Injury/Claims	Pay Documents	Travel
CFMA	Agencies will comply with the processes and procedures established in the Operating Plan for Cooperative Incident Billing Procedures					
CFAA	Damage that is the direct result of the incident may be reimbursable to the agency. A copy of the appropriate unit documentation must be approved by the INBA, IC or FSC. Billing procedures: also include itemized deductions for maintenance & repair of equip	Not reimbursable unless formally documented and approved in writing at the incident. State-owned Cal OES emergency apparatus motor fuels & lubricants are charged to the incident while assigned, not traveling to & from the incident	Damage that is the direct result of the incident may be reimbursable to the agency. A copy of the appropriate unit documentation must be approved by the INBA, IC or FSC. Billing procedures: also include itemized deductions for maintenance & repair of equip	Dept agencies waive all claims for compensation due to personal injury occurring in the performance of this agreement. Federal representatives should ensure appropriate immediate medical attention is given. Expense of transportation is covered by the dept compensation program. Covered by the home agency compensation program.	Emergency personnel must complete Cal OES Form F-42. Civilian personnel must complete Cal OES Form F-42. The forms must be signed by the Cal OES rep or FSC. A copy is left in the finance documentation.	Not routinely reimbursable unless formally documented and approved in writing at the incident by the INBA, FSC or IC. An S# must be requested at the incident.
Local Agmts	Damage that is the direct result of the incident may be reimbursable to the agency. A copy of the appropriate unit documentation must be given to the finance section. Billing procedures: also include itemized deductions for maintenance & repair of equip	The incident will provide fuel and lubricants while equipment is on the incident. The responding agency will provide fuel and lubricants while equipment is enroute to the incident and while returning to the home unit.	Personal support/supply equipment is not reimbursable such as: incident position support kits, calculators, computers, printers, GPS units, cell phones, personal phone charges, support items (tents, sleeping bags, pads, Etc.)	Dept agencies waive all claims for compensation due to personal injury occurring in the performance of this agreement. Federal representatives should ensure appropriate immediate medical attention is given. Expense of transportation is covered by the dept compensation program. Covered by the home agency compensation program.	Form FSLA-5 must be completed for all resources. CTRs are required for all civilian personnel and supplemental resources (resources being reimbursed for actual hours instead of portal to portal).	Reimbursable according to Forest Service travel policy. Travel expenses are added to the billing invoice based on the documentation that the resource provides to the home unit.



Region 5 Finance eDoc Guide

Can be found at https://origin-fs.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd1027983.pdf

[NWCG Standards for Electronic Documentation \(eDoc\)](#)

Pacific Southwest Region

Recommended Local Unit Guide for Incident Finance Skills and Standard Operating Procedure

Finance/Admin is an essential part of the Incident Command System (ICS) at all levels. To efficiently support and manage local incidents (Type 3, 4 or 5), it is recommended that local units within the Pacific Southwest establish training and development plans for Finance/Admin personnel with a goal of providing skills and SOPs as defined below. It is further recommended that units provide a network of Finance/Admin support with their interagency partners.

Recruitment and Training:

Finance/Admin Support personnel for local incidents should possess the following skills:

1. **Basic ICS:** Local Finance personnel should have a working knowledge of the Incident Command System to understand where they fit into the organization, to whom they report and with whom they need to interact and share information. They also need to understand that with small, local incidents, individuals may serve multiple roles depending on whether the incident is beginning (and ICS is expanding) or ending (and ICS is contracting). Training: ICS-100, ICS-200, IS-700 and S-110. To be dispatched off-unit, IS-800 may be required. S-110 is available online through the NWCG Training website: <https://onlinetraining.nwcg.gov/>. The ICS courses are also available online through FEMA. They can be found at: <https://training.fema.gov/nims/>
2. **Personnel Time Regulations:** Local Finance personnel should understand the material in Chapters 10 and 50 of the [NWCG Standards for Interagency Incident Business Management \(SIIBM\)](#) (including Pacific Southwest Regional Supplements and the appropriate agency AD & EFF pay plans) and be able to explain the regulations to incident personnel as questions arise. They should be able to identify errors on incoming Crew Time Reports so that the incident personnel are notified as soon as possible. They should be able to accurately post time from a CTR to an Incident Time Report (OF-288) either manually or through e-ISuite. Training: S-260, S-261, and an e-ISuite course.
3. **Procurement Regulations and Equipment Time:** Local Finance personnel should understand basic procurement guidelines for incidents, including the use of resource request numbers, lodging and meal authorizations, and appropriate purchases (i.e. supplemental foods, rental vehicles for fireline use, incident utility services, medical payment processes and agency-specific guidelines). They should possess the ability to record equipment time to an Emergency Equipment Use Invoice (OF-286) either manually or through e-ISuite (general EQTR duties). Training: S-260, S-261, an e-ISuite course, and an Incident Procurement Workshop.
 - **Contracted equipment:** If contracted equipment is in use, they must have a working knowledge of EERAs and the corresponding General Clauses, I-BPAs (competed agreements), the dispatch system and agency payment processes.

4. Interagency Cooperation: Local Finance personnel should understand the basic components of interagency cooperation including any differences required for posting time for other agency employees. They should also be aware of the guidelines to follow to ensure that paperwork is submitted to the right place in a timely manner. Having a network of interagency partners to call with questions would be essential to developing these skills. SIIBMH Chapter 50 and the NRCG Supplement to Chapter 50 is necessary. Training: S-260 and S-261.
5. Property and Claims Regulations: Local Finance personnel should understand incident replacement policies for government equipment and/or employee personally owned property. Training: S-260, S-261 and agency direction for claims documentation and processing.
6. Human Resources Information: Local Finance personnel must be familiar with *APMC*, *federal OWCP* or *state/private Workers' Compensation plans* including the difference between them and how/when to apply each. Training: S260, S261. Chapter 10 of the [SIIBM](#).
7. e-ISuite Familiarity: Local Finance personnel must be able to load the program, start an incident, input resources, post time to create OF-288s and OF-286s, provide basic cost reports, and close-out or transition an incident and the database. This is another area where having a network of partners to call with questions would be essential. Training: a local e-ISuite workshop, the full e-ISuite class, and/or Incident Cost.
8. Incident Records: Local Finance personnel must understand the Incident Records Protocols as established by NWCG (Legacy Filing). In addition, the added responsibility of securing Personal Identification Information (PII data) applies to locally created incident paperwork and databases. Training: PII and Computer Security Awareness training, and for Fire Records Management, see the NWCG website <https://www.nwcg.gov/committees/incident-planning-subcommittee>
9. Incident Business Contacts: Local Finance personnel must have adequate contacts on the host unit to ensure compliance with the incident business operating guide. Those individuals should have the ability to assist in all areas of incident finance. Tools: Unit Incident Business Operating Guide (IBOG) and Contact List, and/or the unit's Service and Supply Plan.
10. Training: Along with preplanning, agency employees should be trained to respond to a variety of local incidents as dictated by the agency's authority and jurisdiction.

Minimum training may include (but not be limited to):

- ICS-100 Introduction to ICS
- ICS-200 Basic ICS
- IS-700 Introduction to NIMS
- S-110 Basic Wildland Fire Orientation
- S-260 Interagency Incident Business Management
- S-261 Applied Interagency Incident Business Management
- Local e-ISuite workshop, or full e-ISuite class
- Incident Procurement Workshop and/or webinars

Future Training Recommended: See training requirements for finance positions in the NWCG PMS 310-1 or FSH 5109.17.