

1 **Chapter - 10**  
2 **Business Management and Administration**

3  
4 **Policy**

5 The Bureau of Indian Affairs (BIA) follows the uniform application of the  
6 interagency policies and guidelines as developed in the Interagency Incident  
7 Business Management Handbook (IIBMH). The BIA will follow the direction  
8 set forth in the IIBMH in all incident business management functions except  
9 where specific agency legal mandates, policies, rules or regulations dictate  
10 otherwise.

11  
12 The following pages address some of the more important elements of Business  
13 Management and Administration.

14

15

16 **Hiring of Emergency Workers**

17 The AD Pay Plan for Emergency Workers is policy as it pertains to the hiring of  
18 emergency workers.

19

20 Chapter 10, Section 11 of the IIBMH provides information and procedures  
21 regarding management of human resources such as recruitment, pay, injury  
22 compensation, travel, and commissary.

23

24 Recruiting plans, hiring instructions and operating procedures should be  
25 developed by agencies in advance of incidents and include: sources of  
26 personnel, age requirements, physical fitness, proper clothing, conditions of hire,  
27 wages, and any special procedures pertaining to recruitment and use of  
28 personnel.

29

30 **Driving Policy**

31

32 **Casuals Hired as Drivers When Employed by BIA**

33 Casuals hired as drivers are required to meet the qualifications outlined in the  
34 BIA Motor Vehicle Operation Policy dated May 03, 2006 in order to operate a  
35 BIA motor vehicle. Driver Qualifications include:

- 36 • Be 18 years of age or older  
37 • possess a valid drivers license  
38 • possess the experience to drive the type of vehicle assigned or being used.  
39 • Have a safe driving record which is defined as; no convictions or  
40 uncontested citation within the three year period preceding submittal of  
41 their General Services Administration (GSA) Form 3607.  
42 • Has not demonstrated a pattern of unsafe driving or behaviors.  
43 • Possess a current Motor Vehicle Operators Authorization

1 Agencies should recruit a pool of qualified drivers prior to fire season. Agencies  
2 must submit the Government Motor Vehicle Operator's License and Driving  
3 Record, GSA Form 3607, to the Region for processing. The Agency must  
4 obtain verification of a safe driving record prior to allowing the casual to operate  
5 a BIA motor vehicle. The Division of Safety and Risk Management (Regional  
6 Safety Managers) may be contacted for information on completing and  
7 submitting the GSA Form 3607.

8  
9 Meeting the qualification requirements for a BIA Motor Vehicle license is a  
10 condition of employment with the BIA, for those individuals whose position  
11 requires the operation of a motor vehicle. Failure to adhere to the Motor  
12 Vehicle Operator Policy will result in automatic termination of the casual.

### 15 **BIA Employees Who Drive**

16  
17 All BIA employees required to operate a motor vehicle either as a condition of  
18 employment or incidentally in support of their primary job functions must  
19 satisfy the requirements of the BIA Motor Vehicle Operation Policy.

20  
21 Prior to operating a motor vehicle in an official capacity, agencies and  
22 employees will complete the GSA Form 3607, to verify the employee has a  
23 favorable driving record. Recertification of a favorable driving record is  
24 required annually. Form 3607 will be processed through Regional channels.  
25 The form is used to retrieve the applicant's driving record from the State or  
26 National Driver Registry. The Division of Safety and Risk Management can be  
27 contacted for more information.

28  
29 Upon meeting the requirements of the BIA Motor Vehicle Operation Policy the  
30 employee will be issued a BIA Motor Vehicle License, the license is valid for a  
31 5 year period from the date of issue, unless revoked due to failure to comply  
32 with policy requirements or the employee leaves the service of the Agency.

### 34 **Pay Provisions**

35 The following are administrative procedures for the BIA pertaining to pay  
36 provisions.

### 38 **Overtime**

39 This section pertains to overtime and hazard pay for personnel in General  
40 Schedule (GS) or Wage Grade (WG) positions.

### 42 **Overtime, Full Time and a Half**

43 Public Law 106-558, requires employees of the Department of the Interior,  
44 whose overtime pay is calculated under rules established in Title 5, United  
45 States Code, section 5542(a), be paid at a rate equal to one and one-half times

1 their hourly rate of basic pay when they are engaged in emergency wildland fire  
2 suppression activities. The receipt of full time and a half applies under the  
3 following circumstances:

4

- 5 • Those assigned to emergency wildland fire activities (including wildland  
6 fire use) whose overtime work is exempt from coverage under the Fair  
7 Labor Standards Act (FLSA).
- 8 • Those involved in the preparation and approval of a Burned Area  
9 Emergency Stabilization and Rehabilitation Plan (ESR) whose overtime  
10 hours worked are exempt from coverage under the FLSA. This overtime  
11 provision will apply only until the initial ESR plan is submitted for  
12 approval.
- 13 • Those required to augment planned preparedness staffing levels to enhance  
14 short term suppression response capability, severity activities, accident or  
15 after action reviews or emergency wildland fire funded prevention  
16 activities, whose overtime hours worked are exempt from coverage under  
17 FLSA.
- 18 • Those involved in similar wildland fire activities that are approved for  
19 coverage on a case-by-case basis by an agency fire director.
- 20 • In order to qualify for this pay provision; the employee's overtime work  
21 must be charged to wildland fire, ESR, severity, or wildland fire  
22 suppression funds tied to the support of suppression operations and that  
23 overtime work must be recorded on a time sheet approved by an appropriate  
24 supervisor.

25

26 This overtime pay provision does not apply to personnel involved in  
27 prescribed fire, other fuels management activities, implementation of fire  
28 rehabilitation plans, or to overtime incurred in conjunction with any other  
29 activity not specified above.

30

### 31 **Paycode 113**

32 A Federal Personnel Payroll System (FPPS) pay code of 113 has been  
33 established to record overtime worked by FLSA exempt firefighters engaged in  
34 emergency wildland fire suppression activities as a result of Public Law 106-  
35 558. Overtime hours coded as 113 will be paid at the true time and a half base  
36 rate, regardless of exempt or nonexempt status. Use of pay code 113 authorizes  
37 employees to be paid under annual rather than bi-weekly maximum earnings  
38 limitations.

39

### 40 **Annual Pay Cap**

41 Annual maximum pay is restricted to earning no more than the maximum rate  
42 received by a GS-15 step 10. Employees who earn more than the annual cap  
43 will be required to pay back the amount in excess of the GS-15 step 10 salary or,  
44 go on leave without pay for the remainder of the year once the cap is met.

1 **Hazard Pay**

2 **General Schedule Employees (GS)** - will receive a 25% hazardous duty  
3 differential for “all hours in a pay status” on a day on which the duty is  
4 performed. (Example: A GS employee works in a hazardous situation for one  
5 hour and regular non-hazardous duty for the remaining hours of their scheduled  
6 tour. The employee will receive 25% of their base salary for all hours worked  
7 that day.) 5 CFR 550.905 Appendix A.

8  
9 **Wage Grade Employees (WG)** – will receive a 25% environmental differential  
10 for “all hours in a pay status” for a day in which they are: 1) fighting a fire on  
11 the fireline; 2) participating or assisting in firefighting operations on the  
12 immediate fire scene and in direct exposure to the hazards inherent in containing  
13 or extinguishing wildfires; or 3) participating in search and rescue operations on  
14 the fireline. 5 CFR 532.511 Appendix A, Part II

15  
16 **Base-8**

17 All personnel funded from the Wildland Fire Management (WFM)  
18 Appropriation will charge their regular base 8 time to the preparedness account.  
19 Incident overtime and hazard pay is charged to the appropriate incident.

20  
21 **Non-Fire Personnel**

22 Qualified personnel from other Bureau programs often participate as incident  
23 responders. Non fire-funded incident responders should charge their base-8 to  
24 the incident.

25  
26  
27 **Personnel Timekeeping/Recording**

28  
29 **Objective**

30 The primary objective is to keep time records for individuals under a system of  
31 control. Emergency Firefighter Time Reports, OF-288's, that have been certified  
32 as accurate by an authorized signature are considered to be accurate for pay  
33 purposes. Home unit timekeepers will not make changes to this official  
34 document, except to correct mathematical errors and/or to complete return travel  
35 entries. If home unit timekeepers have questions concerning the Emergency  
36 Firefighter Time Report, OF-288, they should contact the incident agency for  
37 clarification. (IIBMH, Chapter 10, section 13.)

38  
39 **OF-288 and SF-261**

40 All fire hours must be reported on an Emergency Firefighter Time Report (OF-  
41 288) or a Crew Time Report (SF-261) for a GS or WG employee when engaged  
42 in emergency operations. The OF-288 and SF-261 verify and authorize official  
43 hours worked.

44

1 The incident supervisor or Fire Management Officer will certify time worked by  
2 inspecting and signing the Crew Time Report (CTR). The CTR is the document  
3 on which time for all crews and overhead is initially recorded and which later is  
4 typically transferred to the OF-288. Detailed instructions and samples for the  
5 CTR are shown in Section 13.6, of the IIBMH.

6

#### 7 **Closing Out the OF-288**

8 The Time Unit Leader reviews the OF-288s, ensures all on-shift and  
9 commissary issues have been posted and signs Block 26. All Casuals and  
10 regular government employees must sign Block 25 of the OF-288. The OF-288  
11 may be a computer generated form (I Suite) or the official preprinted form, as  
12 long as the appropriate number of copies is made and an original signature is on  
13 the payment document.

14

15 Initial attack crews that are moved from incident to incident are required to start  
16 a new column on the OF-288 for each new incident. It is not always necessary  
17 to close out the OF-288 and start a new one.

18

19 The SF-261 is acceptable for verification of overtime for GS employees in lieu  
20 of the OF-288.

21

#### 22 **Commissary**

23 Commissaries are becoming scarce as incident responders are more self  
24 sufficient than they were in the past. Refer to IIBMH Chapter 10, Section 14.

25

#### 26 **Posting Commissary Issues**

27 The personnel time recorder will post commissary issues on the OF-287, or  
28 contractor provided form, to the OF-288 daily. Posting includes transferring  
29 date of issue, items issued and amount to Block 22 of the OF-288, and  
30 transferring the ID number from Block 1 of the OF-288 to Block 12 of the OF-  
31 287.

32

33 Upon receipt of the OF-288, the home unit/Agency will ensure all appropriate  
34 commissary charges are deducted from the employee's pay.

35

36

#### 37 **Travel**

38

#### 39 **Responsibility**

40 An employee's/ AD's home unit/Agency is responsible for providing a travel  
41 authorization (TA) in accordance with agency regulations and policy. Refer to  
42 *IIBMH Chapter 10, Section 17*.

43

44

**1 Travel Authorization and Vouchers**

2 A travel authorization (TA) is required for all employees subject to fire  
3 assignments outside their assigned duty stations. In the event an employee may  
4 have several fire assignments during the fire season, a travel authorization may  
5 be issued at the beginning of the fire season, or quarterly. For emergencies,  
6 travel authorizations must be completed within five days of starting travel.

7  
8 The Incident Business Management Team (IBMT) is looking at the \$3.00  
9 incidental expenses and hoping to come up with an alternative, due to the cost of  
10 processing travel expenses through Gov Trip for the \$3.00 daily incidental  
11 expense. An employee on incident assignment is entitled to the same  
12 compensation as any other employee. The only difference is that large fire  
13 camps normally provide for meals and lodging (tent camping). An employee  
14 cannot claim meals on their voucher when being supported by fire camp. When  
15 supported by a fire camp, the employee is still entitled to incidental expenses,  
16 currently \$3.00/day.

17  
18 Travel vouchers must be filed within five days of returning from assignment.  
19 For extended travel, vouchers may be filed more frequently.

**22 Government Charge Cards**

23 Regular federal government employees who travel on official business are  
24 required to use a government charge card for the following.

- 25 • Airfare
- 26 • Lodging
- 27 • Meals
- 28 • Cash Advances
- 29 • Rental Cars

**32 Acquisitions****34 Authority**

35 This section sets forth procedures governing emergency incident acquisition.  
36 Authority is derived from the Federal Property and Administrative Services Act  
37 of 1949, 41 U.S.C. 253, as amended.

38  
39 Delegations of procurement authority for an incident shall be made in  
40 accordance with agency policy. Delegation of Authorities (DOAs) issued by  
41 federal agencies may be honored as authority to procure during incidents. It is  
42 incumbent on ordering officials to request and permit only those with the  
43 properly delegated procurement authority to be assigned as Procurement  
44 Officers. Procurement Officers shall provide a copy of their warrant and

1 delegated procurement authority to the incident agency and must adhere to BIA  
2 our Agency regulations.

3  
4 Procurement Officers (e.g. procurement unit leaders and buying team members)  
5 must have a home-unit issued purchase card that can be used on incident  
6 assignments.

7  
8 Per 90 Indian Affairs Manual (IAM), the WFM program for the BIA, requires  
9 the use of the Interagency Incident Business Management Handbook (IIBMH)  
10 in the conducting wildland fire business.

11

### 12 **Acquisition Methods**

13 The following outlines procedures for the appropriate use of charge cards during  
14 emergency incidents.

- 15 • Purchases shall be made by the most efficient method and in accordance  
16 with incident Agency procedures. The resource order and request number  
17 must be included on all acquisition documents (including convenience  
18 checks and purchase card receipts). Emergency incident acquisition  
19 methods, which are different from standard acquisition procedures, are  
20 described below. Credit cards are the most convenient and efficient to use,  
21 for the vendor as well as Agency.
- 22 • Purchases under the micro-purchase threshold of \$3,000 for supplies and  
23 \$2,500 for services may be made by non-warranted personnel using their  
24 charge card or convenience checks.
- 25 • The BIA Branch of Fire Management's waiver for fire/emergency  
26 personnel purchases are cited in Memoranda dated 3/17/99. The exceptions  
27 are identified below:

28

### 29 **Meals, Beverages and Lodging.**

30 This exception will be used to lodge and feed emergency firefighters (EFF) and  
31 seasonal employees serving on fire crews or in emergency situations.

32

### 33 **Rental Vehicles**

34 This exception will be used for short-term rental of vehicles for local  
35 transportation of fire crew/emergency personnel when expeditious transportation  
36 cannot be through other means.

37

### 38 **Personal Gear**

39 This exception will be used to purchase personal items, e.g., clothing, footwear  
40 and/or toiletries, for fire crew/emergency personnel when items are destroyed,  
41 lost or stolen while serving on the fire crew/emergency team.

42

43

44

**1 Government Credit Card Procedures**

2 Warranted Contracting Officers may use charge cards to place orders and/or  
3 make payments over the micro-purchase threshold when the supplies or services  
4 are under contractual instruments. These instruments include contracts, basic  
5 purchase orders, incident claims (non-Tort) and Blanket Purchase Agreements  
6 (BPAs). BPAs provide a convenient method to procure goods and services  
7 when there is a recurring need.

8

**9 Blanket Purchase Agreements**

10 Blanket Purchase Agreements (BPAs), used in conjunction with Government  
11 charge cards, save time. The Agency Purchasing Agent or Contracting Officers  
12 should establish BPAs with local vendors who are used on a recurring basis.  
13 The process works best for purchases over the micro-purchase threshold and for  
14 the following:

- 15 • Meals, beverages and lodging - This exception will be used to lodge and  
16 feed EFF and seasonal employees serving on fire crews in emergency  
17 situations.
- 18 • Rental of Vehicles - This exception will be used for short-term rental of  
19 vehicles for local transportation of fire crew/emergency personnel when  
20 expeditious transportation cannot be acquired through other means such as  
21 auto dealers and local rental agencies.
- 22 • Personal Gear - This exception will be used to purchase personal items such  
23 as clothing, footwear or toiletries for fire crew/emergency personnel when  
24 items are destroyed, lost or stolen when on a wildland fire assignment.
- 25 • Payment of medical treatment for EFF firefighters when authorized by  
26 Agency Provided Medical Care (AMPC).

27

28 The Regional/Agency Purchasing Agents or Contracting Officers shall ensure  
29 those who are designated to place orders follow the procedures in FAR 13.303.5  
30 and must review BPAs annually. BPAs with local vendors may provide goods  
31 or services and are established to shorten the procurement cycle.

32

**33 Service and Supply Plan**

34 Agencies should maintain a Service and Supply Plan that identifies anticipated  
35 supply and service needs. This plan should be established prior to fire season  
36 and include the following:

- 37 • Emergency Equipment Rental Agreements, OF-294.
- 38 • Blanket Purchase Agreements.
- 39 • Other agency contracts.
- 40 • Available local Open-market sources. List sources for heavy demand items,  
41 such as food items, water, food service (including menus), handtools, fuel,  
42 vehicle and equipment rentals, office equipment rentals, local pharmacies,  
43 local hospital services, repairs.

- 1 • Local interagency and/or cooperative agreements and annual operating
- 2 plans.
- 3 • Geographic area supplement for standard emergency equipment rental rates
- 4 covering different types of equipment and vehicles.
- 5 • Geographic area supplemental food policy.
- 6 • Geographic area AD-5 rates.

7

8

### 9 **Incident Procedures for Purchasing**

10 Agencies should also maintain Incident Business Operating Guidelines which  
11 provide for consistent incident business management operations at the unit and  
12 support Incident Management Teams. These Guidelines should be established  
13 prior to fire season and include the following:

14

- 15 • IBA delegation responsibilities if the incident Agency/Tribe requests an
- 16 IBA for Type I or II fires.
- 17 • Responsibilities
- 18 • Organization and Communications
- 19 • Procurement
- 20 • Commissary
- 21 • Compensation for Injury and AMPC
- 22 • Information Systems Management
- 23 • Incident Payments
- 24 • AD Rates
- 25 • End of Pay Period & Attendance Reports
- 26 • Law Enforcement
- 27 • Cooperative Agreements
- 28 • Closeout

29

30 Individuals assigned to incidents or Agency staff that has micro-purchase  
31 authority must coordinate all purchases with the IMT Finance Section Chief, or  
32 Procurement Unit Leader or Agency Administrator.

33

34 All purchases made on an incident must be documented with a resource order  
35 and a copy of all procurement documents must be turned into the IMT Finance  
36 Chief or Agency Administrator prior to leaving the incident. The resource order  
37 may be used in lieu of agency requisition forms.

38

### 39 **Credit Card Template - Fire**

40 A fire template is a credit card option set to allow fire personnel (FMOs, Hot  
41 Shot Crew Superintendents, Buying Team members, Fire Dispatchers, Crew  
42 Representatives and Crew Bosses) to purchase meals, lodging, supplies and  
43 services for their crews and have all purchases centrally billed.

1 The Regional FMO may determine who is assigned to a fire template. Once the  
2 determination to assign is made, the Regional Agency Program Coordinator  
3 (APC) will be notified. This should be done prior to fire season.

4  
5 When assignment to a fire template is approved by the Regional office, the  
6 Agency Point of Contact (APOC) will notify appropriate Agency personnel (e.g.  
7 Administrative Staff responsible for travel voucher processing, etc.).

8  
9 The APOC must contact the This section will change as soon as we receive the  
10 JP Morgan Chase credit card phone numbers and electronic Account info,  
11 hopefully we will have this information before the Bluebook goes to print Bank  
12 of America (BOA) at 1-800-472-1424 and request the individual be assigned to  
13 one of the fire option set templates. This change may be done in the Electronics  
14 Accounts Government Ledger System (EAGLS) and will be effective in 24  
15 hours. If there is a need for immediate access to the higher purchase levels, the  
16 APC may contact a BOA Customer Service Representative and request an  
17 immediate change.

#### 18 19 **Types of fire templates**

20 With the exception of automated teller machine (ATM) cash advances, all items  
21 purchased under any of the three fire templates will be centrally billed.

- 22 • Option Set#03043: Non-warranted Personnel,
- 23 • Single Purchase limit - \$2,500.
- 24 • Option Set#03044: Personnel with \$10,000 limited warrant, Single
- 25 Purchase limit - \$10,000.
- 26 • Option Set #03045: Warranted Personnel with over \$10,000 Warrant, No
- 27 Single Purchase limit.

28  
29 Note: Option Sets No. 2 and 3 can only be assigned to Warranted Contracting  
30 Officers.

#### 31 32 **Restrictions**

- 33 • Individuals with fire templates have purchasing authority for themselves  
34 and their entire crew. A Resource Order must support the purchases. When  
35 lodging and meals are paid with the BOA Charge Card, crew members will  
36 be only authorized to submit a travel voucher for miscellaneous expenses.
- 37 • Individuals must ensure that only authorized expenses are charged on the  
38 card (meals, lodging, rental car, fuel, etc). Examples of unauthorized  
39 expenses include, but are not limited to, optional insurance for rental cars,  
40 hotel movie rentals, alcoholic beverages, phone calls, fines, penalties, etc.
- 41 • Phone calls, both business and authorized personal calls, will be made using  
42 the approved Government issued calling card.

43  
44

**1 Accountability**

- 2 • Receipts for all centrally billed items must be filed with the BOA  
3 cardholder account statement. Individuals and Regional APOCs are  
4 responsible for ensuring that travel-related expenses comply with BIA  
5 travel regulations and are within per diem limits.
- 6 • When changing costs from centrally billed to individually billed, the  
7 traveler with a fire template must file a voucher for meals and incidental  
8 expenses (M&IE). In these instances, the traveler will submit to the  
9 Regional APOC the following:
- 10
- 11 ➤ Account Number: Last 12 digits
  - 12 ➤ Transaction Posting Date
  - 13 ➤ Transaction Amount
  - 14 ➤ Merchant Name
  - 15 ➤ Reference Number (If available)
  - 16 ➤ A brief justification for the request to transfer the transaction.
- 17
- 18 • Individuals, reviewing officials, or others approving travel vouchers must  
19 ensure charges and reimbursements are appropriate. For information  
20 purposes, the travel voucher must show the daily lodging charges even if  
21 lodging charges are centrally billed and not claimed. All personnel are  
22 responsible for ensuring that current per diem rates for destination are  
23 utilized when requesting reimbursement.
- 24 • Supervisors/individuals must notify the Agency Administrator or Agency  
25 Program Coordinator of the default cost structure for their credit card.  
26 When necessary, the Agency Administrator can change the default cost  
27 structure for costs incurred by a fire emergency.
- 28

**29 Prompt Submission of Travel Vouchers**

30 To receive reimbursement for travel, all emergency fire personnel must ensure a  
31 TA is filed as soon as possible after return to their duty station. All fire  
32 personnel must adhere to Regional office procedures for filing travel vouchers.

33

**35 Convenience Checks For Emergency Incident Support****37 Procedure**

38 Convenience checks may be issued to vendors only when the vendor does not  
39 accept the charge card. Convenience checks are limited to \$2,500 per  
40 transaction.

41

42 Convenience checks for emergency incident support may not be written for  
43 travel cash advances, travel expenses, salary payments, cash awards, refunds,  
44 travel-related tickets, payments to oneself, Government Bills of Lading,  
45 commercial bills of lading exceeding \$100, or personal clothing or footwear.

**Release Date: January 2009**

**10-11**

1 Persons arriving at incidents who have micro-purchase authority must  
2 coordinate all purchases with the Finance/Administration Section Chief, or  
3 Procurement Unit Leader. All purchases made on an incident must be  
4 documented with a resource order and a copy of all transactions must be turned  
5 in to the Finance Section Chief or home unit prior to leaving the incident.

6

7 Contracting Officers are responsible for adhering to BIA policy regarding check  
8 issuance, check completion, responsible check use, completion of 1099s for  
9 Internal Revenue Service reporting, and documentation of related Budget Object  
10 Codes.

11

12

### 13 **Emergency Equipment Rental Agreements**

14

#### 15 **Procedure**

16 Emergency Equipment Rental Agreements document the agreement between the  
17 government and the contractor and sets forth the terms and conditions of rental.  
18 Refer to the IIBM, Chapter 20, Section 26, EERA Administration.

19

20 Contracting Officers should review EERAs preseason to determine if there is a  
21 likelihood that the equipment will be dispatched and payments will be made; if  
22 so, these EERAs should be added to the vendor table if they are not already  
23 included. During an active fire season, Contracting Officers should work  
24 closely with their local dispatch officers to ensure that vendor Central  
25 Contractor Registration System (CCR) information is included in the vendor  
26 table, prior to receiving any invoices.

27

28 If a number of EERA payments are needed for a large incident or if the  
29 workload in an office is such that payments cannot be processed in a timely  
30 manner, an Administrative Payment Team (APT) can be requested through  
31 dispatch. See the National Interagency Mobilization Guide (NFES 2092) for  
32 information on dispatch procedures for the APTs.

33

#### 34 **Contractor Registration**

35 All vendors and contractors who conduct business with the Federal Government  
36 must be registered in the Central Contractor Registration System (CCR) at  
37 <http://www.ccr.gov>. In order to do this, contractors must also have a Dun and  
38 Bradstreet, Data Universal Numbering System (DUNS) Identification Number  
39 which can be acquired at <http://www.dnb.com>.

40

41 The only exception to this requirement is found in Federal Acquisition  
42 Regulations (FAR) 4.1102(3) (ii), whereby "Prospective contractors shall be  
43 registered in the CCR database prior to award of a contract or agreement, except  
44 for ... Contracts awarded by ... Contracting officers in the conduct of  
45 emergency operations, such as responses to natural or environmental disasters or

1 national or civil emergencies” Although this exception is authorized, it should  
2 be avoided.

3  
4 The BIA, Division of Accounting Management (DAM) at Reston, Virginia will  
5 process payments covered by emergency rental agreements. If the vendor or  
6 contractor has properly registered in the CCR system, reimbursement for  
7 services should be prompt.

8  
9

## 10 **Centralized Emergency Firefighter Payment Center**

11

### 12 **Authority**

- 13 • Department of the Interior and Related Agencies appropriation Act of FY  
14 2001 & Subsequent Years, P.O. 106-291.
- 15 • Federal Land Policy and Management Act of 1976 (43 U.S.C. & 1702).
- 16 • National Wildlife Refuge Administration Act of June 27, 1998 (16 U.S.C.  
17 & 668dd).
- 18 • National Indian Forest Resources Management Act of 1990 (25 U.S.C. &  
19 3101).
- 20 • Interagency Incident Business Management Handbook.

21

### 22 **Policy**

23 The emergency firefighter (EFF) System provides an automated method to pay  
24 and record transaction of EFFs. The EFF System will be referred to as the  
25 Casual Pay System. The Casual Pay System is now a part of the FPPS.

26

27 The Centralized Payment Center is located in Boise, ID and managed out of the  
28 National Interagency Fire Center (NIFC) by the Bureau of Land Management  
29 (BLM), The BIA, US Fish and Wildlife Service, U. S. Park Service and BLM  
30 have entered into an agreement to centralize the processing of EFF payrolls.  
31 Detailed policy and procedures concerning the Centralized Payment Center will  
32 be submitted to all Regions and Agencies by Instruction Memorandum and  
33 implemented through the *Wildland Fire and Aviation Program Management  
34 and Operations Guide*.

35

36 Emergency incidents include pre-disaster, declared major disasters, and  
37 emergencies related to the safeguarding of lives and property from floods, fires,  
38 and other causes, in cooperation with state governments and appropriate federal  
39 agencies.

40

41 Tribal employees can serve as a Time Officer when specific contract or  
42 compact language authorizes this function and must be in the approved  
43 cooperative agreement or Annual Funding Agreement (AFA).

44

1 One interagency FireCode will be used by BIA-NIFC for EFF Training;  
2 FireCode AZA1. Each Region will use their own six digit organization code,  
3 four digit FY, and five digit program code with the FireCode for EFF Training.  
4  
5 The Agency Administrators and FMOs are responsible for implementing the AD  
6 Pay Plan pursuant to 5 U.S.C. 5102(c) (19), 7 U.S.C. 2225 and 2226, and 43  
7 U.S.C. 1469. The Agency Administrator may delegate the hiring authority to  
8 the FMOs.

#### 9 10 **Regional Points of Contacts**

11 Regional Points of Contacts (POCs) have been established and have the  
12 following responsibilities:

- 13
- 14 • Provide program leadership and oversight for the Casual Pay Payment  
15 Program.
- 16 • Disseminate program information for incident business.
- 17

#### 18 **Regional and Agency Responsibilities**

19 The following documents are required at the Casual Payment Center in order for  
20 payments to be processed:

- 21 • Original OF-288 timesheet.
- 22 • The W-4, W-5, W-7, and State income tax form (if applicable) will be used  
23 if submitted. This is the responsibility of the employee. If not submitted  
24 the higher tax rate will apply.
- 25 • Single resource Casual Hire Information Form PMS 934. (If Applicable).
- 26 • Casual Hire Payment Information, Direct Deposit, SF-1199a.
- 27

28 The EFF OF-288 timesheets will be reviewed for the following information  
29 before the Agency submits them to the Regional office:

- 30 • Regular government and Tribal employees OF-288 timesheets do not get  
31 processed. They will be sorted and provided to the appropriated agency and  
32 tribal payroll clerks.
- 33 • OF-288 timesheets will be arranged in alphabetical order.
- 34 • Ensure BIA is indicated on the OF-288 timesheet.
- 35 • Ensure the timesheet is legible.
- 36 • Two or more OF-288 timesheet for the same individual will indicate in the  
37 right corner of timesheet, "Page 1 of 2; Page 2 of 2".
- 38 • Each OF-288 timesheet will be checked for completion of all items. Item  
39 no. 2 through 26 (check for accuracy).
- 40 • Ensure correction accounting information is on the OF-288 timesheet.
- 41 • Ensure the AD rate is consistent with title as outlined in AD Pay Plan and  
42 geographical area supplements.
- 43 • Time officer signature signed and legible.
- 44 • Employee signature signed.

- 1 • Ensure the correct hiring unit is on the OF-288 timesheet.
- 2 • Documentation for work performed more than sixteen hours per day.
- 3 • Copy of any other documentation which relates to casual employee's pay or
- 4 on the job-injuries.
- 5 • Upon completion of audit, the auditor will initial the OF-288 timesheet in
- 6 item no 23, remark section.
- 7 • Transmittal sheet will be submitted with the batches of timesheets either to
- 8 Regional POC or directly to the Payment Center.