United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

JUN 05 2012

IN REPLY REFER TO:

Memorandum

To: All Regional Directors
Attention: Agency Superintendents
Regional and Local Unit Fire Management Officers

From: Acting Director, Bureau of Indian Affairs

Subject: Bureau of Indian Affairs Wildland Fire Boot Stipend

Purpose:
This memorandum is to provide guidance and direction to all Bureau of Indian Affairs (BIA) and Tribal wildland firefighters on the Office of Wildland Fire Coordination Policy Memorandum 2011-2, Department of the Interior Wildland Fire Boot Stipend, (attachment 1).

Background:
The BIA Wildland Fire and Aviation Program Management and Operations Guide (Blue Book) in conjunction with the National Wildfire Coordinating Group (NWCG) has established a wildland fire boot standard for safe and efficient use on the fireline which reads:

> "Personnel assigned to wildland fires must wear a minimum of 8-inch high, lace-type exterior leather work boots with Vibram-type, melt-resistant soles. The 8-inch height requirement is measured from the bottom of the heel to the top of the boot. Alaska is exempt from the Vibram-type sole requirement. All boots that meet the footwear standard as described above are authorized for firefighting. Boots are a condition of employment for firefighting positions and are purchased by the employee prior to employment."

This footwear is considered field attire and required for all personnel participating in operational activities relating to wildland fire and operational hazardous fuels activities.

Policy:
A payment of one-hundred dollars ($100.00) per calendar year "stipend" is authorized for all personnel holding a valid Incident Qualification and Certification System (IQCS) Incident Qualification Card (Red Card) with a fitness rating of "Arduous" or "Moderate", and who, as a condition of employment, are required to purchase footwear that meet the standard as outlined in the Blue Book prior to employment. Validity of the Red Card will be determined by the Fitness Expiration date in the upper right hand corner of the card.

This policy and direction applies to all BIA and Tribal personnel regardless of employment status and will be effective January 1, 2012. Personnel employed in other functions considered "Militia" performing in positions with the required fitness rating of arduous or moderate will also

be entitled to the annual stipend. IQCS positions which have arduous and moderate fitness requirements which meet the eligibility for the stipend are listed on the "Arduous & Moderate IQCS Positions" data table, (attachment 2).

No funding will be provided at the national level for this mandate. FMO's, managers, and Agency Administrators are encouraged to manage the number of casual and militia employees commensurate with national and local unit expectations for the upcoming fire season. The boot stipend is considered a fringe benefit, is taxable, and will be processed through the payroll system. The $100.00 stipend will be added as "Gross Pay" on bureau employees "Leave and Earnings Statement."

Bureau Employees:
Agency preparedness funds will be used to compensate bureau employees who meet the criteria. Agencies will monitor all personnel, and the amount spent during each calendar year to report information should it be requested by the Regional/National Office. Information required will include:

- Full Name
- Employee Identification Number in IQCS (EmplID)
- IQCS Qualification

The reimbursement for bureau employees will be accomplished through the payroll system. Forms to be used for the annual stipend are the SF-1034 Form "Public Voucher for Purchases and Services other than Personal", and the SF-3881, ACH Vendor/miscellaneous Payment Enrollment Form. SF-1034 can be accessed at:
http://www.gsa.gov/portal/forms/download/57675C8BB6CE880B85256A3F004125BD.
An example (attachment 3) has been provided to ensure form is complete and accurate. SF-Form 3881 can be downloaded at: www.fms.treas.gov/pdf/3881.pdf. To ensure prompt payment, all forms must be complete and submitted together to the following email address:
IA_Special_Payments@bia.gov. Documents will be processed in the order they are received and no notification of payment will be sent to the recipient.

Tribal Employees:
Tribal organizations that choose to participate in the annual stipend with employees meeting the requirements for arduous and moderate firefighters are encouraged to complete Standard Form A-18, (attachment 4) and submit to the local unit FMO for documentation and tracking purposes for upward reporting to the Regional/National Office.

Administratively Determined Employees:
Employees hired under the Administratively Determined (AD) hiring authority who meet the qualifications outlined above and have a valid Red Card for the current calendar year will be eligible for the annual stipend. In order to qualify, AD employees must be hired in one of the positions identified in attachment 2 (designated in block 6 "Firefighter Classification" on the Emergency Firefighter Time Report (OF-288)). Payment to this workforce through suppression funds or hazardous fuel accounts will follow completion of the first wildland fire/hazardous fuels assignment in each calendar year. Payment will be automatically processed by the Casual Payment Center with no further information required by the employee/hiring official to process the boot stipend payment.

Hazardous Fuels Employees:
Permanent, career seasonal and temporary personnel, who are hired specifically for the hazardous fuels program, where planned Hazardous Fuels Reduction (HFR) funding is at least 80% of their duties, are entitled to the annual stipend. Tribe/Agency level programmatic or project HFR funds will be used to compensate these employees.

The boot stipend for AD employee's funded exclusively by HFR funds that meet the criteria will be paid by HFR project funds unless they have not been provided a boot stipend in the applicable year following their first wildland fire assignment. Payment will be automatically processed by the Casual Payment Center with no further information required by the employee/hiring official to process the boot stipend payment.

This policy and direction applies until modified or rescinded by further direction from the BIA Branch of Wildland Fire. Annual boot stipends for Bureau employees should be completed as early as possible each year. For more information, or questions please contact Dylan Romero, Assistant Director-Operations at (208) 387-5372 or via email at: dylan.romero@bia.gov.

Attachment 1 - OWFC Policy Memorandum 2011-2
Attachment 2 - Arduous & Moderate Positions Eligible for Reimbursement
Attachment 3 - SF-1034, Public Voucher for Purchases and Services other than Personal (Example)
Attachment 4 - Standard Form A-18, Report of Taxable Fringe Benefits

United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

OCT 14 2011

Memorandum

To: Director, Bureau of Indian Affairs
Director, Bureau of Land Management
Director, U.S. Fish and Wildlife Service
Director, National Park Service

From: Kim A. Thorsen, Deputy Assistant Secretary – Law Enforcement, Security, and Emergency Management

Subject: Office of Wildland Fire Coordination Policy Memorandum 2011-2
Department of the Interior Wildland Fire Boot Stipend

The Bureau of Indian Affairs (BIA) recently settled an arbitration case with the Federal Indian Service Employees (FISE) regarding the purchase of wildland fire boots. During the proceedings, the attorney for FISE wrote to the Assistant Secretary for Occupational Safety and Health in the U.S. Department of Labor (DOL), contending "... the Department of the Interior pays for these boots for the wildland firefighters employed by the National Park Service and the U.S. Fish and Wildlife Service (almost all of whom are non-Indian) while it forces the predominately American Indian firefighting crews who work alongside them to pay for their own boots." The FISE asked the DOL to "escalate this to the Secretarial level and ask Secretary Solis to contact Secretary Salazar directly" for "prompt attention" and an "immediate response" from the Department of the Interior (DOI) to their complaint.

The National Wildfire Coordinating Group (NWCG) establishes wildland fire standards for use by the bureaus and the NWCG Wildland Fire Boot standard has been adopted by each bureau as appropriate for safe work on the fireline. The NWCG concluded that protective footwear is very personal in nature and can be used by employees off the job site. Therefore, appropriate boots should be a condition of employment for firefighting positions. Boots should be purchased by the employee prior to employment.

Within the DOI, guidelines for purchasing boots for firefighters have indeed varied by bureau. However, the bureaus and Office of Wildland Fire, in consultation with the USDA Forest Service, have reached a consensus on the appropriate level and mechanism for providing financial assistance to all employees who, as a condition of employment, are required to purchase wildland fire boots. Our new policy will allow a $100.00 per year stipend to qualified firefighters as described in the attachment. If you have questions or need additional information, please contact Kirk Rowdabaugh, 202-606-3447.

Attachment: Office of Wildland Fire Coordination Policy Memorandum 2011-2,
Department of the Interior Wildland Fire Boot Stipend

Office of Wildland Fire Coordination Policy 2011-2
Wildland Fire Boot Stipend

Purpose:
To provide Departmental guidance to the bureaus and offices on the payment of a yearly stipend to employees for wildland fire boots.

Background:
The National Wildfire Coordinating Group (NWCG) establishes wildland fire standards for use by the bureaus, and the NWCG Wildland Fire Boot standard has been adopted by each bureau as appropriate for safe work on the fireline. The NWCG has also concluded that protective footwear is very personal in nature and can be used by employees off the job site. Therefore, appropriate boots should be a condition of employment for firefighting positions and should be purchased by the employee prior to employment.

Scope:
This policy applies to all bureaus and offices within the Department, and to all employees, regardless of their employment status.

Time Frame:
This policy is effective January 1, 2012 and remains in effect until rescinded or modified.

Policy:
The payment of a one-hundred dollar ($100.00) per year stipend is authorized for employees holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards described in the *Interagency Standards for Fire and Fire Aviation Operations* and the *Wildland Fire and Aviation Program Management and Operations Guide (BIA).* Validity of the Incident Qualification Card is determined by the Fitness Expiration date on the card.

Personnel hired under the Administratively-Determined (AD) authority who qualify will receive the stipend at time of payment following their first fire assignment in an IQCS qualified position requiring an arduous or moderate fitness rating in each calendar year. DOI bureaus and offices will follow established payment processes for disbursement of stipends for all other personnel assigned to wildland fires.

10/14/11
Date

Kim A. Thorsen
Deputy Assistant Secretary
Law Enforcement, Security and Emergency Management

Distribution:

Director, Bureau of Indian Affairs
Director, Bureau of Land Management
Director, Fish & Wildlife Service
Director, National Park Service
DOI Fire Executive Council
DOI Bureau Fire Directors

Attachment 2
Arduous & Moderate IQCS Positions

Position	Title	Fitness Level	Authority
CREP	Crew Representative	Moderate	PMS 310-1
CRWB	Crew Boss	Arduous	PMS 310-1
DIVS	Division/Group Supervisor	Arduous	PMS 310-1
DOZB	Dozer Boss	Arduous	PMS 310-1
ENGB	Engine Boss	Arduous	PMS 310-1
FALA	Faller, Class A	Arduous	BIA Blue Book
FALB	Faller, Class B	Arduous	BIA Blue Book
FALC	Faller, Class C	Arduous	BIA Blue Book
FBAN	Fire Behavior Analyst	Moderate	PMS 310-1
FELB	Felling Boss	Arduous	PMS 310-1
FEMO	Fire Effects Monitor	Moderate	PMS 310-1
FFT1	Firefighter Type 1	Arduous	PMS 310-1
FFT2	Firefighter Type 2	Arduous	PMS 310-1
FIRB	Firing Boss	Moderate	PMS 310-1
FOBS	Field Observer	Moderate	PMS 310-1
HECM	Helicopter Crewmember	Arduous	PMS 310-1
HEQB	Heavy Equipment Boss, Single R	Arduous	PMS 310-1
HLCO	Helicopter Coordinator	Moderate	PMS 310-1
HMGB	Helicopter Manager, Single Res	Moderate	PMS 310-1
ICT3	Incident Commander Type 3	Arduous	PMS 310-1
ICT4	Incident Commander Type 4	Arduous	PMS 310-1
ICT5	Incident Commander Type 5	Arduous	PMS 310-1
LTAN	Long Term Fire Analyst	Moderate	PMS 310-1
OPBD	Operations Branch Director	Moderate	PMS 310-1
OSC1	Operations Section Chief 1	Moderate	PMS 310-1
OSC2	Operations Section Chief 2	Moderate	PMS 310-1
RXB2	Prescribed Fire Burn Boss 2	Moderate	PMS 310-1
RXB3	Prescribed Fire Burn Boss 3	Moderate	BIA Blue Book
SOF1	Safety Officer Type 1	Moderate	PMS 310-1
SOF2	Safety Officer Type 2	Moderate	PMS 310-1
SOFR	Safety Officer, Line	Moderate	PMS 310-1
SOPL	Strategic Operational Planner	Moderate	PMS 310-1
STCR	Strike Team Leader Crew	Arduous	PMS 310-1
STDZ	Strike Team Leader Dozer	Moderate	PMS 310-1
STEN	Strike Team Leader Engine	Moderate	PMS 310-1
STEQ	Strike Team Leader Heavy Equip	Moderate	PMS 310-1
STPS	Structural Protection Spec	Moderate	PMS 310-1
TFLD	Task Force Leader	Arduous	PMS 310-1

Standard Form 1034
Revised October 1987
Department of the Treasury
1 TFM 4-2000
1034-122

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S.DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
XWZ Agency
Anywhere, USA

DATE VOUCHER PREPARED
XX-XX-XXXX

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS
Joe Firefighter
P.O. Box 12345
Anywhere, USA

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER
ACH VENDOR NUMBER
123456789

SHIPPED FROM TO WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT ([1])
XX-XX-XXXX		Annual Wildland Fire Boot Stipend Refer to Attached Department Memo	1	$100.00	EA	$100.00

(Use continuation sheets if necessary) **(Payee must NOT use the space below)** **TOTAL** $100.00

PAYMENT:
- ☐ PROVISIONAL
- ☐ COMPLETE
- ☐ PARTIAL
- ☐ FINAL
- ☐ PROGRESS
- ☐ ADVANCE

APPROVED FOR =$

EXCHANGE RATE =$1.00

DIFFERENCES

BY[2]

Amount verified; correct for

TITLE

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

XX-XX-XXXX	XWZ Superintendent/FMO	Title
(Date)	(Authorized Certifying Officer)[2]	(Title)

ACCOUNTING CLASSIFICATION

Agency Preparedness Account

CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)
CASH $	DATE	PAYEE[3]	

[1] When stated in foreign currently, insert name of currency.

[2] If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

[3] When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.

PER

TITLE

Previous edition usable

NSN 7650-00-634-4206

PRIVACY ACT STATEMENT
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

A-18. Report of Taxable Fringe Benefits

MEMORANDUM

To: Payroll Operations Division

Attention: _____

From: _____

_____

Subject: Report of Taxable Fringe Benefits (Fitness/Wellness Subsidy, Parking, Prof. Liability Insurance, and Non-Monetary Award*)

Name: _____

Social Security Number: XXX - XX - _____

Department: _____ Bureau: _____

Subbureau: _____ Block: _____

Taxable Income to be reported in Tax Year: _____

		Amount	Cost Account #
P.C. EFB (Taxable Benefit)		$_____	_____
P.C. 66A **only add** if agency Paid 3rd party or employee directly		$_____	_____
P.C. EPT (Parking –Taxable)		$_____	_____
		Amount	Cost Account #
*Value of Non-Monetary Award (POD will enter pay codes 30A and 66A)	30A (Gross)	$_____	_____
	66A (Net)	$_____	_____

Authorized By: _____ Date: _____

Phone Number: _____

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