



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Fire and Aviation

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<http://www.nifc.gov>



April 8, 2024

In Reply Refer To:  
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Instruction Memorandum, No. FA IM-2024-016

Expires: 09/01/2024

To: State and Center Directors  
Attn: State Fire Management Officers

From: Assistant Director, Fire and Aviation

Subject: Travel Voucher Process Change for Administratively Determined Resources

**Program Area:** Fire and Aviation Management

**Purpose:** To establish new routing for Administratively Determined (AD) travel vouchers in the ConcurGov Travel system.

**Administrative or Mission Related:** Administrative Related.

**Policy/Action:** The Casual Payment Center (CPC) will begin a 120-day pilot program to audit and process payment of AD travel vouchers in ConcurGov.

**This change in process does not exempt casual hire/AD travelers from complying with all travel policies and regulations.**

For this pilot process, the AD sponsoring offices must do the following:

- New profiles of AD travelers must be created by the state ConcurGov Security Administrator in accordance with ConcurGov Administrator User Profile – Casual Hire, using the ConcurGov Profile Maintenance Form (Attachment 1).

- Each state has a designated routing list named “Casual Hire” which will need to be populated with the appropriate reviewer and approver names for casual hires by the State FATA 6.
- Sponsoring office Security Admins will need to update the casual hires’ profiles to ensure their documents properly route through the CPC.
- When Travel Arrangers create a travel authorization for an AD there must be a specific naming convention entered to identify the trip as AD travel. Naming convention to be used in the Trip Name field of the ConcurGov voucher is:  
  
AD\_Last Name, First Name\_Date\_Incident Name (e.g., AD\_BEAR, SMOKEY\_07.12.XX\_HILL FIRE). Date will represent last day of assignment.
- When Casual Payment Center contacts field offices for Concur Travel specifically, communication will come from [CasualPayTravel@blm.gov](mailto:CasualPayTravel@blm.gov).
- When requesting to create profiles for new ADs, sponsoring offices must ensure that Casual Hire/AD is noted on the ConcurGov Profile Maintenance Form (Attachment 1) and Routing List is specified as “Casual Hires” prior to the supervisor signature and delivery to the ConcurGov Security Administrator.

**Timeframe:** Actions required in this IM are in effect from May 1, 2024, to the end of the pilot program.

**Budget Impact:** None

**Background:** The Assistant Director, Fire and Aviation, National Operations Center (NOC) and HQ700 have worked together to agree to pilot auditing travel vouchers for AD employees at the Casual Payment Center for 120 days beginning May 1, 2024. This pilot and program, if successful, will provide the Bureau of Land Management (BLM) AD community with a single location to call if they have questions.

**Manual/Handbook Sections Affected:** *BLM Standards for Fire Business Management*

**Coordination:** This memorandum has been coordinated with the Division of Budget & Evaluation (FA-400) and the BLM NOC.

**Contact:** David Burley, Program Analyst, Division of Budget and Evaluation, Fire and Aviation, (208) 387-5420 or Rebecca Endicott, Center Manager, DOI Casual Payment Center, (208) 387-5777.

Signed by:  
Grant Beebe  
Assistant Director, Fire and Aviation

Authenticated by:  
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Records Administrator

Attachments:

1 - [ConcurGov Profile Maintenance Form \(1p\)](#)

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