



Northern Rockies Coordinating Group
Business Committee
May 2009

Interagency Incident Business Management Frequently Asked Questions

Chapter 10

FAQ: Is use of the assignment extension form mandatory?

Answer: At minimum, the Length of Assignment Extension form in the Tool Kit of the IIBMH must be used.. The Northern Rockies Coordinating Group has developed an extension form that all NR IMTs have been directed to use. The NRCC form can be found at <http://gacc.nifc.gov/nrcc/dispatch/dispatch.htm>.

FAQ: If an AD travels and uses a private credit card to rent a car, is he or she covered under the national rental car contract, including accidents?

Answer: Yes. As long as an AD has a Resource Order and a Travel Authorization, he or she is considered in travel status on official government business. He or she will be covered under the national rental car contract even if the procurement needs to be completed with a personal credit card. However, the national rental car contract does not cover off-road use. See NRCG supplement to Chapter 10, section 16.1.4 for rental car procedures.

FAQ: Can IMTs change the per diem for an AD from actual subsistence to full per diem?

Answer: No. Only the hiring unit can authorize either full per diem or subsistence level reimbursement (receipts only) as indicated on the Casual Hire Information Form. Once authorized, the chosen option cannot be changed by IMTs or other interested parties.

FAQ: Can AmeriCorp personnel be hired as AD, and if so, are there any different regulations?

Answer: It depends on the type of AmeriCorp program they're associated with. Generally, if they are part of the Vista program, they are committed to serving a certain number of hours to a certain project and they cannot leave the project. In that case they would only be able to assist as an AD on their regularly-scheduled days off from the Vista program work. If they are associated with a state-based program, they **may** have the opportunity to temporarily leave the project for which they were hired and work full time on a fire as an AD, however they are still obligated to complete their commitment of hours to the program, so they would have to return to it. Their ability to temporarily leave the program is not managed at the national AmeriCorp level but is dependent on the unit

that hires them. If they do get released to work as an AD, they are subject to all regulations applicable to the position just like any other person who signs up as an AD.

FAQ: Do we need to keep the busses that transported a Native American Crew to a fire?

Answer: No. There is no information in either the National MOB Guide or the 2007 NR Native American Crew Plan indicating that a crew bus must be kept on site. The bus is hired as a separate piece of equipment and should be treated as such: if you need it, keep it, if you're finished with it, demobe it.

FAQ: What are the camp requirements when an IMT is assigned to a fire? What are the camp/accommodations requirements for Cal Fire personnel regarding their union contracts?

Answer: Technically, the only requirement for "camp" is "adequate food and lodging." The IIBMH Chapter 10, Section 12.8.3, defines adequate food and lodging as sleeping bags and MREs. Cal Fire firefighters have different standards. Their Bargaining Unit contract indicates that they should be provided "comparable facilities" to motels. The use of these facilities will be administered in accordance with the departmental policy found in California's Incident Fiscal Management Handbook a.k.a. the CalFire 3800 manual. Section 38-47.2 Subsection C defines "comparable facilities." Examples include: dorms, schools, church camps, use of large divided or undivided buildings, like gyms and armories where cots can be substituted for beds. In the Northern Rockies where fully supported fire camps are the norm, the IC may define camp as a "comparable facility."

FAQ: Accident forms are not always being completed properly. When is it appropriate to use APMC instead of OWCP?

Answer: Refer to Chapter 10, Section 15 of the IIBMH, updated for 2008. APMC can be used for more than one visit, if the second visit is for follow-up treatment and takes place during off-shift hours. Otherwise, if the provisions for utilizing APMC do not apply, we should use OWCP for federal employees and the comparable state or local government coverage for those agency employees. ADs or EFFs are covered by the OWCP equivalent of their hiring unit.

Chapter 20

FAQ: How are schools and National Guard armories signed up for incidents?

Answer: Generally, schools are signed up on Land Use Agreements. The government will pay for operating costs, janitorial services and other use fees. The LUAs are to be non-profit, they are designed to cover only costs for use and rehab. Armories can be a little more involved. Fire agencies from each state usually have agreements with their National Guard. If the state agency is engaged in the fire activity, along with their federal partners, the host fire agency should work through the state to use their agreement with the National Guard for use of the armory according to the terms of the agreement. Activation of the National Guard may have a bearing on the process for contacting and using the armory. If the state fire agency is not engaged in the fire efforts (all federal

fires), the host federal agency would need to develop a Land Use Agreement with the National Guard for the use of the armory.

FAQ: DOT regulations for moving heavy equipment on holiday weekends can limit a contractor's ability to demob and drive home. How does this affect pay when we propose to demob/release the equipment during those restricted times?

Answer: IMTs must keep these restrictions in mind when we're looking to demob equipment around July 4th and Labor Day. Consider the potential for roadway restrictions when planning for demob in advance. Either release the equipment prior to the restrictions, or keep them until the weekend passes. If they are kept, they need to be either in "staging" status, or in work status in order to be paid. We cannot pay for equipment that is technically "released" yet parked at ICP because they cannot drive down the road. This is more of a demob planning issue than a payment issue.

FAQ: Provide clarification for inspection forms for miscellaneous equipment. Is the OF-296 the only form?

Answer: All equipment should be inspected prior to use and return. Use the checklist sections of the OF-296 for applicable equipment, and use the remarks section for other, miscellaneous equipment. In addition, check the Exhibits in the Chapter 20 regional supplements for other checklists for certain pieces of equipment. If a checklist exists, then both forms should be used for inspection.

FAQ: How do we figure double shift for Best Value equipment, a water tender for example?

Answer: In order to double shift a water tender on a Best Value contract, a new Incident EERA would need to be written. We cannot modify the BV contract by adding a double shift. For the new EERA, use the rates and example calculations for double shifting provided in the Chapter 20 supplements Section 24.3.2.

Chapter 50

FAQ: Is the Highway Patrol paid for their assistance in closing highways due to smoke?

Answer: No, these duties are part of their "normal" patrol duties. Only duties outside of their "normal" duties are considered incident costs. See NRCG Supplement 2009-7, section 01.7.

FAQ: When are National Guard expenses paid by the fire?

Answer: National Guard expenses are reimbursed by the fire when the resources are ordered through the National dispatch system for use by the fire incident. If the National Guard is ordered through Disaster and Emergency Services, the ordering agency is responsible for reimbursement of expenses.