

2014 Agency Specific Clarifications

TOPIC	Washington State FIRE SERVICE	FEDERAL	WADNR	ODF	Alaska Div. of Forestry
Casual, Volunteer & Emergency Firefighters					
Status	Temporary Emergency Employees	Casual Hire	Casual Hire	Emergency Firefighters.	Emergency Firefighters
Hiring Office (Point of Hire)	Hired locally through Fire Districts / Departments.	Locally through Federal Host Agencies	Hired locally or through expanded dispatch.	Hired locally or through expanded dispatch.	Hired locally.
Pay Plan	Washington Association of State Chiefs Rate Schedule	Pay Plan for Emergency Workers	DNR interagency Wage and Equipment Rates.	ODF Wage and Equipment Rates	Division of Forestry EFF Pay Plan
Work Week	The workweek begins at the employee's home jurisdiction upon assignment and continues for seven consecutive 24hr days in compliance with the Mobe Plan.	There is no defined work week.	Workweek starts at 00:01 Monday and ends at 24:00 Sunday. Employees are compensated for on shift time. Compensable time includes travel to and from the point of hire, related waiting time, and/or other travel necessary for the performance of work (such as from base camp to fireline), actual hours worked, and time when an individual is held, by direction or orders, in a specific location fully outfitted, and ready for assignment, excluding time spent eating. Non-compensable time consists of time when individuals are off shift, including eating and sleeping periods, and time when the individual can, to a limited degree, pursue activities of a personal nature.	The work week begins Monday at 00:01 and ends Sunday at 24:00.	The work week begins Monday at 00:01 and ends Sunday at 24:00. Only crew EFF are guaranteed 8 hours except first and last day. Non-crew EFF have no guarantee.
Overtime	All hours worked in excess of forty (40) hours in a seven day period shall be paid at one and one-half times the regular rate.	Casual rates are not adjusted for overtime and hazard pay differential. All hours are paid at the same rate.	All compensable time in excess of forty (40) hours in the work week shall be paid at one and one-half times the regular rate.	All hours worked in excess of forty (40) hours each work week shall be paid at least one and one-half times the regular rate.	All hours worked in excess of 40 hours in a workweek shall be paid at 1.5 times the regular rate.
Transportation / Travel Time	Transportation required from point of hire until return to point of hire shall be at agency expense.	Transportation required from point of hire until return to point of hire shall generally be at Government expense.	Transportation required from point of hire until return to point of hire shall be at agency expense and considered time worked. Travel time from and to the point of hire is allowed for one round trip. Additional travel time and mileage allowances must be authorized in advance by written justification from a Division Supervisor, Incident Commander or Finance Section Chief and must be attached to the pay document. No travel time will be paid for personnel traveling at their own choice between place of residence, base camp, and/or point of hire.	Transportation required from point of hire until return to point of hire shall be at agency expense.	Transportation required from point of hire until return to point of hire shall be at agency expense.
Taxes	State and Federal	State and Federal	Federal only	State and Federal	Federal only
Employee of?	If paid by WSP, then they are temporary state employees. If paid by home agency, they remain employees of the home agency.	Federal Government	If paid by DNR, then they are temporary state employees. If paid by home agency, they remain employees of the home agency.	If paid by ODF, then they are an emergency state employee. If paid by home agency, then they remain an employee of the home agency.	State of Alaska employees if hired by the Division of Forestry.

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Benefits	No sick leave or annual leave. If paid by WSP, L&I coverage.	No sick or annual leave. Covered under the Federal Employees Compensation Act.	L&I coverage, no paid leave, no paid R&R, no retirement or medical benefits.	Workers Compensation Coverage. No paid leave. NOT eligible for State Unemployment benefits.	None
Worker's Compensation	Washington State Labor & Industries paperwork should be mailed to WSP Human Resources Division. Career employees are covered per home agency agreements. Use the home agency mailing address for agency employees. L&I forms must be completed by the hospital or emergency care facility, with a copy to Mobe personnel at the incident within 24 hours.	All government employees, including casual hires, are covered under Office of Workman's Compensation. Employee claims should be directed to the Comp/Claims Unit Leader. Medical services may be provided by "agency provided medical care." Limited use-first aid or camp crud.	Washington State Labor & Industries insurance covered. Forms must be completed by the hospital or emergency care facility. Use the mailing address on the OF-288 for all L&I paperwork. L&I forms may be obtained by calling 1-877-561-FILE or on line at www.lni.wa.gov . Cannot be covered or treated through Federal APMC.	All employees of ODF, including emergency firefighters, are covered by SAIF insurance. An 801 form must be completed by the employee and supervisor. Supervisor is also required to complete an Occupational Injury Report. If the employee is seeking medical attention, the employee will need to complete a Return to Work Information form for employee to continue work.	Covered by State of Alaska self-insurance. Emergency Firefighters are required to complete and submit (scan or fax) "Report of Occupational Injury or Illness" to their home unit within 48 hours. In the case of a serious injury or death, a "Supervisor's Accident Investigation Report" must also be filled out. In the case of serious injury, death, or hospital admittance, the State of Alaska Safety Officer must be notified immediately at 907-632-2199.
Address Provided	Where check & W-2 should be mailed.	Where check & W-2 should be mailed.	Where check & W-2 should be mailed.	Where check & W-2 should be mailed.	Address where check and W-2 are mailed is from the EFF Personnel Action Request Form, not the OF-288.
W-4	Yes	Yes (Completed at the point of hire - typically is not at the fire.)	Yes	Yes	Yes
I-9	No	Yes (Completed at the point of hire - typically is not at the fire.)	Yes	Yes	Yes
Other	WSP Employment Waiver	W-5 if requested; Final OF-288 for FS hired ADs need to be finalized and sent to Albuquerque Service Center (ASC) following agency guidelines. DOI hired ADs will take the OF288 to their home unit to be finalized and sent for payment.	All documentation and signed OF-288s must be returned to home agency. The agency making payment keeps the original OF-288. In addition to the OF-288, an I-9, W-4, Worksheet A-1 (PEBB Benefit Eligibility), Electronic Funds Transfer, and SSA-1945 (Statement Concerning Your Employment in a Job Not Covered by Social Security) must be completed at the time of each hire. The SSA-1945 must be sent to DNR Financial Management Division, Payroll Section.	Original documentation will stay with the fire package. Copies of all documents will be sent to the home district (if different than the incident district.)	Nepotism waiver if a relative within 2nd degree kindred is also employed by the Division of Forestry. Other forms comprising the EFF hiring packet are processed through the home unit. OF-288s must be cut off at end of shift the 15th and last day of the month then scanned/faxed to home unit on the 1st and 16th of the month. This doesn't necessarily apply to State of Alaska crews.
Reference	Washington State Fire Services Resource Mobilization Plan	Agency (ASC) Casual Hiring guidelines. NWCG IIBMH Chapter 10 for further pay information and Chapter 15 for further information on Compensation.	DNR Interagency Wage and Equipment Rates	Incident mobilization Plan and ODF Wage and Equipment Rates	State of Alaska Incident Business Management Handbook
Employee Reimbursements					
Cellular Phone Usage - Business Calls	Business call charges incurred by personnel assigned to an Incident Management Team and "reasonable and prudent" use by mobilized resources to their home agency. Must be documented. Use the Resource Order Number assigned to incident.	A Resource Order with Request Number is required to cover charges. <i>If this is a government cell phone then their project will NOT be reimbursed by fire for the calls. NWCG IIBMH Chapter 20 and the Incident Business Operation Guidelines for further information.</i>	A resource number is required for the issuance of an agency cell phone. Any agency cell phone for is for emergency use only per DNR Policy PR05-006-01.	A resource number is requested for business use of Agency or personal cell phone. No resource number is required for personal use as defined by the travel policy.	Only if noted on the resource order.

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Cellular Phone Usage - Personal Calls	No personal calls allowed. <i>Mobilization Guide</i>	Calls made on personal cell phone MAY be reimbursed but generally will not be. A Resource Order with Request Number is required to cover charges and should be approved on Overhead Resource order for ANY reimbursement of cellular phone calls. NWCG IIBMH Chapter 20 and the Incident Business Operation Guidelines for further information.	Business calls from a personal cell phone may be reimbursed per DNR Policy PO005-006.	Personal call charges incurred per ODF travel policy may be reimbursed. Reference ODF Travel Directive	No charges for cell phone use are allowed unless noted on the resource order. The State of Alaska doesn't at this point differentiate between personal and business calls.
Completed Finance Documents					
Career Firefighters - Those paid by home agency	Career Fire Service Or Agency Employee: The original OF-288 is to go with the employee to be delivered to their home unit. A file copy is to be put in the official incident files.	Same as Fire Services; NOTE: All WFS employees must be under agreement and bill directly to agreement host per agency direction.	Agency Employee (Non-Casual Hire): The original OF-288 is to go with the employee to be delivered to their home unit. A file copy is to be put in the official incident files.	To host district/unit	To home unit
Volunteer/Casual FF - Those paid by the State or Federal Gov't	Volunteer Firefighters: The original OF-288 is delivered with the finance package to the Washington State Patrol. A file copy is to be placed in the final fire package. The Volunteer Firefighter is to receive a copy.	Final OF-288 for FS hired ADs need to be finalized and sent to Albuquerque Service Center (ASC) following agency guidelines. DOI hired ADs will take the 288 to their home unit to be finalized and sent for payment.	All pay documentation, except the SSA-1945 form, must be signed and returned to the DNR office where the casual hire has signed their pre season agreement. The SSA-1945 must be sent to DNR Financial Management Division, Payroll Section.	To host district/unit	To home unit
Contracts / Vendors	Either the Incident Commander or the Finance Section Chief may enter into a temporary agreement in the absence of an employee of the Washington State Patrol. A formal agreement signed by an authorized WSP representative will need to be in place prior to payment.	Completed/closed contract payment packages to be sent in with the Final Finance Package for payment. For FS incidents, use ASC transmittal forms, maintain copies for host incident finance files. When you receive electronic notification forward notification to incident host financial contact.	Completed/closed contract payment packages to be sent in with the Final Finance Package to the incident payment agency responsible for payment.	All contracts, agreements and vendor invoices will go with the finance package to the incident agency responsible for payment. Contractors and vendors must invoice ODF.	To incident administering office EXCEPT for cooperators (fire departments) which go to the home unit.
Completed Finance Box	To the Washington State Patrol - Fire Protection Bureau, POB 42600, Olympia WA 98504	To Host Federal Agency	To jurisdictional payment agency or as determined by the Incident Business Advisor.	To host district/unit	To incident administering office.
Reference	Washington State Fire Services Resource Mobilization Plan	See <i>NWCG IIBMH and Federal direction on Documentation for further information on Final Finance Fire Package.</i>	DNR Regional Business Operating Guidelines	ODF Incident Mobilization Plan	State of Alaska Incident Business Management Handbook

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Personnel Practices - Hours and Scheduling					
Meal Breaks	Meal breaks are compensable for personnel on the fireline. Line personnel are not required to show a meal break on the CTR; meal breaks shall be recorded in the notes section of the CTR as "1/2 hr compensable lunch".	Compensable meal periods are the exception, not the rule. Personnel on the fireline may be compensated for their meal period if ALL of the following conditions are met: fire is not controlled, <u>and</u> The OSC2 makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, <u>and</u> The compensable meal break is approved by the supervisor at the next level of the crew boss and is documented on CTR. In those situations where incident support personnel cannot be relieved from performing work and must remain at a post of duty, a meal period may be recorded as time worked for which compensation shall be allowed and documented on the CTR. Compensable meal breaks include time spent eating while traveling in a plane, bus, or other vehicle. (IIBMHB 10-18, 36-40; 10-19, 1-16) Time spent eating during travel interruptions is non-compensable. (IIBMHB 10-15, 31-33)	Meal periods are compensable if employees are directed to work while they eat. Specific requirements about providing meals - Employees involved in fire suppression efforts who are required to remain on duty beyond 7:00 p.m. are entitled to a nutritious meal and to an additional meal for every 4 hours of continuous work thereafter, unless they are working at their normal worksite and an unpaid meal period is provided. No meal reimbursements can be claimed for meals provided at a fire (e.g., camp kitchen or restaurant) - even if the employee refuses the meal. • In emergency situations, on short notice, when an employee is required to report for duty for 3 or more hours prior to the start of their normal work shift, they are entitled to a nutritious meal. In this situation an employee should be provided a meal when they arrive to work. The urgency of the situation does not permit an employee to stop for a sit-down meal.	Meal breaks are compensable while assigned to an incident.	All employees are required to take a ½ hour unpaid meal break mid-shift or one every six hours of work (lunch or dinner) in a controlled situation. When working on the fireline on an uncontrolled fire, breaks are not mandatory, but are recommended. The LTC contract requires an unpaid meal break approximately mid-point of each shift. If the shift exceeds 12 hours, the employee may request a second unpaid meal period (½ hour) after 8 hours of work. General Government and Supervisory bargaining units are eligible for additional untaken meal breaks per Letter of Agreement.
Assignment Extensions	Does not apply.	Upon completion of the standard 14 days assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel) Incident Management Team Extensions are to be negotiated between the incident Agency Administrator, the Incident Commander, and the GMAC/NMAC (if directed). See NWCG IIBMHB 10-22, 32-40; 10-23, 1-16 for further information. For Information on Detail Assignments reference IIBMHB 10-10, 24-33.	Deployment beyond 14 consecutive days (exclusive of travel) requires mutual agreement of: • The employee; • The employee's appointing authority; and • The Resource Protection Division Manager. Approval to extend shall include a provision to schedule an R&R period if it has not already been taken.	Upon completion of the standard 14 day assignment, in-state extensions can be approved by their District Manager/Forester. Any out-of-state assignment extension (for up to an additional 7 days) must be approved by their immediate supervisor, District Manager/Forester and the Protection Program Chief.	

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Length of Assignment	The length of commitment shall not exceed 14 days (including travel time). The minimum time commitment for personnel is 72 hours. An agency may at its option, arrange for partial or full crew replacements after 72 hours. Crew change requests/notifications must be made through the incident chain of command and to the Mobilization Representative at the incident. See Mobilization Plan for compensation rules.	Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions identified above. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including incident management teams. An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit. See NWCG IIBMH 10-21, 30-40 for further information.	The length of commitment shall not exceed 14 days (excluding up to 48 hours of travel to and up to 48 hours of travel from the incident). When a day includes both travel and fire duty the day will be counted as a fire duty day.	An In-State ODF assignment has no limit. An assignment for another agency (in-state or out-of-state) is limited to 14 days with travel outside of the 14 days.	For regular State employees, the standard assignment is 14 days exclusive of travel with extensions in 7 day increments possible with pre-approval by home unit supervisor. EFF have no requirement to return home at any particular interval, and may stay employed as long as they meet the State of Alaska 1 in 21 rest requirement and there is work available.
Days Off (R&R)	Does not apply.	After completion of a 14 days assignment and return to the home unit, two mandatory days off will be provided (2 after 14). If extension occurs, regardless of extension duration, two mandatory days off will be provided prior to the 22 nd day of the assignment. Upon release from the assignment, regardless of extension duration, two mandatory days off will be provided immediately following the return to the home unit and are chargeable to the incident. See NWCG IIBMH 10-22, 1-30 for further information.	An R&R period is intended to be scheduled after the 10th but no later than the 14th consecutive day on fire duty away from the employee's duty station. When an employee is authorized an R&R period, the employee will be unavailable for work assignments for a 24-hour period (a single calendar day). When an R&R period does not occur because of scheduling considerations before release from fire suppression duty away from an employee's duty station, the employee must take R&R on the first calendar day after returning from fire duty to their regular duty station.	R&R must be given at the incident prior to demobilization. Personnel who have worked seven consecutive days or nights of sixteen hours or longer shifts should be evaluated as to need and priority for R&R. Personnel who have worked fourteen consecutive day or night shifts will be placed on R&R as soon as incident priorities allow. No personnel will be allowed to work more than 21 consecutive days or nights without R&R. When on R&R personnel will be compensated for an 8 hour shift.	A mandatory day off is required within 21 days of work. Employee can't be on standby or in travel status on their mandatory day off. Mandatory days off are uncompensated.
Travel Time	Travel Time is compensable time (except transported or towed units). See Washington Fire Chiefs Rates for travel time calculation. Responding personnel are eligible for 2 hours of muster time (enroute) and 1 hour of rehab time to place equipment back into service upon return to the home unit.	All travel is compensable. Severity and Emergency Stabilization Rehabilitation (ESR) Team Assignments are also included. NWCG IIBMH 10-14, 15-24 for clarification on travel interruptions NWCG IIBMH 10-15, 10-29.	Travel time to and from the incident is compensable. Directed travel time within the incident is compensable. Layover time at airports beyond two hours is not compensable. Employees must apply the 2:1 work to rest ratio and drive time limitations while traveling. Travel within a 24-hour period should not exceed 16 hours. Any exception must be approved by the employee's Appointing Authority or Incident Commander. Also see "Dispatch to Incident."	Travel time is compensable based on travel charts in ODF Wage and Equipment Rates unless crew or equipment is in non-compliance.	Travel time is compensable except for layover times at airports periods > 2 hours or meal breaks.

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Work / Rest Guidelines	Ensure personnel are provided a 2 to 1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). The Incident Commander shall document, approve, and include in the daily incident records, the justification for work shifts exceeding 16 hours, including travel time, after the first operational period.	Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. The Incident Commander or Agency Administrator must justify work shift that exceed 16 hours and those that do not meet 2:1 work to rest ratio. See NWCG IIBMHB 10-20, 3-29 for clarification.	Same as Federal; Justification must include appropriate mitigation measures that were taken to adhere to 2:1 work/rest ratio.	While 2:1 is the goal, there is no limit on the number of hours worked in the first operational period. Supervisors must approve all shifts over 16 hours, after the first operational period.	State of Alaska follows the 2:1 ratio with mitigation immediately upon breaking the work hour limits before resuming a work shift. This applies to equipment operators as well as other fire personnel. Any hours over 16 in a shift must be justified in writing by the IC.
Recorded Time	Enter hours in increments of quarter hour in military time.	Enter hours in increments of quarter hour in military time. <i>NWCG IIBMHB Chapter 10-37, 30-31.</i>	Tenths of an hour increments may be utilized. Fire records will be recorded to the half hour in military time.	Enter hours in increments of quarter hour in military time.	For regular state employees enter time in increments of quarter hours or half hours. For EFF, enter time in half hour increments.
Daily Shift Reporting	Crew time Reports and Emergency Shift Tickets are to be completed daily. They are to be signed by a Division Supervisor or higher (Unit Leader or higher) and turned into Finance Section daily.	Same; IIBMHB 10 & 20	Crew time Reports and Emergency Shift Tickets are to be completed daily. They are to be signed by a Division Supervisor or higher (Unit Leader or higher) and turned into Finance Section daily.	Crew time reports and Emergency Shift Tickets are to be completed daily. They are to be signed by immediate ODF supervisor only and turned into Finance Section Daily. The finance section will sign for travel time.	Crew time Reports and Emergency Shift Tickets are to be completed daily. They are to be signed by a Division Supervisor or higher (Unit Leader or higher) and turned into Finance Section daily.
Purchasing / Procurement					
Equipment Assignments	Assigned units are paid as assigned in incident shift plan.	Same. See Emergency Rental Agreement Clause 7a(3). Procurement Officer is responsible to discuss the terms and conditions of the EERA and with the contractor. Emphasize that federal, state, or local laws and regulations will apply regardless of the nature of the emergency and the contractor is responsible to know and adhere to those that apply. See <i>NWCG IIBMHB 20-10, 32-41 and Emergency Rental Agreement Clauses for further information.</i> . Note IIBMHB information on "Fire Chasing" equipment prior to hiring. (IIBMHB 20-9) For R6 Regional Contracts (Crew, Engine, Tender) it is recommended you order an ICPI to monitor contract.	Same as Fire Service, Federal, and ODF.	Assigned Units are paid from approved shift tickets.	Units are paid per Agreement and according to Equipment Conditions of Hire in Chapter 6 of the State of Alaska Incident Business Management Handbook.
Equipment Rates / Other	Payment rates are wet rates inclusive of all fuel, oil, repair, maintenance, and insurance. Payment rates and guidelines are outlined in the Washington State Fire Chief's schedule.	Payment rates and guidelines are outlined on Equipment Rental Agreements.	Payment rates are wet rates inclusive of all fuel, oil, repair, maintenance, and insurance. Payment rates and guidelines are outlined in the DNR Interagency Wage and Equipment Rates.	Payment rates are wet rates inclusive of all fuel, oil, repair, maintenance, and insurance. Payment rates and guidelines are outlined in the ODF Wage and Equipment Rates	The Division of Forestry pays for fuel but not for other supplies (oil, filters, etc.) except for boats we will pay for oil for 2 stroke motors.

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Supplemental Food and Drinks	Same as Federal	Absent of more restrictive agency or geographic area policy, the following supplemental foods may be provided: Fruit OR dried fruit OR fruit juice and vegetables. Should be in-season, available locally and reasonable priced to avoid excessive costs and difficulty in procurement. Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in Feeding the Wildland Firefighter. Bottled water may be provided. In addition to the fruit and liquid supplements, candy bars and energy bars may be provided to supplement those included in sack lunches. The objective is to provide for an average of 1000 kilocalories of solid supplements per firefighter per day. Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator. . See <i>NWCG IIBMH Chapter 20-16, 18-41; 20-17, 1-18 for further information</i> .	Same as federal	Individuals assigned to an incident will be provided the recommended diet for fire fighters. Food in supplement of the recommended diet are not furnished.	Same as federal.
Ordering of Resources, Personnel and Supplies	When at the incident all resource orders utilize a single point ordering system with orders placed, and resource numbers issued through the Mobilization personnel assigned to the incident.	Request for goods and services must be supported by a resource order or requisition in accordance with incident agency policy. <i>NWCG IIBMH 20-4, 11-16.</i>	Request for good and services must be supported by a resource order or requisition number and in accordance with Agency policy. Reference Incident Mobilization Plan	Request for good and services must be supported by a resource order or requisition and in accordance with Agency policy. Reference Incident Mobilization Plan	Request for goods and services must be supported by a resource order or requisition and in accordance with Agency policy. Reference Incident Mobilization Plan
Purchasing / Procurement Personnel	Same as WADNR.	Only authorized government employees may make purchases while on incidents. They must follow the appropriate agency procedures. See <i>NWCG IIBMH Chapter 20 for further information</i> .	Procurement Unit Leader may be given the authority for all needs on an incident under the Delegation of Authority. Request numbers must be obtained and finance pay documents completed.	Incident finance section will authorize purchasing needed on an incident. Section Chiefs could authorize an ODF employee to pick up miscellaneous items. Finance Section Chief or Procurement Unit Leader or ODF Agency Administrator provides purchasing guidelines.	Purchasing is done by state employees or a Buying Team per State of Alaska procurement rules. See Chapter 6 and Chapter 14 of the Alaska Incident Business Management Handbook.

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Land Use Agreements	Incident Commander or Finance Section Chief has the authority to enter into Land Use agreements. The WSP Facility Rental Agreement form should be used. Term of agreement should be for the duration of the mobilization. Alternatively, The DNR Facility Rental Agreement form may be used. A formal agreement signed by an authorized WSP representative will need to be in place prior to payment.	Simplified acquisition procedures should be used to acquire the use of property or facilities for emergency incidents. No-cost land use agreements are not binding or valid and should not be negotiated. The rental requirements are usually short term, for an undefined period, and open only during the length of the incident. Negotiations should be made considering potential length of the incident and provide for varying rates based on longer periods of time. See <i>NWCG IIBMH 20-8, 10-41; 20-9, 1-2 for further information</i> .	Incident Commander or Finance Section Chief has the authority to enter into Land Use agreements. The DNR Emergency Facility Rental Agreement form must be used. Term of agreement should be for the duration of the incident or the end of the calendar year. Considerations of weekly or monthly rates instead of daily rates should be negotiated.	Land use agreements may be negotiated by the Procurement Unit Leader, in consultation with the Finance Section Chief; the Logistics Unit Leader in consultation with the Finance Section; or the Host District/Unit. The ODF Emergency Use Agreement Form must be used.	May be done by the Area Forester, Regional or Area Admin, Finance Section Chief, or Procurement Unit Leader or their designee.
Vendor Contracts	The Incident Commander or the Finance Section Chief may authorize vendor contracts. Notify Mobilization personnel for all negotiated contracts. Refer to the Interagency Rate Schedule for rates on equipment not listed on the Washington State Fire Chief's schedule. For negotiated rates attach support documentation to claim forms.	A contract can only be entered into by a warranted contracting officer. Purchases shall be made by the most efficient method and in accordance with incident agency procedures. See <i>NWCG IIBMH Chapter 20 for further information</i> .	Vendor agreements are authorized at the region or state level. Refer to the DNR Interagency Wage and Equipment Rates for hiring vendors at the fire. For negotiated rates attach support documentation to claim forms.	Incident finance and logistic sections may authorize vendor contracts. For negotiated rates attach support documentation.	Incident Finance, Logistics, Agency Procurement Officer, depending on dollar amount. See Chapter 14 of Alaska Incident Business Management Handbook.
Compensation & Claims					
Claims (Guidelines must be followed for the "employing" agency of the individual, NOT the agency of the incident.)	Expense Claims (including air and camp cost) must be submitted to the WSP Emergency Mobilization Section within forty-five (45) days of the end of the mobilization. Claims for loss or damage must be reported to the IMT and an investigation completed when the loss or damage to equipment is incurred. Incidental loss or damage to equipment or personal property is not reimbursable.	Incident personnel are responsible for immediately reporting to their supervisor any accident or incident which has resulted or may result in a claim against or for the government. (<i>IIBMH Chapter 70-3, 36-38</i>) Employee claims should be directed to the Compensation/Claims Unit Leader (<i>IIBMH Chapter 70-9, 1-18</i>). See <i>IIBMB Chapter 70 for more information</i> .	Incident personnel are responsible for immediately reporting to their supervisor any accident or incident which has resulted or may result in a claim against or for the government and must be documented on an Initial Incident Report (IIR) and Supervisor's Report of Injury (SRI). Personal property damages claims must be filed through the Tort Claims process.	Incident personnel are responsible for immediately reporting to their supervisor any accident or incident which has resulted or may result in a claim against or for the government. All claims, including employee claims, must be filled through the Tort Claims process.	Claims filed against the State of Alaska must be as a result of State negligence. Claims are filed on the Division of Forestry form. See Chapter 11 of the Alaska Incident Business Management Handbook.
Workman's Compensation (Guidelines must be followed for the "employing" agency of the individual, NOT the agency of the incident.)	Washington State Labor & Industries paperwork should be mailed to WSP Human Resources Division. Career employees are covered per home agency agreements. Use the home agency mailing address for agency employees. L&I forms must be completed by the hospital or emergency care facility, with a copy provided to Mobilization personnel at the incident or at the EOC within 24 hours.	All government employees, including casual hires, are covered under Office of Workman's Compensation. Employee claims should be directed to the Comp/Claims Unit Leader. Medical services may be provided by "agency provided medical care". NOTE: Contract employees are covered under contractors insurance.	Washington State Labor & Industries insurance covered. Forms must be completed by the hospital or emergency care facility. Use the mailing address on the OF-288 for all L&I paperwork. L&I forms may be obtained by calling 1-877-561-FILE or on line at www.lni.wa.gov .	All employees of ODF, including casual hires, are covered by SAIF insurance. An 801 form must be completed by the employee and supervisor. Supervisor is also required to complete an Occupational Injury Report. If the employee is seeking medical attention, the employee will need to complete a Return to Work Information form for employee to continue work.	All State of Alaska employees, including EFF, fill out the State of Alaska Report of Occupational Injury or Illness regardless of the geographical location where the injury/illness occurs. The form and any additional EMT/doctor documentation is scanned to the Division of Forestry Home Unit. Please see Chapter 4 of the Alaska Incident Business Management Handbook.

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TOPIC	<i>Washington State FIRE SERVICE</i>	<i>FEDERAL</i>	<i>WADNR</i>	<i>ODF</i>	<i>Alaska Div. of Forestry</i>
Travel					
Mileage Rates	Vehicles which do not require day to day use on the incident and the vehicles used primarily to transport the individual from their place of dispatch to and from the incident, and back to their point of dispatch or to a new incident will be reimbursed for mileage only. Operations vehicles are paid mileage or daily rate, whichever is higher. A completed W-9 Form is required for all POVs.	Mileage claims are paid for personal transportation use once the personnel returns to his/her home unit. Damage to a POV is not covered under the Military and Civilian Employees Claims Act. Individuals claim damage through their private insurer. An EERA may not be established with federal government employees for the use of a POV. (ref. IIBMH 20-1, 31-35.)	Mileage claims are paid for personal transportation use once the personnel returns to his/her home unit. Individual POV claim damage through their private insurer. DNR equipment is charged based on mileage and/or refurbishment fee.	Mileage claims are paid for personal transportation use once the personnel returns to his/her home unit. Individual POV claim damage through their private insurer. ODF equipment is charged based on mileage and/or refurbishment fee.	Mileage rates are paid for POV use between home and the airport. Some other stipulations apply. POVs used for travel to and/or on an incident is generally not allowed. See the Alaska Administrative Manual Section 60 and Chapter 9 of the Alaska Incident Business Management Handbook for more details.
Meal Cost	Units to be self-sufficient for the first 24 hours - no per diem or meal cost reimbursed during this period. See Section 18 of the Mobe Plan for per diem claim guidelines.	Contract kitchens must follow the contract specifics. Other meals provided are subject to government established per diem guidelines. See www.fs.fed.us/fire/contracting - Mobile Food Services.	Per diem costs for meals as required in the Washington State Travel Regulations will be adhered to. Per union agreement, DNR personnel are entitled to a nutritious meal every four hours while on fire duty.	Per diem costs for meals as required in OAM 40.10.00 will be adhered to when meals are not provided.	In-state per diem is \$60 per day while purchased subsistence via State-issued meal coupons is \$50 per day.
Miscellaneous Information					
Check-out / Demobilization	Demobilization forms will be completed and returned to Plans.	Same	Demobilization forms will be completed and returned to Plans.	Same	Same.
Dispatch to Incident	Resources are to assemble and depart within two hours of the request. Payment starts at the employee's home agency. Resources ordered by other agencies may not "switch" to State Mobilization status unless units are de-mobed and re-mobed with a Mobilization Resource Number.	Resources have two hours to assemble at the local agency and then begin to proceed to incident. Payment starts at assembly point. Initial attack resources are assigned to the incident. Time spent at individuals' residence preparing for an incident assignment is not compensable. (IIBMH 10-14, 35-36)	Resources have one hour to assemble at the local agency and then begin to proceed to incident. Payment starts at notification. Initial attack resources are NOT assigned to the incident.	No specific time limit to assemble at local agency. Payment starts at assembly point. Initial attack resources may be assigned to incidents type 3 or larger.	Time limit to report to dispatching office varies. Payment starts at various times, depending on flight schedule, ordered reporting time, and need of receiving unit.
Equipment Check-in	N/A	Same. Must comply with contract <i>NWCG IIBMH Chapter 20</i> .	All equipment must be checked in through ground support unit - must have pre-inspections completed.	All equipment must be checked in through ground support unit - must have pre-inspections completed.	All equipment must be checked in through ground support unit - All equipment must be inspected BEFORE hiring.
Resource Orders / Manifests	All assigned personnel will come with completed manifest and/or resource order listing all personnel. They will check in with Plans, then report to Finance for completion of the ITS Check-in form.	Same	All assigned personnel will come with completed manifest and/or resource order listing all personnel. They will check in with Plans, then report to Finance for completion of the ITS Check-in form.	All assigned personnel will come with completed manifest and/or resource order listing all personnel. They will check in with Plans, then report to Finance.	All assigned personnel will come with completed manifest and/or resource order listing all personnel. They will check in with Plans, then report to Finance.

2014 Agency Specific Clarifications

TOPIC	Washington State FIRE SERVICE	FEDERAL	WADNR	ODF	Alaska Div. of Forestry
Incident Operations Driving	Same as WADNR	Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day. No driver will drive more than 10 hours (behind the wheel) within any duty –day. Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours. A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift. Documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. See NWCG IIBMHB 10-21, 5-13 for clarification.	Exact travel time to and from the incident is compensable. Employees must apply the 2:1 work to rest ratio and drive time limitations while traveling. Travel within a 24-hour period should not exceed 16 hours. Any exception must be approved by the employee’s Appointing Authority or Incident Commander.	No driving limitation policy other than a valid Oregon Drivers license. Individuals with Commercial Driving Licenses (CDLs) are responsible to adhere to CDL rules and to communicate any limitations/restrictions to their supervisor.	Same as federal.
Personnel Issue – “Closed Camps”	Anytime camp is closed and personnel are not free to leave it must be authorized by the I/C and included in the IAP with justification of the closure.	At the IC’s discretion, regular government employees and casuals may be restricted to an incident base and all other camps during off-shift periods. Time spent restricted to the camp where personnel can rest, eat, or to a limited degree, pursue activities of a personal nature is not compensable. <i>NWCG IIBMHB Chapter 10-18, 10-21.</i>	Anytime camp is closed and personnel are not free to leave it must be authorized by the IC and included in the IAP with justification of the closure. Certain pay practices come into play when DNR employees are at a closed satellite camp-please contact the DNR Dispatch at (360) 902-1300.	Do not use closed camp.	Do not used closed camps.

IIBMHB = Interagency Incident Business Management Handbook

NWCG = Northwest Coordination Group

Fireline = Fireline Handbook, NWCG Handbook 3

Interagency Standards = Interagency Standards for Fire and Aviation Operations 2013 (BLM, NPS, US F&WL, USFS)

ASC = Albuquerque Service Center