

2022 Agency Specific Clarifications

TOPIC	Washington State FIRE SERVICE	FEDERAL	WDNR	ODF	Alaska Div. of Forestry
Casual, Volunteer & Emergency Firefighters					
Status	Temporary Emergency Employees	Casual Hire; Reference FS or DOI Pay Plan for Emergency Procedures.	Casual Hire	AD Emergency Workers	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	Hired locally
Pay Plan	Washington State Wage & Equipment Rate Schedule	FS or DOI Pay Plan for Emergency Workers; there are two pay plans -- FS and DOI	Washington State Wage & Equipment Rate Schedule	Yearly ODF Pay Plan for Emergency Workers	Division of Forestry EFF Pay Plan
Work Week	Workweek starts at 00:01 Sunday and ends at 24:00 Saturday.	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.	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. Only crew EFF are guaranteed 8 hours except first and last day. Non-crew EFF have no guarantee.
Overtime	All compensable hours worked in excess of forty (40) hours in the work week shall be paid at one and one-half times the regular rate.	Casual rates are calculated to include overtime and hazard pay differential based on position held. 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 compensable time in excess of forty (40) hours in the 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 and considered time worked. Travel time from and to the point of hire is allowed for one round trip. 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 generally be at Government expense. Travel arrangements made outside of incident agency dispatch procedures may not be reimbursed without proper approvals and authorization.	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. **SEE PAGE 8 OF WASHINGTON STATE WAGE & EQUIPMENT RATE SCHEDULE FOR TRAVEL TIME CALCULATION AND FURTHER DETAILS	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 or excess travel time and mileage - shall have written justification and authorized by (Supervisor, Division Supervisor, IC, Time Unit Leader, FSC) 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/incident expense. No travel time will be paid for personnel traveling at their own choice between place of residence, base camp, and/or point of hire.
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, life or retirement coverage. Coverage associated with Federal Health Insurance would need to reference FS or DOI policy.	L&I coverage, no paid leave, no paid R&R, no retirement or medical benefits.	Workers Compensation Coverage. No paid leave or R&R. NOT eligible for State Unemployment, medical or retirement 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." <u>Limited use-first aid or camp crud.</u>	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 (W-4/PPDB - AD hire only) both federal and Oregon W-4	Yes
I-9	No	Yes (Completed at the point of hire - typically is not at the fire.)	Yes	Yes	Yes
Other required forms	WSP Waiver of Polygraph & Background Check	W-5 if requested; Single Resource Hire Form, Incident Behavior form, Incident Performance rating. 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. DOI employees MAY elect medical insurance; follow DOI outlined policy.	All signed OF-288s must be returned to home agency. The home agency making payment keeps the original OF-288. If volunteers have not signed required paperwork prior to first assignment they will need to fill out and sign: I-9 form, Benefit Eligibility Form (Worksheet A-1), W-4, SSA-1945, Affordable Care Act Form, Apple Health Form. These are available from the DNR INBA or local DNR Region Contact.	All Original documentation including signed OF-288 will stay with the host fire district "finance package". Copies will be given to employee to return to the home District / Unit.	EFF will take original, signed OF288s to their home unit to be finalized and sent for payment. Interim (not Draft) OF-288s may be scanned/faxed to home unit at mid-month and end of month depending on payroll deadlines. Interim OF-288s must also be signed by Finance and if possible the EFF.
Reference	Washington State Fire Services Resource Mobilization Plan	Agency- Casual Hiring guidelines. <i>NWCG IIBMH Chapter 10</i> for further pay, compensation and any claims information	Washington State Wage & Equipment Rate Schedule and Casual Hire form for DNR Casual Hires.	ODF Green Book and ODF Emergency Wage and Equipment Rates Guide	State of Alaska Incident Business Management Handbook
Employee Reimbursements					

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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.	Cell phones, if required, should be provided by the incident agency. If an individual assigned to the incident utilizes their home unit electronic devices (cell phones, laptops, GPS units, etc.), they are responsible for obtaining a resource order for documentation and must adhere to property management procedures. Usage on Government cell phones brought to an incident will NOT be charged back to the incident. Reimbursement for use of non-government cell phones should be extremely rare and must be approved by the incident agency prior to use and documented on a resource order.	Agency purchased cellular lines will be used only for official business. The only exception to official business use is a personal emergency. When agency-purchased cellular lines are used for a personal emergency all costs to the state, including administrative costs, will be recovered per DNR Procedure PR05-006-01	Personal and Agency cell phone usage is not reimbursable. If employee wishes to use own cell phone it is at their risk and cost, an agency cell phone may be supplied in some circumstances.	Only if noted on the resource order.
Cellular Phone Usage - Personal Calls	Charges for personal calls are not reimbursed.	<i>The incident unit should provide necessary equipment required by the position. Personal equipment should not be taken to the incident. 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.</i>	DNR employees are authorized to use cellular phones to give notification of unanticipated work schedule changes. Use for this purpose is considered official business. These calls will be logged when made, reported, and noted on monthly statement when reviewed. Business calls from a personal cell phone are not normally reimbursed unless there is a prior agreement in place between the agency and the individual as outlined per DNR Policy PO05-006.	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					

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Career Firefighters - Those paid by home agency	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.	The original OF-288 is to go with the employee to be delivered to their home unit for bill back associated with cooperative agreement. A file copy of OF-288 and agreement is to be put in the official incident files. NOTE: All state and local fire department employees must be under agreement and bill directly to agreement host per agency direction.	Agency Employee (Non-Casual Hire): The original OF-288 as well as an OF-286 and original shift tickets are to go with the employee to be delivered to their home unit. A file copy is to be put in the official incident files.	Original signed OF-288 will remain with the incident host District / Unit - a copy will go to employee (Agency)	If at all possible, signed Interim OF-288s should be scanned to the Home Unit for days 1-15 of each month and 16-end of month according to payroll deadlines. OF-288s for pay period ending 6/30 must be sent by the payroll deadline due to end of fiscal year. Original OF-288s go with employee to their Home Unit at the end of the assignment.
Volunteer/Casual FF Those paid by the State or Federal Gov't	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.	See Directions above under casual hires. Volunteers under formal agreement will be hired as a casual.	All original pay documents are to be sent home with the casual hire, and they are to submit the paperwork to the DNR office they have signed their pre-season agreement with.	Original signed OF-288 will remain with the incident host District / Unit - a copy will go with employee (AD, or Agency). If the employee needs their original we can accommodate.	If possible, signed Interim OF-288s can be scanned to the Home Unit for days 1-15 of each month and 16-end of month according to payroll deadlines. OF-288s for pay period ending 6/30 must be sent by the payroll deadline due to end of fiscal year. Original OF-288s go with employee to their Home Unit at the end of the assignment.
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 will be sent in for payment in accordance with federal agency payment processing procedures. Maintain copies for host incident finance files. When you receive electronic notification that payment package was received, 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 host incident agency responsible for payment. If no OF-286, or OF-288 is available, contractors and vendors shall 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 42642, Olympia WA 98504	To Host Federal Agency	To jurisdictional payment agency or as determined by the Incident Business Advisor.	ODF - Incident host District / Unit.	To incident administering office.
Reference	Washington State Fire Services Resource Mobilization Plan	See <i>NWCG Standards for Interagency Incident Business Management and Federal direction on Documentation for further information on Final Finance Fire Package.</i>	DNR Business Operating Guidelines	ODF Incident Mobilization Plan (finance volume 7) and ODF Greenbook	State of Alaska Incident Business Management Handbook
Personnel Practices - Hours and Scheduling					

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Meal Breaks	Meal breaks are compensable for personnel on the fireline ONLY. 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, i.e., 1/2 hr compensable meal break.	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 incident supervisor 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.	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. If a meal break is not taken, justification shall be written on the CTR.	ODF Agency Personnel and AD employees - Meal breaks are compensable while assigned to an incident. Agency personnel are not required to show meal breaks on their Shift Ticket; meal breaks can be recorded in the notes section as "1/2 hr compensable meal". Contract crews - must show 1/2 hr meal break for each shift worked; unless the Operations Section Chief has made a determination that crews must remain at their post during their break and continue to work as they eat. It must be noted on the shift ticket "paid meal break". It has to be approved and signed by the supervisor. Refer to IRA Crew agreement.	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; if not taken, must be justified in Comments section of the CTR. Meal period is also compensable if directed to work during meal break. 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 paid 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) Assignments may be extended when: life and property are imminently threatened, suppression objectives are close to being met, or replacement resources are unavailable, or have not yet arrived. Incident Management Team Extensions are to be negotiated between the incident Agency Administrator, the Incident Commander, and the GMAC/NMAC (if directed).	Deployment beyond 14 consecutive days (exclusive of travel) requires mutual agreement of: • The employee; • The employee's appointing authority; and • The Wildfire 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 Division Chief.	A standard assignment is 14 days exclusive of travel with extensions in seven (7) day increments possible with pre-approval by home unit supervisor.

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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.	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).	The standard assignment is 14 days excluding travel.	Standard assignment length is 14 days; for out-of-state assignments is exclusive of travel from and to home unit, with possible extensions identified above.
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. Time is chargeable to the incident when personnel are required to take a mandatory day off which falls on their normal day off. There will be no pay compensation for non-work days.	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.	Any employee on incident that works 14 consecutive 12 hour days assigned to and at an incident, excluding travel, will be paid 8 hours of straight time and given a 24-hour period of which the individual is relieved of all duties. No personnel will be allowed to work more than 21 consecutive days or nights away from their official work station without a 24 hour period which the individual is relieved of all duties (excluding travel). This will be paid at 8 hours of straight time. See ODF Standard Assignment Policy for specifics.	In-state: mandatory day off is required within 21 days of work. Out-of-state: after return from 14 day assignment one day off is mandatory; if 7 day extension, either one day off after 14 days and one day upon return, or 2 days off upon return. Employee cannot be on standby or in travel status on their mandatory day(s) off. Mandatory days off are non-compensable.
Travel Time	Travel Time to and from the incident is compensable time (except transported or towed units). Travel time is calculated at mileage / 45 mph. 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.	Travel time to and from the incident is compensable. Directed travel time within 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 10 hours or 16 hours if there are 2 drivers. Any exception must be approved by the employee's Appointing Authority or Incident Commander. Also see "Dispatch to Incident."	Travel time to and from the incident is compensable. Directed travel time within the incident is compensable. Travel time is compensable based on travel charts in ODF Emergency Wage and Equipment Rates unless crew or equipment is in non-compliance. Travel time is based on 45 mph. Single driver cannot travel more than 10 hours in a day.	Travel time is compensable except for meal breaks or layover times at airports periods > 2 hours .

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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.	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 document the justification to a work shift that exceeds 16 hours and those that do not meet 2:1 work to rest ratio. 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.	Record hours using military time in quarter hour increments.	Agency, AD and "others" record hours using military time in quarter hour increments.	For regular state employees enter time in increments of quarter hours or half hours. For EFF, enter time in half hour increments. All use military time.
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. TIME section can sign for travel time.	Crew time Reports and Emergency Shift Tickets are to be completed daily. They are to be signed by designated incident supervisor (manager or higher) and turned into Finance Section daily. TIME section can 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.	Crew Time Reports and Emergency Shift Tickets shall be completed daily. Two signatures are required; Division Supervisor or higher and resource. The TIME section can ONLY 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 resources are paid as assigned in incident shift plan.	Assigned resources are paid as assigned in incident shift plan and as outlined in agreement. Procurement Officer is responsible to discuss the terms and conditions 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 guidelines and agreement clauses for further information. For R6 Regional Contracts (Crew, Engine, Tender) it is recommended you order an ICPI to monitor contract.	Assigned resources are paid as assigned in incident shift plan.	Assigned incident Equipment resources are paid from approved and signed shift tickets. Incident Resource Agreements, and other approved equipment agreements can be administered by the (Finance section, Procurement Officer, Time Unit, home District / Unit) . Resource equipment time is verified by shift ticket and authorized for payment by the incident host agency (District / Unit). ODF is signatory to all VIPR contracts. It is recommended you order an ICPI to monitor contracts.	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 Wage & Equipment Rate Schedule.	Payment rates and guidelines are outlined on rental agreements.	Payment rates are wet rates inclusive of all fuel, oil, repair, maintenance, and insurance. Payment rates and guidelines are outlined in the Washington State Wage and Equipment Rate Schedule.	Payment rates are wet rates inclusive of all fuel, oil, repair, maintenance, and insurance. Payment rates and guidelines are outlined in the ODF Incident Resource Agreement (IRA) or ODF Emergency 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	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.	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. Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator.	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.	Individuals assigned to an incident will be provided the recommended diet for fire fighters. Food in supplement of the recommended diet are not furnished.	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.
Ordering of Resources, Personnel and Supplies	Request for goods and services must be supported by a resource order or requisition number and in accordance with Agency policy. Fire service resources ordered through state mobilization must be ordered through the Mobilization Representative assigned to the incident.	Request for goods and services must be supported by a resource order or requisition in accordance with incident agency policy.	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 goods and services must be supported by a resource order or requisition and in accordance with Agency policy. Reference ODF Green Book.	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	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.	Only authorized government employees may make purchases while on incidents. They must follow the appropriate agency procedures.	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.	Finance Section Chief or Procurement Unit Leader or ODF Agency Administrator provides purchasing guidelines. Procurement Unit Leader may be given the authority for 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.	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.
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.	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, Operations or Logistics Section Chief; or the Host District/Unit. The ODF Emergency Use Agreement Form shall be used for cost and no-cost agreements.	May be done by the Area Forester, Regional or Area Admin, Finance Section Chief, or Procurement Unit Leader or their designee, dependent on Delegation.

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TOPIC	Washington State FIRE SERVICE	FEDERAL	WDNR	ODF	Alaska Div. of Forestry
Replacement of Durable Goods	Individual Agency policy will be applied. Work with Agency Representatives for specific guidance.	Caches may only process requests for NFES items. Requests for non-NFES items should be requested on a separate incident replacement requisition. IMTs or other incident personnel (e.g., INBA) may authorize replacement of non-NFES or non-standard cache items if delegated authority by the incident agency. Replacement of non-standard items not procured through mandatory sources may be authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars....See IIBMH 30 for further information. Agency policy will be applied. Work with Agency Representatives for specific guidance.	Individual Agency policy will be applied. Work with Agency Representatives for specific guidance.	Individual Agency policy will be applied. Work with Agency Representatives for specific guidance.	Individual Agency policy will be applied. Work with Agency Representatives for specific guidance.
Vendor Contracts	The Incident Commander or the Finance Section Chief may authorize vendor contracts. Notify Mobilization personnel for all negotiated contracts. Refer to the FEMA Rate Schedule for rates on equipment not listed on the Washington State Wage & Equipment Rate 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.	Vendor agreements are authorized at the region or state level. Refer to the Washington State Wage and Equipment Rate Schedule for hiring vendors at the fire. For negotiated rates attach support documentation to claim forms.	Incident Finance (Procurement Unit Leader) and Logistic sections may authorize vendor contracts. For negotiated rates attach support documentation. Incident agency procedures apply.	Incident Finance, Logistics, Agency Procurement Officer, depending on dollar amount. See Chapter 14 of Alaska Incident Business Management Handbook.
Vehicle Repair / Replacement - Agency-owned Vehicles	Repair and maintenance of agency-owned vehicles is not charged to the incident.	When a vehicle is dispatched to an incident, the incident pays for repairs from mobilization through demobilization. Routine, normal maintenance, however, is charged to their Home Unit. See <i>Incident Business Management Guidelines for Federal Agencies</i> for further information. It is appropriate to fund the replacement of tires only when it is considered outside of normal wear and tear. This includes damage such as side wall cuts, punctures, damage due to "chunking" of tread due to spinning of tires, etc. that occurs during suppression efforts while the vehicle is being used on the fireline.	Repair and maintenance of agency-owned vehicles is not charged to the incident.	Repair and maintenance of agency-owned vehicles is not charged to the incident.	Alaska Division of Forestry owned vehicles are self-insured. Other Agency complete and submit Property Loss / Damage Report within 30 days of damage or loss.
Compensation & Claims					

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TOPIC	Washington State FIRE SERVICE	FEDERAL	WDNR	ODF	Alaska Div. of Forestry
Claims (Guidelines must be followed for the "employing" agency of the individual, NOT the agency of the incident.)	Claims for loss or damage must be reported to the IMT and an investigation completed when the loss or damage to equipment is incurred. 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. Employee claims should be directed to the Compensation/Claims Unit Leader.	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 the government. All claims, including employee claims, must be filed through the Tort Claim process. Agency policy applies.	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. 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 Incident Analysis 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.
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 and OFM Payee Registration are 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.	Pre-approval of POV use is required. Mileage claims are paid for based on current GSA rates. Agency policy restricts use of POV use on the fire-line. POV damage claims go through their private insurance. DNR equipment is charged based on mileage rate.	Mileage claims are paid for personal transportation use based on current GSA rates. POV damage claims go through their private insurer. ODF equipment is charged based on mileage and replacement fee.	Pre-approval of POV use is required. 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. Per diem costs for meals not provided after this period are subject to OFM Travel Regulations.	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. Conus rates apply.	In-state per diem is \$60 per day while purchased subsistence via State-issued meal coupons is \$50 per day. Conus rates apply for out-of-state assignments.
Miscellaneous Information					
Check-out / Demobilization	Demobilization forms will be completed and returned to Plans.	Demobilization forms will be completed and returned to Plans.	Demobilization forms will be completed and returned to Plans.	Demobilization forms will be completed and returned to Plans.	Demobilization forms will be completed and returned to Plans.

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TOPIC	Washington State FIRE SERVICE	FEDERAL	WDNR	ODF	Alaska Div. of Forestry
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.	Compensable time begins when the individual starts travel as outlined above or when they report to the point of departure. Time spent at individuals' residence preparing for an incident assignment is not compensable.	Resources have up to 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, at time of departure.	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	All contract equipment must be checked in through Ground Support Unit - must have pre-inspections completed. Fire Service equipment is not required to be inspected.	All equipment must be checked in through Planning, Ground Support Unit and Time 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 and Time 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 eISuite 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 for completion of the eISuite 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 for completion of the eISuite Check-in form.	All assigned personnel will come with a resource order and a completed manifest listing all personnel. They will check in with Plans - (check-in) , then report to Time Unit - 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.
Incident Operations Driving	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.	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.	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 10 hours for a single driver or 16 hours for 2 drivers. Any exception must be approved by the employee's Appointing Authority or Incident Commander.	Acceptable driving record is required. Individuals with Commercial Driver's Licenses (CDL's) are responsible to adhere to CDL rules and communicate any limitations/restrictions to their supervisor throughout the incident.	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 and duty day is not to exceed 16 hours. 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.
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>Careful consideration needs to be given to safety, health and employee union guidelines.</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 , this information must also be documented on the employee's Crew Time Report (CTR). Certain pay practices may come into play if certain provisions are not met. 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.

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<i>TOPIC</i>	<i>Washington State FIRE SERVICE</i>	<i>FEDERAL</i>	<i>WDNR</i>	<i>ODF</i>	<i>Alaska Div. of Forestry</i>
Reasonable Accommodations		Any personnel, regardless of hiring status (regular government or casual), who requires a reasonable accommodation (RA) to perform duties in an incident environment, must have written approval for that RA from their home unit Human Resources or Civil Rights office. Prior to accepting an assignment, individuals should alert the incident of the RA needs so the IC and Agency Administrator can determine if the RA can be provided.			

IIBMH = 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

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