**Incident Business (2025)**

**Checklist #4**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 2, 6 | Documents referenced |
| 11 | Multiple incident support codes |
| 12, 21-23, 34 | Spot check documents |
| 26-30 | Sampling of casual hiring files (files to include original I-9s, original Single Resource Casual Hire Information forms, copies of submitted OF-288s) |
| 33 | Sampling of documents |
|  | [*BLM Standards for Fire Business Management*](https://doimspp.sharepoint.com/sites/blm-fa/budget-and-evaluation/SitePages/Incident-Business.aspx) |
|  | [*NWCG Standards for Interagency Incident Business Management*](https://www.nwcg.gov/publications/902) *(SIIBM)* |

**INCIDENT BUSINESS COORDINATION**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Local *Incident Business Operating Guidelines* have been developed and are reviewed annually.  *[SIIBM Ch 40]* |  |  |
| 2 | Incident business contact has been identified to brief incoming teams, provide a copy of the *Incident Business Operating Guidelines,* and determine who will close out and receive final package.  *[SIIBM Ch 40]* |  |  |
| 3 | A process is in place to ensure a post-finance performance evaluation is completed within 60 days of the IMT release.  *[RB Ch 11 (Team Evaluation); SIIBM Ch 40]* |  |  |
| 4 | Interagency incident business contacts are identified and can be utilized in fire and non-fire emergency situations.  *[SIIBM Ch 40]* |  |  |
| 5 | Incident business contact participates in local, state or national meetings/workshops/ committees.  *[SIIBM Ch 40]* |  |  |

**GENERAL INCIDENT BUSINESS MANAGEMENT**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 6 | The following publications, documents and processes are current and readily accessible: |  |  |
|  | a. *NWCG Standards for Interagency Incident Business Management* (*SIIBM*) and current supplements |  |  |
|  | b. *BLM Standards for Fire Business Management* (Orange Book) |  |  |
|  | c. Geographical area supplements and IM/IBs |  |  |
|  | d. FA, WO, State and NOC IM/IBs (know where to locate) |  |  |
|  | e. *Interagency Standards of Fire and Fire Aviation Operations* (Red Book) |  |  |
|  | f. *National Interagency Standards for Resource Mobilization* (NISRM aka Mob Guide) |  |  |
|  | g. Geographic area standards for resource mobilization |  |  |
|  | h. Process in place for dissemination of incident business information |  |  |
|  | i. Process in place for state/field office or unit issuance of supplemental policy |  |  |
| 7 | Training is provided to supervisors and employees on proper administrative procedures pertaining to: |  |  |
|  | a. Time and attendance (QuickTime) |  |  |
|  | b. Crew time reports (CTRs) |  |  |
|  | c. Fire time reports (OF-288) |  |  |
|  | d. Travel processes (Concur, travel charge card, supporting documentation) |  |  |
|  | e. Accident/injury reporting  (SMIS/ECOMP/OWCP) |  |  |
|  | f. Charge card purchases and records |  |  |
|  | g. Fleet charge cards |  |  |
|  | h. Appropriate use of the Working Capital Fund (WCF) for fleet |  |  |
| 8 | Unit is cognizant of when to order an INBA as per criteria established in the Red Book and a letter of expectations issued from the agency administrator.  *[RB Ch 11]* |  |  |
| 9 | Strategies and processes have been established to monitor incident costs.  *[RB Ch 11]* |  |  |

**INCIDENT TIME AND ATTENDANCE**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 10 | Incident timekeeping: |  |  |
|  | a. Timekeepers are trained and available for incident timekeeping |  |  |
|  | b. Timekeepers have established processes for timely submission of T&As when personnel are on incident assignment |  |  |
|  | c. Internal controls pertaining to fire time are in place including the performance of periodic audits |  |  |
|  | d. When LFSPTIME0000 is used, procedure is in place to move expenses to the appropriate incident in a timely manner |  |  |
| 11 | Multiple Incident Support Codes:  *[Orange Book Ch 9]* |  |  |
|  | 1. A list of support codes created by the state has been established and maintained |  |  |
|  | 1. Coding to support codes has been reviewed using FBMS reports |  |  |
|  | 1. Support code list has been sent to FA Budget and Evaluation |  |  |
| 12 | Incident time keeping includes the pertinent documentation where appropriate.  *[Orange Book; Reviewer spot check]* |  |  |
|  | 1. All incident time has a signed OF-288, CTR, or similar locally approved document filed with appropriate timekeeper *[Orange Book Ch 1]* |  |  |
|  | 1. Hazard pay is appropriately documented and applied *[Orange Book Ch 1]* |  |  |
|  | 1. Preparedness funded employees continue to charge their regular base-8 hours to the fire preparedness program *[Orange Book Ch 1]* |  |  |
|  | 1. Incident time is coded correctly (premium pay, WBS use for preparedness funded employees, proper cost center use, exempt vs non-exempt) *[Orange Book Ch 1]* |  |  |
|  | 1. Work/rest policy is adhered to and documented as appropriate *[Orange Book Ch 1]* |  |  |
|  | 1. Payroll records are maintained in accordance with agency policy   *[Orange Book Ch 1]* |  |  |

**COMPENSATION FOR INJURY/ILLNESS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 13 | Unit OWCP coordinator is identified.  *[RB Ch 7]* |  |  |
| 14 | Guidelines/procedures are established to authorize medical treatment during an incident on the unit (e.g., local, incident management teams).  *[SIIBM Ch 10]* |  |  |
| 15 | Measures have been taken to ensure medical records created on incident are handled properly.  *[5 CFR section 293 and 297; BLM MS 1270]* |  |  |
| 16 | A procedure for validating SMIS/ECOMP at the home unit organization is in place for regular employees and casuals.  *[Best Management Practice]* |  |  |

**NON-INJURY CLAIMS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 17 | Unit has identified a contact or individual(s) to handle claims (employee and tort).  *[SIIBM Ch 70]* |  |  |

**ACQUISITION**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 18 | Procurement Support  *[SIIBM Ch 20]* |  |  |
|  | a. Local personnel have been identified and trained who can assist with micro-purchase procurement when a local incident occurs |  |  |
|  | b. Procurement staff has incident business training and experience and can provide incident support as needed for over micro-purchase procurement/acquisition |  |  |
|  | c. Process is known for ordering additional support if local capability is exceeded |  |  |
|  | d. Staff have been identified that will work with and oversee off-unit buying teams |  |  |
| 19 | Staff involved in developing the service and supply plan have been identified.  *[SIIBM Ch 20]* |  |  |
|  | a. A timeframe of how often the plan is reviewed or updated has been established |  |  |
|  | b. Recipients of the plan have been identified |  |  |
|  | c. Process for identifying needs is coordinated between fire management and fire business |  |  |
| 20 | Incident Acquisition  *[SIIBM Ch 20; Orange Book Ch 6]* |  |  |
|  | a. Knowledge of geographic area supplement for emergency equipment rates and pre-season agreements |  |  |
|  | b. Process for reviewing payment packages is in place and approving official is identified |  |  |

**CHARGE CARDS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 21 | Charge Cards |  |  |
|  | 1. Internal controls pertaining to charge cards are in place including the performance of periodic audits   *[Reviewer: spot check]* |  |  |
| 22 | Local process and procedures ensure charge card purchases includes the pertinent documentation where appropriate. |  |  |
|  | 1. Suppression transactions are supported with a charge card reconciliation sheet which contains a description of each purchase, a charge code, appropriate BOC, and, as well as itemized receipts with required supporting documentation are available *[Reviewer: spot check]* |  |  |
|  | 1. Suppression purchases are supported with resource order supply numbers (S#s)   *[Reviewer: spot check]* |  |  |
|  | 1. Government-issued property replaced on an incident has required Property Loss or Damage form  *[Reviewer: spot check]* |  |  |
|  | 1. Meals and lodging purchased for crewmembers with the crew chief charge card includes a list of the names for whom the meals and lodging were procured *[Reviewer: spot check]* |  |  |
|  | 1. Reallocations are completed inserting the resource order in the “remark” section in FBMS |  |  |
| 23 | Local process and procedures provide proper checks and balances to ensure use of fire funds are in compliance with departmental and agency policy.  *[Reviewer: spot check]* |  |  |

**COOPERATIVE/INTERAGENCY AGREEMENTS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 24 | Cooperative/interagency agreements are in place with appropriate cooperators:  *[SIIBM Ch 50; RB Ch 8]* |  |  |
|  | a. Agreements are current and maintained. Copies are provided to incident management teams as appropriate |  |  |
|  | b. Strategies and processes are identified to determine billable fires |  |  |
|  | c. Procedures have been established for payment or collection of these agreements |  |  |
| 25 | Criteria for cost share agreements are outlined in the cooperative agreement and/or the annual operating plan, or local agreements with local governments.  *[SIIBM Ch 80, BLM Manual 1203]* |  |  |
|  | a. Knowledge of who or what supervisor level is authorized to sign cost share agreements |  |  |
|  | b. A process is in place to monitor the billings/payments of cost share agreements |  |  |

**CASUAL HIRE PROGRAM**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 26 | Hiring and approving officials are designated.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 27 | Verify that state office incident business lead is approving all THSP exception position descriptions and rates.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 28 | A process to request casuals for local and incident support is established.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 29 | A process is established to ensure that casuals complete the necessary payroll documents (W-4, Direct Deposit) and the I-9 within 3 days of the first workday.  *[Immigration Reform and Control Act of 1986* *(8 U.S.C. 1324A)*; *AD Pay Plan; SIIBM Ch 10; Reviewer: spot check]* |  |  |
| 30 | Casual records are maintained in accordance with Privacy Act guidelines.  *[5 USC 552a, Records Maintained on Individuals;* *AD Pay Plan; SIIBM Ch 10; Reviewer: spot check]* |  |  |
| 31 | What is your process to track training (attendance and instructing) and prescribed fire project hours and ensure limits are adhered to?  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 32 | Understand of how to use continuation of pay (COP) for casuals.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |

**TRAVEL**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 33 | Processes are in place to ensure timely and accurate submission of travel vouchers for casuals and temporary employees.  *[Federal Travel Regulations; SIIBM, Ch 10; AD Pay Plan]* |  |  |

**FLEET**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 34 | Fleet management activities properly charged to appropriate cost codes.  *[BLM Fleet Management Handbook, H-1525-1; Reviewer: spot check]* |  |  |
|  | a. Exception cost coding processed correctly for activities outside of default accounting code, including fire assignments |  |  |
|  | b. Fleet charge card reconciled to appropriate WCF class accounting string for fuel and normal maintenance. Damages and repairs beyond normal operating expenses are charged to benefitting activity and must be accompanied by proper documentation (i.e., S#, etc.) |  |  |
|  | c. Internal controls pertaining to fleet are in place including the performance of periodic audits |  |  |