United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

SEP 2 5 2019

Memorandum

To: All Regional Directors
            Attention: Agency Superintendents
                        Regional Fire Management Officers
                        Agency Fire Management Officers
                        Wildland Fire Timekeepers - All agencies
                        Branch Chief, Branch of Wildland Fire Management

From: Director, Bureau of Indian Affairs

Subject: Funding of Base Salaries for Personnel Assigned to Wildfire Incidents

<u>Purpose</u>: This memorandum updates the May 22, 2012 Bureau of Indian Affairs (BIA) memorandum, "Timekeeping protocol for "Base 8" Hours during wildfire assignments. It also communicates policy the Department of the Interior (DOI), Office of Wildland Fire issued December 18, 2018 (Attachment 1 - OWF Policy Memorandum 2019 - 006).

<u>Background</u>: On December 18, 2018, the DOI, OWF updated, clarified and standardized timekeeping practices relating to base-8 funding for all DOI employees assigned to a wildfire incident. This update occurred to ensure appropriate funding protocols, designed to uphold the financial integrity of the wildland fire management program, are in place. It was also done to prevent the need to borrow funds from other DOI or bureau accounts to pay for suppression operations during extended or challenging wildfire seasons.

<u>Time Frame</u>: This policy is effective immediately and remains in effect until either rescinded or superseded. This will be included in Chapter 6 of the Interagency Standards for Fire and Fire Aviation Operations (Red Book) starting in 2020.

<u>Policy</u>: All BIA employees whose base-8 time is funded by the Wildland Fire Management (WFM) Preparedness Activity will charge their base-8 time to Preparedness while assigned to a wildfire incident. Both Functional Area and WBS will reflect an employee's regular Preparedness Program codes in QuickTime.

Wildland fire management employees whose base-8 time is funded by another WFM activity - Fuels Management, Facilities or Burned Area Rehabilitation-- will charge their base-8 time, and all other time incurred above their base-8 time, to Suppression while assigned to an incident.

Refer to the OWF Policy Memorandum 2019-006 for split-funded positions.

The following example demonstrates appropriate timekeeping documentation in Quicktime. Notice the Functional Area <u>and</u> WBS code differ for base-8 (010 time) and overtime (110 time).

Select	Hrs	Sun 07/07	Mon 07/08	Tue 07/09	Wed 07/10	Thu 07/11	Fri 07/12	Sat 07/13	Fav Key	Functional Area	Cost Center	WBS
☐	010		08:00	08:00	08:00	08:00	08:00		001	AF1002020.999900	AAK4004401	AFPPADMIN00100000
☑	110		05:30	06:30	06:30	06:00	06:00	13:00	***	AF2001010.999900	AAK4004401	AFSPK1R9000000000

<u>Definitions:</u>

Fav. Key (This is established by your timekeeper):

> 001 - Always used with your O10 Hrs. Fav. Key automatically populates Functional, Cost Center and WBS.

*** - Clears out Fav. Key to allow user to manually input a new Functional Area, Cost Center and WBS code. <u>Must use when entering time charged to suppression</u>.

Functional Area:

> AF1002020.999900 - Reflects Preparedness Activity for base-8 time (010 time). *This is always used, even while working on a wildfire incident.*

> AF2001010.999900 - Used to show when you work any time above base-8 hours, including overtime, pay, hazardous duty pay, or any other applicable pay category while assigned to a wildfire incident.
>
> Note the use of the 4-digit FireCode in the WBS column. This accurately reflects overtime used while working on a wildfire incident.

> AF2105050.999900- Reflects time accrued while working on long or short term severity. The WBS, similar to suppression, will also include the 4-digit FireCode.

WBS: *(If a WES is issued under Preparedness Funding)*

> **AFPPHOTFR00l00000 -** Default when regular hours and Fav. Key are used
> *(code is examples only)* (pre-established by unit Timekeeper).

> **AFSP<u>K1R9</u>000000000** - Use when working on a fire, over and above base-8 time.
> K1R9 (example code) is the Fire Code.
> AFSP reflects suppression.