



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, DC 20240

November 10, 2020

## Memorandum

To: All Regional Directors  
Attention: Regional Budget Officers  
Regional Fire Management Officers  
Agency Superintendents

From: Director, Bureau of Indian Affairs

A handwritten signature in black ink, appearing to read "Darryl LaCounte".

Subject: Non-Federal Incident Assistance Reimbursement

As part of the BIA's ongoing effort to improve our financial management and efficiency, the Branch of Wildland Fire Management (BWFM) will formally begin pursuing non-federal incident assistance collections (payments made to BIA from non-federal partners). Please refer to Indian Affairs Manual Part 90, Chapter 2 – Fiscal Management that requires the Bureau to seek reimbursement for assistance to non-federal partners and their incidents. Current interagency agreements should identify reimbursement standards and processes for the regions that they pertain to.

Through the issuance of this memorandum, Regions and Agencies are required to enforce reimbursement language of current agreements. Also, Regions and Agencies are required to identify appropriate reimbursement standards in future interagency agreements for assistance to non-federal partners.

The BWFM will administer the reimbursement funds received. This allows the BWFM to continue to improve financial capabilities in support of fire fleet management, radio and communications infrastructure, other logistical support needs, and reduce strain on current year funding appropriations. Therefore, this procedure should improve the ability to provide equipment of latest technology, improve replacement cycles, improve training capabilities, improve staffing levels and reduce unmet needs across the fire management program.

Collections from non-federal partners will be processed after an incident is concluded, however, BWFM requires all regional offices to provide prompt assistance and support in providing the supporting documentation related to non-federal incidents. Also, in this documentation, regional offices are required to review, audit and make corrections before submitting to the BWFM for processing.

Regional Offices are required to provide appropriate documentation to the BWFM pertaining to non-federal incidents on a quarterly basis. Regional offices may also submit requests to BWFM to assist in pursuing non-federal assistance collections (particularly if additional expenses are found at a later date). Regional offices are responsible for providing all documentation within 30 days of a request by BWFM. If the request needs additional time, an extension may be granted, but only if the regional office can provide a valid explanation.

Once the supporting documentation is audited by the regional offices, the complete packet is submitted to the BWFM, confirming the packet is ready to invoice. Invoice packets for non-federal incidents must be submitted separate from other invoices (do not combine with other incidents or fire program cost codes).

Complete invoice billing packages are mailed to BWFM at:

BIA - Branch of Wildland Fire Management  
Attention: Rachael Larson, Budget Director  
3833 South Development Avenue, MS-170  
Boise, ID 83705

BWFM creates an invoice (with assistance from the Reston Financial Management Office), and submits to the non-federal partner for payment. Invoice and payment records are maintained at the BWFM Budget Office.

Non-federal incident payments are sent to the Reston Financial Management Office (see address below). If the regional offices inadvertently receive a payment from a non-federal partner, forward the payment immediately to the Financial Management Office address:

BIA – Financial Management Office  
Attention: BIA Collection Officer  
12220 Sunrise Valley Drive  
Reston, VA 20191

A non-federal incident collection can be paid by check and sent to the address above, or paid online (online payments are preferred, due to enhanced security). For online payments, provide the following: <https://pay.gov/public/form/entry/101/>.

After the non-federal incident collections are received through the Reston Financial Management Office, deposit is made to the suppression collection account. The BWFM Budget Office administers all funds received regardless of which non-federal partner paid the collection.

If you have additional questions please contact Rachael Larson, Budget Director, at (208) 387-5331 or email at [Rachael.Larson@bia.gov](mailto:Rachael.Larson@bia.gov).

Attachment