



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

**MAR 03 2020**

Memorandum

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

From: Director, Bureau of Indian Affairs

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

**Purpose:** This memorandum amends the September 25, 2019, Bureau of Indian Affairs (BIA) memorandum, "Funding of Base Salaries for Personnel Assigned to Wildfire Incidents." It also communicates policy the Department of the Interior (DOI), Office of Wildland Fire (OWF) issued December 18, 2018 (Attachment 1 - OWF Policy Memorandum 2019-006).

**Background:** 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 potential need to borrow funds from other DOI or bureau accounts to pay for suppression operations during extended or challenging wildfire seasons.

**Time Frame:** This policy is effective immediately and remains in effect until either rescinded or superseded.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.

**Policy:** All BIA employees whose base-8 time is funded by the Wildland Fire Management (WFM) Preparedness Activity will use the Preparedness functional area (FA) prefix of AFI00 to appropriately charge their base-8 time to Preparedness while assigned to a wildfire incident and will use the work breakdown structure (WBS) prefix of AFSPxxxx (where "xxxx" is the appropriate FireCode) for the wildland fire incident assigned during base 8 hours.

Appropriate coding of base hours at the WBS level, while still charging correctly to Preparedness when applicable, will aid in appropriate suppression cost analysis and true cost calculation for reimbursable wildland fire incidents.

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 for an individual base-8 funded by preparedness. Note, the Functional Area reflects appropriate charging of hours, while the WBS reflects the appropriate coding to the benefiting project (wildland fire). Hazard (090) hours are displayed for additional clarity (note, V in the E column).

Subact	His	Sun 11/10	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Fav Key	Functional Area	Cost Center	WBS	Work Order	T	S	E
<input type="checkbox"/>	010		08 00	08 00	08 00	04 00			001	AF1004040 999900	AAK4004405	AFPPM/MT00100000				
<input type="checkbox"/>	010					04 00	08 00		***	AF1004040 999900	AAK4004405	AFSPFIRE00000000				
<input type="checkbox"/>	110					05 00	05 00	12 00	***	AF2001010 999900	AAK4004406	AFSPFIRE00000000				
<input type="checkbox"/>	090					14 00	14 00	12 00	***	AF2001010 999900	AAK4004406	AFSPFIRE00000000				V

**Definitions:**

Fav Key (This is established by your timekeeper)

- 001 - utilized when charging and coding to your preparedness funded line of accounting, when not assigned to a benefiting project (wildland fire).

\*\*\* (three asterisks)

- Clears out Fav Key, to allow user to manually input a new Functional Area, Cost Center and/or WBS.

**Functional Area**

- Prefix AF! 00, reflects Preparedness Activity for base-8 time.
- Prefix AF200, reflects Suppression Activity for hours including overtime pay, hazardous duty pay, base-8 hours for non-preparedness funded employees, or any other applicable pay category while assigned to a wildfire incident.
- Prefix AF210, reflects Severity Activity (not shown above). Note, base-8 preparedness funded individuals would still utilize the FA prefix AF100 for base hours, but would utilize the severity WBS reflecting the severity project assigned. Non-preparedness funded individuals would utilize the FA prefix AF210 for base-8 hours reflecting the severity project assigned.

**Work Breakdown Structure (WBS)**

- AFSPFIRE0000.00000 reflects Suppression Activity on a wildland fire incident where "FIRE," within the WBS, reflects the FireCode of the incident. A FireCode is a four digit/alphanumeric code assigned to each wildland fire incident.

If you have any questions regarding this policy, please contact Rachael Larson at (208) 387-5331, or [Rachael.Larson@bia.gov](mailto:Rachael.Larson@bia.gov).