



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

AUG 29 2019

Memorandum

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

From: Director, Bureau of Indian Affairs

Subject: Emergency Support Function, Hurricanes (Non-Fire) Emergency

The Department of the Interior is requesting the Bureau of Indian Affairs (BIA) to provide support, through the Federal Emergency Management Agency (FEMA), for areas affected by recent hurricanes, including Hurricane Dorian. To support emergency efforts, we are encouraging line officers to make individuals available through the Wildland Fire Resource Ordering and Status System (ROSS).

Federal Employee Time and Attendance: This is not a fire suppression activity. FEMA policy does not reimburse employees for base hours who are normally working at this time. Employees cannot charge base-eight salary costs to the incident unless it is for furlough or seasonal employees who must return to duty to assist on the incident. This includes all Permanent Full Time (PFT) employees and may include some career seasonal and temporary employees (depending on their normal period of funding). FEMA will not reimburse employees for actions they did not request or specify in the FEMA Mission Assignment (MA).

FEMA is authorizing regions to pay travel and overtime costs for employees assigned to this incident.

Overtime provisions of P.L. 106-558 (Wildland Fire Overtime) do not apply and are not permitted to use Time and Attendance (T&A) Hours Code 113 for the Hurricane Dorian incident. Employees in an exempt position will use Hours Code 110 for any overtime hours they work.

Non-exempt individuals retain their non-exempt status regardless of the emergency work they perform. Refer to the CFR, Title 5, Chapter 1, Part 550 to determine if hazard pay is applicable for general schedule employees. Refer to CFR, Title 5, Chapter 1, Part 532 for information on environmental differential for wage grade employees.

Length of assignment, excluding travel, will not exceed 30 days. FEMA may release resources sooner as need requires.

Administratively Determined (AD) Employees: The BIA may use, hire and pay AD employees in accordance with the 2019 Pay Plan for Emergency Workers (AD Pay Plan). BIA personnel assigned to ESF4 approved incidents will follow direction in the Interagency Incident Business Management Handbook, Chapter 10, Pg. 10-16, Work/Rest Guidelines and length of assignment, located online at (<https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>).

Reporting Requirements: Additional reporting requirements are necessary to appropriately document expenditures and costs throughout the incident. The Branch of Wildland Fire Management (Branch) will send additional information to the regional offices regarding ESF4 deployments with MAs and the proper reimbursable codes as they receive it. The Branch will update these requirements as necessary. Regions and agencies must follow this guidance and report in a timely manner.

Each region is responsible for preparing IPAC billing packages and providing all documentation and reports for each responder. This includes complete ROSS resource order forms and copies of appropriate MAs. Please do not assign a FBMS commitment item (Job number) from your region or agency.

It is imperative regions collect the supporting documents and submit billing within **60 days (including the billing period)** after the responder returns to their home unit. If the billing period takes longer than 60 days a "Mission Assignment Quarterly Progress Report" must be submitted to FEMA. These directions are listed under "Statement of Work" on the MA. This process allows FEMA to keep the MA open to receive future billings that are past the 60-day deadline. Notify your tribes and agencies to submit only invoices related to the ESF4 incidents. Do not include invoices with other fire program cost codes.

Complete billing packages will be sent to Rachael Larson or Judy Mitchell, BWFM Budget Office at:

BIA, Branch of Wildland Fire Management
Attention: Rachael Larson, Director, Budget
Judy Mitchell, Lead Budget Analyst
3833 South Development Avenue
Boise, Idaho 83705

If you have additional questions, contact Robin White, Administrative Officer, at robin.white@bia.gov, or call (208) 387-5463.