



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

OCT 06 2017

IN REPLY REFER TO:

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 BIA has been requested to provide support, through the Federal Emergency Management Agency (FEMA), for areas affected by recent hurricanes. Offices are encouraged to make individuals available to support this emergency effort, through the Wildland Fire Resource Ordering and Status System (ROSS).

This is not a fire suppression activity; thus, the overtime provisions of P. L. 106-558 (Wildland Fire Overtime) do not apply. **Do not use** Time and Attendance (T&A) Hours Code 113 for the Hurricane Maria incident. Employees who currently reside in an exempt position will utilize Hours Code 110 for any overtime hours worked.

Non-exempt individuals retain their non-exempt status regardless of the emergency work performed. 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.

The BIA is authorized to utilize, hire and pay emergency workers (Administratively Determined (AD)/casuals) in accordance with the Pay Plan for Emergency Workers (AD Pay Plan) to assist with this effort. BIA personnel assigned to ESF4 approved incidents will follow direction in the IIBM, Chapter 10, Pg. 10-16, Work/Rest Guidelines and length of assignment.

The FEMA policy does not reimburse agencies for base hours for employees who are normally working at this time. This includes all Permanent Full Time (PFT) employees and may include some career seasonal and temporary employees (depending on their normal period of funding). Employees will not be reimbursed by FEMA for actions not requested or specified in FEMA mission assignments.

We are authorizing regions involved in this operation to pay travel and overtime costs for BIA employees assigned to this incident. Base-eight salary costs cannot be charged to the incident

unless it is for furlough or seasonal employees who must be returned to duty to assist on the incident.

Length of assignment, excluding travel, will not exceed 30 days and may be released sooner as needs require.

Please do not assign a FBMS commitment item (job number) from your Region or Agency.

Wildland Fire Management will be sending out additional information to the regional offices regarding ESF4 deployments with the Mission Assignment's (MA) and the proper reimbursable codes as we receive it. Additional reporting requirements will be necessary to appropriately document expenditures and costs throughout the incident. These requirements will be updated as needed and must be followed and reported in a timely manner.

Budget Impact: The impact is unknown due to ongoing discussions with FEMA regarding reimbursement of costs. Each Region is responsible to prepare IPAC billing packages and send to Linda Tatum or Judy Mitchell, BWFM Budget Office, at the following address:

BIA BRANCH OF WILDLAND FIRE MANAGEMENT
ATTN: LINDA TATUM, BUDGET OFFICER
JUDY MITCHELL, LEAD BUDGET ANALYST
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705

For each responder, the Region is responsible to acquire all documentation and reports such as, BIA resource orders from appropriate dispatch centers, and copies of appropriate MA's

It is imperative that after the responder returns to their home unit, Regions need to collect the supporting documents and submit billing within **60 days (including the billing period)**. 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.

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