



United States Department of the Interior  
BUREAU OF INDIAN AFFAIRS  
NATIONAL INTERAGENCY FIRE CENTER  
3833 South Development Avenue  
Boise, Idaho 83705-5354



October 30, 2012

Memorandum

To: All Regional Directors, All Regions  
Attention: All Regional Fire Management Officers  
All Agency Fire Management Officers  
All Regional Point of Contacts, Casual Pay

From: Director, Branch of Wildland Fire Management

Subject: Hurricane Sandy Support, Non-Fire Emergency

**Purpose:** This Instruction Memorandum (IM) is to provide administrative direction to Bureau of Indian Affairs (BIA) and Tribal employees assigned to or in support of the Hurricane Sandy all-hazards incident.

**Background:** The BIA has been asked to provide support to the Hurricane Sandy Incident. Offices are encouraged to make individuals available to support this emergency effort.

**Policy/Action:** 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 Sandy incident.

However, exempt employees assigned to the Hurricane Sandy incident and assigned to a non-exempt position for more than 20 percent of their work hours in any weekly tour of duty are entitled to be paid under the Fair Labor Standards Act, 5 CFR 551.208 (d). Incident position titles shall be indicated on the Emergency Firefighter Time Report, OF-288, to assist home units in documenting non-exempt status for pay purposes. Reference the Interagency Incident Business Management Handbook (IIBMH), Chapter 10, Section 12.11 and OF&A IM No. 2003-036, Emergency Incident Related Payroll Operations, for T&A coding direction. Non-exempt individuals retain their non-exempt status regardless of the emergency work performed. Refer to the Code of Federal Regulations (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. Because this is an emergency, travel is administratively uncontrollable.

The BIA is authorized to utilize, hire and pay emergency workers (casuals/Administratively Determined (AD) in accordance with the Pay Plan for Emergency Workers (AD Pay Plan) to assist with this effort.

BIA personnel assigned to the Hurricane Sandy incident will follow direction in the Interagency Incident Business Management Handbook, Chapter 10, Section 12.71, Work/Rest Guidelines and length of assignment.

The Federal Emergency Management Agency (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).

- A. We are authorizing regions involved in this operation to pay the travel and overtime costs of 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.
- B. We are currently working to establish a reimbursable account for those regions and Tribes that are dispatched by a Resource Order to provide support for Hurricane Sandy. The WBS code will be based on **G95V**. Because the WBS code falls under 9FIRE AND NOT SUPPRESSION, this code must be established in FBMS. This code will be distributed when it becomes available.

REGION (Your Organization Code)	COST CENTER	FBMS FUND CODE	FBMS FUNCTIONAL AREA	PROJECT DESCRIPTION	WBS
AA_ _ _ _	AAK4004400	13XA1125TR	AF6901000.999900	HURRICANE SANDY	TBD

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

**Time Frame:** This IM is effective immediately.

**Budget Impact:** The budget impact is unknown, due to ongoing discussions with the Federal Emergency Management Agency (FEMA) regarding reimbursement of costs. ***Each Region is responsible to prepare IPAC billing packages and send to USFS Albuquerque Service Center at:***

**U.S. FOREST SERVICE  
ALBUQUERQUE SERVICE CENTER  
ATTENTION: INCIDENT BUSINESS - CONTRACTS  
101B SUN AVENUE NE  
ALBUQUERQUE, NEW MEXICO 87109**

Each Region will be responsible to obtain BIA resource orders from appropriate dispatch centers, copies of appropriate Mission Assignments (MA), collection of all documentation and reports for each responder and prepare the Intra-Government Payment and Collection (IPAC) billing.

***It is imperative that Regions collect their supporting documentation 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" is required to be submitted to FEMA. These directions are listed under "Statement of Work" on the MA. This process keeps FEMA informed to keep the MA open to receive future billing that are past the 60 days. Notify your tribes and agencies to submit their invoices with only Hurricane Sandy information. Do not mix invoices with other fire program cost codes.***

Contact Bob Roberts, Deputy Fire Director, at 208-387-5620 or email [Bob.Roberts@bia.gov](mailto:Bob.Roberts@bia.gov) if you have questions.

**Coordination:** Contents of this instruction have been coordinated between the Forest Service, FEMA, and other Department of the Interior Agencies.

#### Distribution

Regional Offices  
Regional Agencies  
Regional Tribes  
Casual Payment Centers  
Regional Point of Contacts, Casual Payment  
Geographical Coordination Centers  
Budget, NIFC