

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

NIFC OFFICE ROUTE SLIP

SUBJECT: Red Eagle BAER funding memorandum			
FROM (NAME AND OFFICE) BUREAU OF INDIAN AFFAIRS-NATIONAL INTERAGENCY FIRE CENTER		PHONE 208/387-5696	DATE ROUTED December 15, 2006
ROUTE TO CODE	RELEASED		COMMENTS
	INITIAL	DATE	
Administration	TAW	12/15	Teresa Ann Wesley, Administrative Assistant
Administration	<i>[Signature]</i>	12/15	Deputy Director SURNAME
Administration	<i>[Signature]</i>		Administrative Officer Surname
Chief	JC	12/15	SIGNATURE - Chief, Branch of Fire Management SURNAME
Administration			Teresa Ann Wesley, Administrative Assistant Distribution and Filing

ADDITIONAL COMMENTS



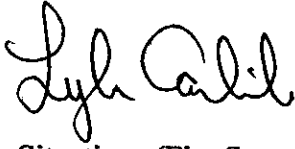
United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354

Instructional Memorandum: BIA-NIFC-67

December 15, 2006

Memorandum

To: Regional Director, All Regions
Attention: Regional Fire Management Officers
Agency Fire Management Officers
Contracting Specialist, All Regions

From: Director, Branch of Wildland Fire Management 

Subject: Ordering Contracted Resources for Non-Emergency Situations (Fire Severity Rehabilitation and fuels Projects Activities)

Program Area: Procurement and Fire

Purpose: The purpose of this Instruction Memorandum (IM) is to communicate procedures for ordering and acquiring contracted resources for non-emergency situations (i.e., severity, rehabilitation and hazardous fuels projects).

Policy/Action: Non-emergency situations are planned activities and normal procurement processes must be followed when equipment and resources are needed to support severity activities, rehabilitation and hazardous fuels projects. Resources for non-emergency situations must be procured by a warranted Contracting Officer (CO) through procurement instruments where appropriate competition is obtained (Federal Acquisition Regulation (FAR) Part 6).

Offices should be able to plan and anticipate the types of resources necessary to support non-emergency operations. Procurement offices may establish blanket purchase agreements in advance of the anticipated need or individual orders may be negotiated by a warranted CO at the time the need arises. In addition, contracts (not emergency equipment rental agreements) established preseason for fire suppression may include line items for performing services during a non-emergency project.

The ordering unit is responsible to ensure that resource orders for non-emergency operations indicate the severity, rehabilitation or hazardous fuel cost code, are clearly identified as such, and are forwarded to appropriate procurement personnel. Dispatchers or other non-warranted personnel cannot place orders directly with contractors in non-emergency situations. Unauthorized orders (placed by other than a warranted CO) will be processed as ratifications (FAR Part 1.6).

The CO determines the type of use documentation required to support payment to the vendor and processes payments using established procedures.

Background: Emergency Equipment Rental Agreements (EERAs) are used during emergency incidents under authorities that allow for direct, non-competitive ordering using established procedures in the event of immediate threat to life and property. In emergency situations, dispatchers and other non-warranted personnel may place orders direct with vendors who have an established EERA.

The EERAs cannot be used for non-emergency activities to include severity activities, rehabilitation projects and/or hazardous fuels projects. The EERA payment packages have been received for resources providing support to severity activities as well as prescribed fire projects; these payments will require ratification.

Timeframe: This policy is effective immediately.

Contact: For further information or clarification, please contact Rosie Morin, Administrative Officer, at 208-387-5696.