



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Washington, DC 20240

Memorandum

To: All Regional Directors  
Attention: Agency Superintendents  
Regional Fire Management Officers

Through: Deputy Bureau Director, Field Operations

From: Director, Bureau of Indian Affairs

Subject: Guidance for Bureau of Indian Affairs (BIA) Fire Contracted Equipment/Land Use Payment Process

This memorandum authorizes and provides BIA the attached updated guidance for Fire Contracted Payment Process for all of the following: Blanket Purchase Agreement (BPA), Incident-Only Blanket Purchase Agreement (IBPA), Emergency Equipment Rental Agreement (EERA) and Land Use Agreement (LUA).

To ensure the BIA has strong fiscal accountability in wildland fire programs, the host incident agency must work toward timely payments. This guidance provides comprehensive instructions for completing payment packages to avoid delays with paying incident contractors.

This guidance is effective immediately and will remain in effect until rescinded or modified. For additional information, please contact Jennifer Hebbeler, Incident Business Specialist at (208) 616-5003, or email [jennifer.hebbeler@bia.gov](mailto:jennifer.hebbeler@bia.gov).

Attachment - Guidance BIA Fire Contracted Equipment/ Land Use Payment Process