



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

Memorandum

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

Through: Deputy Bureau Director, Field Operations

From: Director, Bureau of Indian Affairs

Subject: Non-Federal Incident Assistance Reimbursement

The Bureau of Indian Affairs' (BIA) Division of Wildland Fire Management (DWFM) continues to improve financial management and efficiency, and as part of that effort the DWFM will formally begin pursuing non-federal incident assistance collections (payments made to BIA from non-federal partners). Indian Affairs Part 90 Chapter 2 (90 IAM 2) requires BIA to seek reimbursement for assistance to non-federal partners and their incidents. Current interagency agreements identify reimbursement standards and processes for the Regional Offices to adhere to.

The DWFM, on behalf of the BIA, will administer the reimbursement funds received. This allows the BIA to continue to improve financial capabilities. This improved fiscal management will allow the BIA to improve services in equipment replacement, communications infrastructure, and other areas. In addition, accessing reimbursement funds allows the BIA to modernize the wildland fire program to enhance the safety of our firefighters, to allow the workforce the opportunity to use the latest technology.

Collections from non-federal partners will be processed after an incident is concluded. IAM Part 90 Chapter 2 requires all Regional Offices to provide prompt assistance and support in providing the supporting documentation related to non-federal incidents. Regional Offices are responsible for providing all documentation within 30 days of a request by DWFM. An extension may be granted for additional time if the regional office can provide a valid explanation.

Once the supporting documentation is audited by the Regional Offices, the complete packet is submitted to the DWFM, confirming the packet is ready to invoice. Invoice packets for non-federal incidents must be submitted separate from other invoices (do not combine with other incidents or fire program cost codes).

Complete invoice billing packages are mailed to DWFM at:

Bureau of Indian Affairs - Division of Wildland Fire Management
Attention: Michael Nutter, Budget Director
3833 South Development Avenue, Mail Stop-170
Boise, ID 83705

DWFM creates an invoice (with assistance from the Reston Financial Management Office) and submits to the non-federal partner for payment. Invoice and payment records are maintained at the DWFM Budget Office.

Non-federal incident payments are sent to the Reston Financial Management Office (see address below). If the Regional offices inadvertently receive a payment from a non-federal partner, forward the payment immediately to the Financial Management Office address:

Bureau of Indian Affairs – Financial Management Office
Attention: BIA Collection Officer
12201 Sunrise Valley Drive, Mail Stop – 244
Reston, VA 20192

A non-federal incident collection can be paid by check and sent to the address above, or paid online (online payments are preferred, due to enhanced security). For online payments, provide the following: <https://www.pay.gov/public/home>.

After the non-federal incident collections are received through the Reston Financial Management Office, the deposit is made to the suppression collection account. The DWFM Budget Office administers all funds received regardless of which non-federal partner paid the collection.

If you have additional questions please contact Michael Nutter, Budget Director, at (208) 914-8324 or email at Michael.Nutter@bia.gov.

Attachment