



Incident Business (2011)

Checklist #18

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
INCIDENT TIME AND ATTENDANCE			
1.	<p>Incident timekeeping:</p> <p>a. Timekeepers are trained and available for incident timekeeping.</p> <p>b. Timekeepers have established processes for timely submission of T&As when personnel are on incident assignment.</p> <p>c. Payroll records are maintained in accordance with agency policy.</p> <p>d. Incident overtime is coded correctly (Following FLSA and PL 106-558).</p> <p>e. Work/rest and day off policy is monitored and documented.</p> <p>f. Management directed days off are documented.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p>	
GENERAL INCIDENT BUSINESS MANAGEMENT			
2.	<p>The following publications and documents are current and readily accessible:</p> <p>a. <i>Interagency Incident Business Management Handbook (IIBMH)</i> and current supplements.</p> <p>b. Geographical Area Supplements and IM/IBs.</p> <p>c. FA, WO, State and NOC IM's.</p> <p>d. <i>Interagency Standards of Fire and Fire Aviation Operations (Red Book)</i>.</p> <p>e. <i>National Interagency Mobilization Guide (Mob Guide)</i>.</p> <p>f. <i>Geographic Area Mob Guide</i>.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p>	

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3.	Incident Business Support has been identified: a. District/Field Office lead. b. State Office lead. c. Process in place for dissemination of incident business information/IIBMH supplements. d. Process in place for State/Field Office or Unit issuance of supplemental policy to the IIBMH. e. Outside information sources are identified.		a. b. c. d. e.
INCIDENT BUSINESS COORDINATION			
4.	Local <i>Incident Business Operating Guidelines</i> have been developed and are reviewed annually. <i>IIBMH Ch 40</i>		
5.	Incident Business contact has been identified to brief in coming teams and provide a copy of the <i>Incident Business Operating Guidelines</i> . <i>IIBMH Ch 40</i>		
6.	Staff is identified who will participate in team close-outs and will receive the final incident finance package. <i>IIBMH Ch 40</i>		
7.	A process is in place to ensure a post finance performance evaluation is completed within 60 days of the IMT release Red Book Chapter 11, Team Evaluation. <i>IIBMH Ch 40</i>		
8.	Interagency incident business contacts are identified and can be utilized in fire and non-fire emergency situations. <i>IIBMH Ch 40</i>		
9.	Staff who participates at geographic area meetings/workshops/committees have been identified. <i>IIBMH Ch 40</i>		
INCIDENT BUSINESS ADVISOR (IBA) (To be reviewed with FMO/Agency Administrator)			
10.	Unit has identified staff to perform as a local incident business contact and/or IBA during an incident and ensures training needs are met. <i>IIBMH Ch 40</i>		
11.	Unit is cognizant of when to order an IBA as per criteria established in the Redbook and a letter of expectations issued from the agency administrator. <i>RB Ch 11</i>		
COMPENSATION FOR INJURY/ILLNESS			
12.	Unit OWCP Coordinator is identified.		
13.	Guidelines/procedures are established to authorize medical treatment during an incident on the unit (e.g., local, Incident Management Teams, Buying Teams). <i>IIBMH Ch 10</i>		
14.	The use of Agency Provided Medical Care (APMC) is managed per agency policy. <i>IIBMH Ch 10</i>		

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15.	Measures have been taken to ensure medical records created on incident are handled as per IM IMOFA2007-028.		
16.	Crews have been trained on accident/injury notification procedures (CA-1/CA-2/CA-16).		
17.	A procedure for validating SMIS at the home unit organization is in place for casuals.		
COMPENSATION/CLAIMS			
18.	Unit has identified a contact or individual(s) to handle claims. <i>IIBMH Ch 70</i>		
ACQUISITION			
19.	<p>Procurement Support: <i>IIBMH Ch 20</i></p> <ul style="list-style-type: none"> a. Procurement capabilities of local personnel are identified (warrant levels, staffing). b. Staff has incident business training and experience and can provide incident support as needed. c. Process is in place to order additional support when capability is exceeded. d. Staff have been identified that will work with and oversee off-unit Buying Teams. 		<ul style="list-style-type: none"> a. b. c. d.
20.	<p>Staff involved in developing the service and supply plan have been identified. <i>IIBMH Ch 20</i></p> <ul style="list-style-type: none"> a. A timeframe of how often the plan is reviewed or updated has been established. b. Recipients of the plan have been identified. c. Process for identifying needs is coordinated between operations and finance. 		<ul style="list-style-type: none"> a. b. c.
21.	<p>Charge Cards:</p> <ul style="list-style-type: none"> a. A default code has been identified and procedures established to ensure incident charges are backed out and posted to the appropriate incident in a timely manner. <i>IM FA 2007-024, change 1</i> b. Crew chief option set has been established and personnel trained on policy. M 1512.4 c. A process has been established to ensure occasional crew leaders (e.g., IARR, CREP) are moved to the crew chief option set. d. Number of staff with purchase authority is adequate for incident support. 		<ul style="list-style-type: none"> a. b. c. d.

22.	Emergency Equipment Rental Agreements (EERAs): <i>IIBMH Ch. 20; IM OC 2009-027</i> a. Appropriate staff is involved in the development of the Geographic Area Supplement for Emergency Equipment Rates and the establishment of pre-season agreements (EERA's and I-BPA's). b. The appropriate ordering, inspecting and hiring process is followed for emergency equipment. c. Payment packages are reviewed and approved prior to submission to the National Operations Center (NOC).		a. b. c.
ADMINISTRATIVE ISSUES FOR SUPPRESSION UNITS			
23.	Crew supervisors are familiar with administrative issues and prepare proper documents as required: a. Time and attendance (T&A) b. Crew time reports (CTR) c. Fire time reports (OF-288) d. Travel forms e. Accident/injury reporting (CA-1/CA-2/CA-16) f. Credit card purchases and records g. Fleet purchasing cards h. Personnel are aware of the appropriate use of the Working Capital Fund (WCF)		a. b. c. d. e. f. g. h.
COOPERATIVE RELATIONS (To be reviewed with Agency Administrator)			
24.	Annual Operating Plans (AOPs) are updated as required. <i>RB Ch 8</i>		
25.	Staff has been identified to be involved with the update.		
COOPERATIVE/INTERAGENCY AGREEMENTS			
26.	Cooperative/Interagency Agreements are in place with appropriate cooperators: <i>IIBMH Ch 50 ; RB Ch 8</i> a. Agreements are current and maintained. Copies are provided to Incident Management teams as appropriate.		a.
27.	Strategies and processes are identified to determine which fires are billable.		
28.	Procedures have been established for the payment/collection of these agreements.		

COST ACCOUNTING			
29.	Cost Share Agreements Criteria for Cost Share Agreements are outlined in the Cooperative Agreement and/or the Annual Operating Plan or local agreements with local governments: <i>IIBMh Ch 80</i> a. Signature Authority for Cost Share Agreements is identified. b. A process is in place to monitor the billings/payments of Cost Share Agreements.		a. b.
COST CONTAINMENT (To be reviewed with Agency Administrator)			
30.	A WFDSS is used to establish cost criteria. <i>RB Ch 11</i>		
31.	Cost containment direction is included in the Delegation of Authority. <i>RB Ch 11</i>		
32.	Strategies and processes have been established to monitor incident costs. <i>RB Ch 11</i>		
33.	A process is in place to determine when Large Fire Cost Reviews are initiated (national and/or state level). <i>RB Ch 11</i>		
CASUAL HIRING			
34.	Hiring and approving officials are designated. <i>AD Pay Plan; IIBMh Ch 10</i>		
35.	Approving official for THSP exception rates is designated. <i>AD Pay Plan; IIBMh Ch 10</i>		
36.	A process to request casuals for local and incident support is established. <i>AD Pay Plan; IIBMh Ch 10</i>		
37.	Procedures are in place to validate a casual's incident qualifications (Hiring Official/Training Specialist/ROSS). <i>AD Pay Plan; IIBMh Ch 10</i>		
38.	A process is established to ensure that casuals complete the necessary payroll documents (W-4, W-5 and Direct Deposit) prior to or at the time of hire. <i>AD Pay Plan; IIBMh Ch 10</i>		
39.	Department of Homeland Security (DHS) Form I-9 is completed within 3 business days of the appointment to verify eligibility of employment. <i>Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A); AD Pay Plan; IIBMh Ch 10</i>		
40.	Hiring procedures are in place to ensure the Single Resource Casual Hire Form, Incident Behavior Form and I-9 is completed at the time of each hire. <i>AD Pay Plan; IIBMh Ch 10</i>		
41.	Casual records are maintained in accordance with Privacy Act guidelines. <i>5 USC 552a, Records Maintained on Individuals; AD Pay Plan; IIBMh Ch 10</i>		

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42.	Tracking process is established to identify casuals as hired, released or still under hire. <i>AD Pay Plan; IIBMh Ch 10</i>		
43.	Procedures have been established to track training (attendance and instructing) and prescribed fire project hours. <i>AD Pay Plan; IIBMh Ch 10</i>		
44.	The use of Continuation of Pay (COP) is validated. <i>AD Pay Plan; IIBMh Ch 10</i>		
45.	Procedures have been established to handle travel reimbursement for casuals assigned off unit. <i>AD Pay Plan; IIBMh Ch 10</i>		
Casual Payment			
46.	Hiring official/time officer/approving official understand the role of the Casual Payment Center.		
47.	A process has been established to review and audit hiring documents and timesheets prior to submission for payment.		
48.	Approving officials are aware of the Casual Pay Datamart and what the system provides (tracking training/Rx hours, tracking payments, review of payments processed, etc).		

For the National Preparedness Review you will need to have the following items available for review

Checklist Item #	Documentation
	Sampling of time entered for fire staff
	Documents referenced
	Guidelines referenced
	Publications referenced
	Sampling of documents
	Sampling of casual hiring files (files to include original I-9's, original Single Resource Casual Hire Information Forms, copies of submitted OF-288's,) Policy documents referenced