

**BLM Fuels Program Organization Workforce and Operations Support Costs
Business Rules for Completing:**

**A. Program Workforce Costs Fuels Management Labor State Summary
Worksheets.**

States are to utilize the Fiscal Year (FY) 2008 Employee Cost Estimation Table (Attachment 2) when identifying base costs. This will ensure associated costs are uniformly identified across the states.

1. Office:

Identify the office associated with the information.

2. Position:

Identify the position of personnel.

3. Grade:

Identify grade of the current position(s). Identify anticipated 2008 grade increases, step increases etc... if they apply.

4. Position Type:

Identify those positions that are fully and partially funded from the 2823 and 2824 subactivities. Use the position type identifiers from the table below.

Position Type	Position Type Description
F	Fuels Direct Support
FFT	Fire Fighter Position
M	Management: District, Field, State Office Managers, Fire Management Officers (FMO, AFMO, FCO, ...) etc.
O	Other Resource Specialists, Archeologists, Range Tech/Specialists, Biologists, Ecologists, Botanists, GIS Specialists, etc...
A	Administrative/Support positions: Contracting Officers, Budget staff, other support staff, etc...

5. Employee Type:

Identify if position is CS (Career Seasonal), PFT (Permanent Full time), T (Temporary).

6. Position Status:

Identify if the position is vacant (V), occupied (O), or new (N). Identify vacant positions only if the position is currently approved and funded and will be filled. **New positions are those that are being proposed for the future.**

7. 2823 Work Months:

Identify number of work months that will be charged to the 2823 subactivity. Identify amount of work months for those positions that are partially funded including career seasonal (CS) and temporary (T) positions. Partially funded positions should charge to

project funding as much as possible. For permanent fuels base funded positions, states will use a total of 12 work months identified in combination between the 2823, 2824 subactivities.

8. 2823 Work Month Cost:

Enter per work month cost. Identify the work month cost from the Employee Cost Estimation Table that pertains to the identified grade. This table identifies a national payscale which includes a 12.5 percent adjustment. States are to **only add specific Cost of Living Allowances (COLA) or other Locality Pay Adjustments above the 12.5 percent for the state. Example: Alaska adds XX percent for Alaska COLA. Areas with locality adjustments use the attached pay table and the appropriate Office of Personnel Management (OPM) pay tables then add the difference between the OPM table locality pay adjustment and 12.5 percent. Example: Denver locality pay adjustment is 19 percent; $19\% - 12.5\% = 6.5\%$; 6.5 percent would then be added to the appropriate pay rate for those positions in the Denver area. Be sure to use the costs from the attached National Pay Scale table even if your locality is less than the 12.5 percent. OPM pay tables can be found at: <http://www.opm.gov/oaca/06tables/indexGS.asp>**

9. Total 2823 Cost:

Total cost to the 2823 subactivity

10. 2824 Work Months:

Identify number of work months for positions that will be charged to the 2824 subactivity. Identify total number of work months for those positions that are partially funded including CS and T positions. For permanent fuels base funded positions states will use a total of 12 work months identified in combination between the 2823, 2824 subactivity.

11. 2824 Work Month Cost:

Enter per work month cost. Utilize the same directions found above for the 2823 Work Month Cost.

12. Total 2824 Cost:

Total cost to the 2824 subactivity

B: 2823 Program Support Costs State Summary and 2824 Program Support Costs State Summary.

1. Labor:

State summary of all program support labor cost from the Program Workforce Costs Fuels Management Labor State Summary worksheet. For each field office or District Office within a state, identify the total yearly labor costs in the core and additional organizations columns.

2. Training:

Summary of all costs related to training. For each field office or District Office within a state, identify the total yearly training costs in the operations support cost column. Include tuition, materials, travel, and per diem. This includes training for other resource specialists, and other fire program personnel who assist with the 2823/2824 programs.

3. Travel:

Summary of all travel (other than that identified for training). For each field or District Office within a state, identify the total yearly travel costs including estimated total yearly costs for vehicle use and mileage.

A vehicle used for planning and implementation of a specific project is to be charged to project costs. Planning costs are to be charged when the project or treatment is assigned a number.

4. Supplies:

For each field office or District Office within a state, identify yearly supply costs that are not project specific.

5. Other:

Identify significant other non project specific costs; e.g., smoke management fees, academy support costs, conference room rentals, etc. For each field office or District Office within a state, identify the other yearly costs in the operations support column.

6. Subtotal:

For each field or District Office total the costs for labor, training, travel, supplies, and other.

7. Administrative Support Cost Total:

Multiply the above subtotal by 10 percent.

8. Totals:

For each field office or District Office within a state, identify the total cost.

9. Equipment and One-time Costs:

Equipment purchase and other one-time costs are to be charged to project implementation (Operations) funding. Equipment purchases and other one-time costs should not be charged to base funding. This includes equipment rentals, Permanent Change of Station (PCS) costs, ignition lighting, holding equipment, etc. Identify the total operations funding needed for these costs for each office.