| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

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

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 2, 6, 21 | Documents referenced |
| 24, 28, 31, 32, 33 | Sampling of documents |
| 23-29 | Sampling of casual hiring files (files to include original I-9s, original Single Resource Casual Hire Information Forms, copies of submitted OF-288s) |
|  | *NWCG Standards for Interagency Incident Business Management*  (<https://www.nwcg.gov/publications/902>) |

**INCIDENT BUSINESS COORDINATION**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Local *Incident Business Operating Guidelines* have been developed and are reviewed annually.  *[SIIBM Ch 40]* | Choose an item. |  |
| 2 | Incident Business contact has been identified to brief incoming teams, provide a copy of the *Incident Business Operating Guidelines,* and determine who will close out and receive final package.  *[SIIBM Ch 40]* | Choose an item. |  |
| 3 | A process is in place to ensure a post-finance performance evaluation is completed within 60 days of the IMT release.  *[RB Ch 11 (Team Evaluation); SIIBM Ch 40]* | Choose an item. |  |
| 4 | Interagency incident business contacts are identified and can be utilized in fire and non-fire emergency situations.  *[SIIBM Ch 40]* | Choose an item. |  |
| 5 | Incident Business contact participates in Agency, Regional, Geographical, or national meetings/workshops/ committees.  *[SIIBM Ch 40]* | Choose an item. |  |

**GENERAL INCIDENT BUSINESS MANAGEMENT**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 6 | The following publications, documents and processes are current and readily accessible: |  |  |
|  | a. NWCG *Standards for Interagency Incident Business Management* (*SIIBM*) and current supplements | Choose an item. |  |
|  | b. Geographical area supplements and IM/IBs | Choose an item. |  |
|  | c. *Interagency Standards of Fire and Fire Aviation Operations* (Red Book). | Choose an item. |  |
|  | d. *National Interagency Mobilization Guide* (Mob Guide). | Choose an item. |  |
|  | e. *Geographic Area Mobilization Guide* | Choose an item. |  |
|  | f. Process in place for dissemination of incident business information | Choose an item. |  |
| 7 | Supervisors and employees are trained on proper administrative procedures pertaining to: |  |  |
|  | a. Time and attendance (QuickTime) | Choose an item. |  |
|  | b. Crew time reports (CTRs) | Choose an item. |  |
|  | c. Fire time reports (OF-288) | Choose an item. |  |
|  | d. Travel forms (Concur) | Choose an item. |  |
|  | e. Accident/injury reporting  (CA-1/CA-2/CA-16) through SMIS | Choose an item. |  |
|  | f. Credit card purchases and records | Choose an item. |  |
|  | g. Fire/Emergency cards |  |  |
|  | h. Corporate card(s) |  |  |
|  | i. Fleet cards | Choose an item. |  |
| 8 | Unit is cognizant of when to order an INBA as per criteria established in the Red Book and a letter of expectations issued from the agency administrator.  *[RB Ch 11]* | Choose an item. |  |
| 9 | Strategies and processes have been established to monitor incident costs.  *[RB Ch 11]* | Choose an item. |  |

**INCIDENT TIME AND ATTENDANCE**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 10 | Incident timekeeping: |  |  |
|  | a. Timekeepers are trained, capable, and available for incident timekeeping. Specifically, Timekeepers fully understand all pay standards pertaining to Wildland and All-Hazard management. (Red Card not Required) | Choose an item. |  |
|  | b. Timekeepers have established processes for timely submission of T&As when personnel are on incident assignment. | Choose an item. |  |
|  | c. Internal controls pertaining to fire time are in place including the performance of periodic audits. | Choose an item. |  |

**COMPENSATION FOR INJURY/ILLNESS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 11 | Regional OWCP Coordinator is identified.  *[RB Ch 7]* | Choose an item. |  |
| 12 | Guidelines/procedures are established to authorize medical treatment during an incident on the unit (e.g., local, Incident Management Teams).  *[SIIBM Ch 10]* | Choose an item. |  |
| 14 | Measures have been taken to ensure medical records created on incident are handled properly. | Choose an item. |  |
| 15 | A procedure for validating SMIS and/or eCOMP at the home unit organization is in place for casuals. | Choose an item. |  |

**NON-INJURY CLAIMS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 16 | Unit has identified a contact or individual(s) to handle claims. (Employee and Tort)  *[SIIBM Ch 70]* | Choose an item. |  |

**ACQUISITION**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 17 | Procurement Support:  *[SIIBM Ch 20]* |  |  |
|  | a. Local personnel have been identified who can assist with procurement when a local incident occurs. | Choose an item. |  |
|  | b. Procurement staff has incident business training and experience and can provide incident support as needed. | Choose an item. |  |
|  | c. Process is known for ordering additional support if local capability is exceeded. | Choose an item. |  |
|  | d. Staff have been identified that will work with and oversee off-unit Buying Teams. | Choose an item. |  |
| 18 | Staff involved in developing the service and supply plan have been identified.  *[SIIBM Ch 20]* |  |  |
|  | a. A timeframe of how often the plan is reviewed or updated has been established. | Choose an item. |  |
|  | b. Recipients of the plan have been identified. | Choose an item. |  |
|  | c. Process for identifying needs is coordinated between fire management and fire business. | Choose an item. |  |
| 19 | Incident Acquisition:  *[SIIBM Ch 20]* |  |  |
|  | a. Knowledge of Geographic Area Supplement for Emergency Equipment Rates and pre-season agreements. | Choose an item. |  |
|  | b. Process for reviewing payment packages is in place and approving official is identified. | Choose an item. |  |

**CHARGE CARDS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 20 | Charge Cards: |  |  |
|  | a. A process has been established to ensure occasional crew leaders have a Fire/Emergency card. | Choose an item. |  |
|  | b. Internal controls pertaining to charge cards are in place including the performance of periodic audits. | Choose an item. |  |

**COOPERATIVE/INTERAGENCY AGREEMENTS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 21 | Cooperative/Interagency Agreements are in place with appropriate cooperators:  *[SIIBM Ch 50; RB Ch 8]* |  |  |
|  | a. Agreements are current and maintained. Copies are provided to Incident Management Teams as appropriate. | Choose an item. |  |
|  | b. Strategies and processes are identified to determine billable fires. | Choose an item. |  |
|  | c. Procedures have been established for payment or collection of these agreements. | Choose an item. |  |
|  | d. Annual Operating Plans (AOPs) are updated as required.  *[RB Ch 8]* | Choose an item. |  |
| 22 | Criteria for Cost Share Agreements are outlined in the Cooperative Agreement and/or the Annual Operating Plan, or local agreements with local governments:  *[SIIBM Ch 80]* |  |  |
|  | a. Knowledge of who or what supervisor level is authorized to sign Cost Share Agreements. | Choose an item. |  |
|  | b. A process is in place to monitor the billings/payments of Cost Share Agreements. | Choose an item. |  |

**CASUAL HIRE PROGRAM**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 23 | Hiring and approving officials are designated.  *[AD Pay Plan; SIIBM Ch 10]* | Choose an item. |  |
| 24 | Verify all THSP exception position descriptions and rates.  *[AD Pay Plan; SIIBM Ch 10]* | Choose an item. |  |
| 25 | A process to request casuals for local and incident support is established.  *[AD Pay Plan; SIIBM Ch 10]* | Choose an item. |  |
| 26 | A process is established to ensure that casuals complete the necessary payroll documents (W-4, Direct Deposit) and the I-9 within 3 days of the first workday.  [Immigration Reform and Control Act of 1986 (8 U.S.C. 1324A); *AD Pay Plan; SIIBM Ch 10]* | Choose an item. |  |
| 27 | Casual records are maintained in accordance with Privacy Act guidelines.  *[5 USC 552a, Records Maintained on Individuals;* *AD Pay Plan; SIIBM Ch 10]* | Choose an item. |  |
| 28 | What is your process to track training (attendance and instructing) and prescribed fire project hours and ensure limits are adhered to?  *[AD Pay Plan; SIIBM Ch 10]* | Choose an item. |  |
| 29 | Understand of how to use Continuation of Pay (COP) for casuals.  *[AD Pay Plan; SIIBM Ch 10]* | Choose an item. |  |

**TRAVEL**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 30 | Processes are in place to ensure timely and accurate submission of travel vouchers for casuals and temporary employees.  *[Federal Travel Regulations; SIIBM, Chapter 10; AD Pay Plan]* | Choose an item. |  |

**DOCUMENT REVIEW**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 31 | Incident timekeeping includes the pertinent documentation where appropriate: |  |  |
|  | a. All incident time has a signed OF-288, CTR, or similar locally approved document filed with appropriate timekeeper. | Choose an item. |  |
|  | b. Hazard pay is appropriately documented and applied. | Choose an item. |  |
|  | c. Preparedness funded employees continue to charge their regular base-8 hours to the fire preparedness program. | Choose an item. |  |
|  | d. Incident time is coded correctly. | Choose an item. |  |
|  | e. Work/rest policy is adhered to and documented as appropriate. | Choose an item. |  |
|  | f. Payroll records are maintained in accordance with agency policy. | Choose an item. |  |
| 32 | Charge card purchases includes the pertinent documentation where appropriate: |  |  |
|  | a. Charge card statements have the required employee and supervisory signature, a description of each purchase, a charge code, and attached itemized receipts. | Choose an item. |  |
|  | b. Suppression purchases are supported with Resource Order numbers or requisitions. | Choose an item. |  |
|  | c. Government issued property replaced on an incident has approved Property Loss or Damage form and supporting documentation. | Choose an item. |  |
|  | d. Meals and lodging purchased for crewmembers with the Fire/Emergency card includes the names of those who were provided meals and lodging. | Choose an item. |  |
|  | e. When suppression code is used as the default code, procedures are established to ensure incident charges are backed out and posted to the appropriate incident in a timely manner. | Choose an item. |  |
| 33 | Use of fire funds are in compliance with Departmental and Agency policy. | Choose an item. |  |