

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 5109.34 – Interagency Incident Business Management Handbook
(National Wildfire Coordinating Group [NWCG] Handbook 2)
Transmittal**

Supplement: 5109.34-2016-1

Effective date: May 02, 2016

Duration: This amendment is effective until superseded or removed.

Approved by: Victoria C. Christiansen, Associate Deputy Chief, S&PF

Date approved: April 29, 2016

Responsible Staff:

Last Change: Interim Directive 5109.34-2016-1 to Chapter 10

Superseded Document(s): All parent text of handbook only

Digest: Following is an explanation of the changes throughout the directive by section.

5109.34: The Interagency Incident Business Management Handbook (IIBMH) National Wildfire Coordinating Group (NWCG) Handbook 2 has been incorporated into the Forest Service Directive System as FSH 5109.34 for ease of distribution and supplementation.

A full size (8.5" x 11") version of the amended chapters is available for print from the web at: <http://www.nwcg.gov/sites/default/files/publications/pms902.pdf>. The posted version of the handbook has been replaced with the revised March 2016 version. The IIBMH is available for order from the Great Basin Cache in 8.5" x 6.5" format. When ordering the 2016 version of the handbook, any amendments, supplements, and/or interim directives may need to be printed from the web at: <http://www.fs.fed.us/im/directives/>

SUMMARY INFORMATION: Below is a summary list of areas that contain policy change, new, and updated direction in bullet format by chapter.

Chapter 10 – Personnel

- Emphasized that incident host units should furnish equipment required for positions and AD employees should not be using personal equipment

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- Clarified the intent of the AD Pay Plan is not to be used to hire personnel in detail positions
- Clarified legal authorities for criteria to meet compensable meal periods

Chapter 20 – Acquisition

- Clarified when meals can be furnished to employees at home units
- Added language to allow for replacement of supplemental foods purchased pre-season and consumed on an incident, using the incident replacement process. Also included website for additional information regarding firefighter nutrition requirements
- Clarified dispatch considerations regarding contracted resources

Chapter 50 – Interagency Cooperative Relations

- Clarified language regarding requirements for resources ordered through Cooperative Agreements

Tool Kit

- Added matrix of appropriate hazard pay justifications