

## Statement of Purpose

This State of Alaska Incident Business Management Handbook (AIBMH) is intended to be supplementary and augment the NWCG Standards for Interagency Incident Business Management (SIIBM), and is primarily for the use of State of Alaska employees.

An Administrative Briefing document emphasizes the critical financial and administrative procedures to be followed within the State of Alaska protection area so a field organization in support of State of Alaska fires has direction on rules and procedures specific to State of Alaska incident business management practices. This document is found on the same web page as the AIBMH. *Incident Management Teams should access the referenced chapters of the Alaska Incident Business Management Handbook (AIBMH) and/or Area/Regional Admin for greater detail.*

The AIBMH applies existing State of Alaska administrative, contracting, and financial regulations and Department procedures within the framework of fire business management operations, clarifying for staff the Forestry-specific applications, and is in effect until it is replaced.

In addition, the AIBMH is meant to speak on issues of concern where differences between State of Alaska incident business practices and those found in the SIIBM exist. Generally, where the AIBMH is silent on a topic and where any State of Alaska administrative policy or procedure is not contradicted, we abide by the SIIBM.

The information provided in this manual reflects the interpretation and application of collective bargaining agreements, personnel rules, the Fair Labor Standards Act (FLSA), regulations and statutes, etc. understood at the time of issuance. In no way shall this manual amend, add to, subtract from, or eliminate any of the terms as stated in the authorities listed or other applicable authorities. When a conflict exists between this manual and the authorities, the language of the authorities always supersedes the language of this manual. The information provided in this manual does not form or imply a contract or promise of any kind. Readers of this manual must consult applicable authorities before applying the information found in this manual to specific employees and circumstances.

This manual is a work-in-progress, and we are continually trying to make it a more useful tool. The perspective of others is welcome.



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