

Criteria for Assigning a Cardholder to a Crew Chief Option Set

Part .6 from the BLM Interim Manual Section 1512, Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms:

.6 Fire or Team Lead Cards.¹

What is a fire or team lead card?

The Team Lead Card is not a separate card; it is simply a different template for the team lead integrated card and requires purchase authority. This template was established solely for use by fire, cadastral survey, and wild horse and burro crew chiefs, and is to be used to purchase meals, lodging, and supplies for crews while traveling.

.61 Fire Template.

How does the fire template work?

There are three fire template option sets. All three have unrestricted merchant category codes and a cycle limit of \$205,000.² All items purchased under any fire template will be centrally billed to a specified local office master accounting code, with the exception of ATM advances.

A. Using the Fire Template.

How do crew chiefs activate and use the fire template?

Before taking a crew into travel status, the crew chief or lead should ask the local A/OPC to change their card to a fire template. This can be done at the beginning of the fire season for fire personnel, the start of the field season for cadastral and other crews, or as needed. The A/OPC must contact Bank of America directly by phone to request that the team lead be assigned one of the three fire templates. It will be 24 hours before the update is effective.

¹ The “Fire,” “Team Lead,” and “Fire Template” terms used above are now collectively referred to as a “Crew Chief Option Set.”

² The three crew chief option sets now each have a different monthly credit limit assigned to them. Option set 3760 is for non-warranted personnel and has a \$200,000 monthly credit limit; 3761 is for cardholders with a Level I warrant and has a \$300,000 monthly credit limit; and 3762 is for cardholders with a Level II, III, or IV warrant and has a \$500,000 monthly credit limit.