

Great Basin/Rocky Mountain

Interagency

Buying Team

Guide



June 10, 2014

Table of Contents

Preface	2
Introduction	3
Mission	3
Organization	4
National	4
Geographic	4
Qualification & Training	6
Step 1-2	6
Step 3-7	7
Team Selection Process	8
Trainee Prioritization	9
Rotation Process	9
National	9
Geographic	10
Mobilization	11
Substitution procedures	12
Responsibilities	13
BUYL	13
Deputy BUYL	16
BUYM	16
BUYT Coordinator	17
Assistant BUYT Coordinator	17
Other Supporting Persons/Organizations	17
BUYT Kit	18
Reference Materiel	18
Equipment (BUYL responsibility)	18
Internet/Intranet Website References	18
Suggested Set-up Supplies (Resources needed at the Incident Office)	20
Forms	20
Operating Procedures	21
Regulations	34
Exhibits	35

Preface

These Standard Operating Guidelines (SOGs) for Buying Teams were developed by the Great Basin and Rocky Mountain Incident Business Committees as procurement guidance for their partners during incidents.

This guide is not to replace any of the referenced guides, but merely provide a single location for all Buying Team regulations.

Updates will be made to this guide as changes are made in the guides it is derived from. Always use the most current version of this document.

Reference Acronyms

NIBTG= National Interagency Buying Team Guide

NIMG= National Interagency Mobilization Guide

GBMG= Great Basin Mobilization Guide

IIBMH= Interagency Incident Business Management Handbook

FSH 6309.32= Forest Service Handbook 6309.32-2011-4

RMAIMG= Rocky Mountain Area Interagency Mobilization Guide

The Great Basin and Rocky Mountain Incident Business Committees have approved this information for the guidance of its member agencies.

The use of trade, firm, or corporations names used in this publication is for the information and convenience of the reader and does not constitute an endorsement by the Committees.

Refer to your local Incident Business representative for questions.

This publication is available for download at <http://gacc.nifc.gov/egbc/business.php>

I. Introduction

This Great Basin/Rocky Mountain (GB/RM) Interagency Buying Team Guide contains standard operating procedures and forms recommended for use by Buying Teams (BUYT). This Guide includes all of the information regarding BUYTs found in the following:

Interagency Incident Business Management Handbook (IIBMH), NWCG Handbook, National Interagency Mobilization Guide (NIMG), Great Basin Mobilization Guide (GBMG), Rocky Mountain Area Interagency Mobilization Guide (RMAIMG), National Interagency Buying Team Guide (NIBTC), Forest Service Handbook 6309.32 (FSH).

If contradictions occur, the Incident Business Management Handbook and National Mobilization Guide take precedence. BUYTs should be thoroughly familiar with all chapters of these guides.

II. Mission

The primary mission of a BUYT is to support the local administrative staff with incident acquisition.

BUYTs are ordered by the incident host agency and report to the Agency Administrator or designated personnel, and work with the local administrative staff to support the incident acquisition effort by procuring a wide range of services and supplies, as well as renting land and equipment. Administrative staff, as used throughout this Guide, means the incident agency Administrative Officer or equivalent. BUYTs should not be used as defacto payment teams. Incident host agencies should order an Administrative Payment Team if the situation warrants.

A BUYT is responsible for:

- A. Supporting incident procurement through coordination with the incident agency administrative staff (See IIBMH 43).
- B. Coordinating with dispatch and IMT to establish procedures for filing and documenting resource orders for services, supplies, and equipment from the open market and established sources.
- C. Providing the incident agency with acquisition documentation established during the incident assignment.
- D. Coordinating with the incident agency and IMT to ensure incident agency procurement regulations and property accountability requirements are met.

III. Organization

The GB/RM has established both National and Geographic BUYTs.

National BUYTs—Each geographic area shall train and provide a minimum of one BUYT available for National Dispatch. The GB/RM strive for two (2) National BUYTs on the National rotation. These teams will be identified on the national rotation as “Rocky Basin.” These teams will be identified numerically, as “Team 1” and “Team 2”.

- A. Each National BUYT consists of seven (7) positions, a leader and six (6) team members.
 - Three (3) qualified procurement personnel
 - Three (3) personnel support positions
 - One (1) procurement or leader trainee
- B. One of the six members may be assigned as an assistant or deputy leader.
- C. In addition to the seven-member team, personnel from the incident agency or alternate BUYT members may be added, as needed, to supplement the primary team.
- D. Two (2) members of the team must be a Contracting Officer with a minimum of \$150,000 warrant authority. Employees assigned as incident BUYT Leader (BUYL) or contracting officers shall have a minimum warrant level of \$150,000 (Simplified B for FS), in addition to specialized incident training in accordance with the current National Interagency BUYT Guide.
- E. Five (5) members of the BUYT will be required to have a Purchase Card and their applicable agency training.
- F. Not all members have to be BUYT Member qualified. These may be trainees, or support personnel such as expanded dispatch.

Geographic BUYTs—The geographic area determines the composition of its internal BUYTs. The GB/RM strives for three (3) Geographic BUYT on a geographic rotation. These teams will be identified numerically, as “Team 1”, “Team 2” and “Team 3”.

- A. Each Geographic BUYT consists of four (4) positions, a leader and three team members:
 - One (1) qualified procurement personnel
 - Two (2) personnel support positions
 - One (1) trainee

- B. In addition to the four member team, personnel from the incident agency or alternate BUYT members may be added as needed to supplement the primary team.
- C. Each team shall have at least one (1) procurement official with a minimum \$25,000 warrant authority (Simplified A for FS). Support personnel from the incident agency may be used.
- D. Geographic teams are available for Geographic incidents or when a local unit has the need for their services due to incident activity.

Established BUYT rosters, with substitutes as they occur, shall be the responsibility of the Eastern Great Basin Coordination Center (EGBCC). These lists shall be posted to the EGBCC's website.

The BUYT Trainee position will not have a pre-rostered person assigned. As the BUYT is dispatched, the BUYL will submit a Resource Order for a trainee from a priority list provided by the BUYT Coordinator (BUYC). The Great Basin will select the trainee from this list. Upon selection and confirmation of the trainee's availability, the BUYL will be notified of the name for the BUYT roster.

Additional BUYT Members may be ordered as needed. If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Representative will provide those accommodations and services that are necessary for the unit to function.

Virtual BUYT members may be used. The number of virtual BUYT members used is at the discretion of the BUYL and BUYC, as long as the team has enough on-site members to fulfill its needs. However, a BUYL cannot be a virtual position; there is no exception to this rule (see V. National (H) on Page 7).

Current-year team members for both National and Geographic BUYTs are listed on the following web pages:

<http://gacc.nifc.gov/egbc/overhead.php>

<http://gacc.nifc.gov/rmcc/logistics/overhead.html>

IV. Qualifications and Training

Step 1: Training

The following training requirements are mandatory for all BUYT members, including alternates:

1. Required Training
 - A. S-260 Interagency Incident Business Management
 - B. I-100 Introduction to Incident Command System
 - C. IS-700 National Incident Management System, An Introduction
 - D. IS-800B National Response Framework

2. Recommended Supplemental Training
 - A. National Interagency BUYT Workshop, on-the-job procurement training, micro-purchase authority and maintenance of that authority, and recommended by a Geographic Area BUYT Coordinator, in addition to:
 - 1-200 Basic Incident Command System
 - D-110 Dispatch Recorder
 - B. S-261 Applied Interagency Incident Business Management
 - C. Incident Procurement Training (NTC 1500-60)
 - D. Geographic Area BUYT workshops
 - E. Geographic Area BUYT Finance meetings
 - F. Purchase Card and Convenience Check training
 - G. ROSS Training

3. Annual Review/Training Requirements
 - A. Review Interagency Business Management Handbook, Chapters 20, 30, 40 and 60.
 - B. Review Geographic Area Supplements, Chapters 20, 30, 40 and 60

4. Additional Recommended Training for BUYT Leaders and Alternate Leaders
 - A. S-360 Finance/Administration Unit Leader
 - B. BUYT Leader Meeting or Incident Acquisition Workshop
 - C. Geographic Area Incident Procurement/BUYT workshop

Step 2: Initiate a Taskbook

In addition to this training, a BUYT trainee is required to complete a taskbook to become a qualified BUYM or BUYL. A trainee cannot be assigned to an incident unless they are designated as a trainee on their Incident Qualification Card or other agency proof of certification. The Certifying Official from the home unit/agency has administrative authorization to manage the qualification system for that home unit/agency.

Both BUYM and BUYL Taskbooks can be found at:

<http://www.nwcg.gov/pms/taskbook-agency/index.htm>

Step 3: IQCS (For Red Card)

The Incident Qualifications and Certification System (IQCS) is an information system that tracks training and certifications for agency employees regarding Fire. It can be found at:

<http://iqcs.nwcg.gov/>

See your local agency training coordinator for information regarding how to get access to IQCS.

IQCS Forms are located at: <http://gacc.nifc.gov/rmcc/administrative/iqcs.html>

Step 4: Apply through ICAP for BUYT Position

Nominations are submitted via the Incident Command Application System (ICAP). These nominations are typically due the end of January, annually. The official site is located at:

<http://www.nwportal.fs.usda.gov/>.

It is recommended that applicants access ICAP instructions. Detailed instructions are posted for your convenience. Please read the ICAP instructions prior to applying through ICAP. Instructions for electronic application: <http://gacc.nifc.gov/wgbc/GBCG/ICAP%20Instructions.pdf>

Step 5: Set Up ROSS Account

Contact your local dispatch center and they will establish your account. ROSS website:

<http://ross.nwcg.gov/>

Once your account is active, you can then log in to set your availability and update any contact information: <https://rossweb.nwcg.gov/webapp/rossApp/WebStatusHTML>

Step 6. Apply to the Great Basin Priority Trainee Program

In order to be placed on a trainee priority list, trainees must submit an application to the Great Basin Trainee program. A priority list is generated based on these applications. You can find the application at this site: http://gacc.nifc.gov/egbc/logistics/docs/Priority_Trainee_Form.pdf

This form should be filled out with your Fire Training officer, signed by all parties, and submitted to the BUYC for approval. The BUYC will submit to the Great Basin Trainee Program.

Step 7: Contact BUYT Coordinator

Contact the BUYT Coordinator to assure all the steps have been completed and that your name is on the applicants list.

V. Team Selection Process

Nominations for BUYTs are submitted via the Incident Command Application System (ICAP). These nominations are typically due in January, annually. The official site is located at: <http://www.nwportal.fs.usda.gov/>.

It is recommended that applicants access ICAP instructions. Detailed instructions are posted for your convenience. Please read the ICAP instructions prior to applying through ICAP. Instructions for electronic application: <http://gacc.nifc.gov/wgbc/GBCG/ICAP%20Instructions.pdf>

Based on Great Basin guidelines, in the same manner as Incident Commanders, BUYL will be on a three year commitment. This guideline allows for BUYL to retain their Leader status for three years without reapplying. However, this is not a requirement, and can be circumvented for unique circumstances such as retirements, change in job, or performance issues. All other BUYMs or BUYM trainees will be on a one year commitment and must reapply every year.

Proposed team rosters will be submitted by the BUYL on an annual basis to the BUYT Coordinator. In selecting primary teams, BUYL will strive for the best possible mix of highly qualified and diverse candidates, which may require some adjustments after initial team selection.

- A. Candidates must meet all pre-requisites for training, experience and physical requirements. Failure to meet all qualifications requirements will preclude selection.
- B. Agency personnel will be utilized when possible before AD personnel or Supplemental, to ensure continued development of agency employees.
- C. Those with an existing warrant/ purchase card will receive preference against those without purchase authority.

The Great Basin Standard for team selection priority is in the following order:

- Agency (Federal/State) – In geographic area
- Cooperators (Full-time) – In the geographic area
- Agency (Federal/State) – Out of the geographic area
- AD – In the geographic area
- AD – Out of the geographic area
- Cooperators – Out of the geographic area
- Supplemental Fire Department Resource (SFDR)

Trainees will not be officially rostered on a team. Instead, teams will rotate trainees through their one open trainee position through the Great Basin Trainee program. The Rocky Basin

BUYT Subcommittee will identify priority trainees, and BUYL will work with Dispatch to fill their trainee position at the time of assignment, based on these priority trainees.

After Rocky Basin BUYT Subcommittee approval of rosters, GACCs will work with the BUYC to post the final roster of team membership, as well as a complete listing of trainee and alternate positions. Nominees not selected for teams will be notified of their status and put on a list for all teams to select from as an alternate as needed. Rosters, alternate, and Trainee lists can be found here: <http://gacc.nifc.gov/egbc/overhead.php>.

VI. Trainee Prioritization

Trainees for the BUYTs will be prioritized using the Great Basin Priority Trainee Program. Information on the program can be found at: <http://gacc.nifc.gov/egbc/overhead.php>

Beyond the Great Basin's requisites for priority, BUYT trainees will also be prioritized based on purchase level authority. High warranted trainees will be prioritized highest.

VII. Rotation Process

BUYT status and ROSS roster will be maintained by the Geographic Area Coordination Center of the team leader, and home or local dispatch center.

- A. The team leader will ensure that the appropriate Coordination Center has a current roster prior to the on-call status. The Coordination Centers will notify the team leader of any changes to the rotation.
- B. Team members are responsible to know the on-call schedule and be available during the on-call period and to inform their team leader and local Dispatch of availability during their assigned weeks so that replacements can be named, if necessary.

National

- A. BUYTs will remain on call for a maximum of fourteen (14) days.
- B. At the time a BUYT is requested from the rotation, the next eligible BUYT in rotation will be notified and will remain in call status for the next 14 day period. The next two (2) National BUYTs in rotation will also be notified of the schedule change.
- C. Geographic Areas unable to provide a BUYT when ordered for a National assignment will be listed as unavailable on the BUYT Rotation and will not be considered until the designated Geographic Area slot rotates into position again.

- D. Geographic Areas with more than one BUYT, such as GB/RM, may decide which “eligible” team responds to a National call. Geographic Areas must pass if no “eligible” BUYT can meet the 24-hour call. The GB/RM maintains a combined rotation schedule for internal mobilization. For outside the geographic area, whichever team is on call on the internal rotation will be on call for the national rotation. This internal rotation will be “every other assignment.” Meaning, Team 1 is first in rotation. When Team 1 accepts an assignment, regardless of length, Team 2 will accept the next assignment.
- E. The National Interagency Multi-Agency Coordinating Group (NMAC) retains the authority to adjust the BUYT Rotation list when necessary to achieve team experience objectives or for other reasons.
- F. The call-out schedule is a year-round rotation.
- G. Eastern Great Basin Coordination Center will maintain the National rotation list.
- H. In the event the BUYL is unable to accept the assignment and the Deputy BUYL will be taking the team out, the BUYL will notify the National BUYT Coordinator.

The Point of Contact for the National Buying Teams is:

Ron Schilz
Work 406-329-1065
Cell 406-370-5423
Email rschilz@fs.fed.us

The National rotation schedule and current assignment history can be found at the following website: http://www.nifc.gov/nicc/logistics/teams/buy_rotate.pdf

Geographic

- A. Geographic BUYTs are rotated on an assigned on-call calendar period. The on-call period will run for one week commencing at 0001 on Wednesday (MDT) and will terminate on the following Tuesday at 2400.
- B. At the time a BUYT is requested from the rotation, the next eligible BUYT in rotation will be notified and will remain in call status for the next assignment. The next BUYT in rotation will also be notified of the schedule change.
- C. The call-out schedule will start at 0001 hours approximately May 1 (MDT) and end 2400 hours (MDT) on approximately October 15.

- D. Eastern Great Basin Coordination Center will maintain the Geographic rotation list.

The Geographic rotation schedule and current assignment history can be found at the following website: <http://gacc.nifc.gov/egbc/overhead.php>.

VIII. Mobilization

BUYT will be mobilized according to the call-out procedures. All orders for BUYTs will follow standard dispatch procedures. Orders for BUYTs will be placed through established ordering channels using an Overhead Group Request as identified.

- A. The BUYL will ensure that the appropriate GACC has a current roster prior to the on-call date. The Coordination Centers will notify the team leader of any changes to the rotation.
- B. National BUYTs from outside of the Geographic Area may be requested after BUYTs within the Area have been utilized. National teams will be mobilized according to the National call-out procedures from the National Interagency BUYT rotation managed by NICC (See NIMG 64.1.2).
- C. Geographic BUYTs shall be ordered for all Geographic incidents in the GB/RM Geographic Areas. When a BUYT is mobilized within the GB/RM Geographic Areas, the requesting GACC will place the order for the teams with the respective managing GACC, as appropriate.
- D. Transportation information will be processed through regular dispatch channels.
- E. During high fire activity, incident agencies are encouraged to share BUYTs with neighboring units. BUYTs can be supplemented with additional support personnel to ensure the needs of all incidents are being met.

BUYT members are attached to their team and are unavailable as individual overhead, unless the team stands down. Team Leaders have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignment.

When activated, the BUYT will be assigned to and work for the Line Officer or designate (Administrative Representative) of the unit with the incident. The team will be requested as a team only through dispatch channels and not as miscellaneous overhead.

All BUYT members will be ordered through and mobilized by their respective Geographic Area Coordination Center/home (local) dispatch center.

Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the remaining period. Once a team has been returned to their duty stations, regardless of length of assignment, the released team will move to the last position in the rotation. The BUYL must status the team as unavailable until their required R&R is complete.

Geographic Areas will internally mobilize their National BUYT, local Geographic Area BUYTs, or ad-hoc BUYTs before requesting a National Interagency BUYT from NICC. BUYTs outside the Geographic Area may be requested after BUYT within the Area have been utilized. Local agencies are expected to support the small incident needs using Geographic Area resources.

BUYTs will be considered unavailable for assignment if more than one (1) procurement position cannot be filled with a substitute (See VII. Substitution Procedures for further explanation).

Alternate BUYT members can go out as individual overhead or with the BUYTs.

IX. Substitution Procedures

The resource must be rostered prior to mobilization; the substitutes will not be filled during the mobilization process.

For both National and Geographic BUYTs, a substitute can be filled from the Alternate BUYT member list. It is the responsibility of the BUYL and/or BUYC to provide substitutions and an updated roster to the appropriate GACC. Substitutes will be assigned to the team for that call-out period.

The BUYC will maintain a list of in-GACC qualified BUYM alternates, as well as prioritized trainees from whom BUYLs may select needed resources for their BUYT when on-call in the rotation. Team assignments from the list are for that call-out period only. BUYL will notify the GACC of alternates (substitutes and trainees for the call-out period).

If any BUYT leader or member is unavailable, please contact the BUYC for assistance in finding a substitute. The BUYT Coordinator is:

Sierra R. Hellstrom
Work 801-625-5764
Cell 801-940-4935
Fax 801-625-5365
Email srhellstrom@fs.fed.us

Every effort will be made to substitute BUYT personnel within the GB/RM Geographic Areas. In the event sufficient resources are not available within the geographic boundary to fill all team positions, the resources may come from other areas.

Substitution of Team Members during assigned availability periods will be made by the Team Leader or BUYC based on lists provided by the BUYC. Substitutes will be assigned to the Team for that call-out period.

If an alternate leader is not available to substitute, the next team will move up to on-call status. If a substitute is unavailable, the entire team is unavailable. The next team in rotation will move up to on-call status.

Alternate BUYT members can go out as individual overhead or with BUYTs.

X. Responsibilities

The BUYT works with the local administrative staff to support the incident acquisition effort. Therefore, BUYTs should be sensitive to and strive to operate within the local policies and procedures. (See Exhibit 24).

The responsibilities of each BUYT member or organization that assists BUYTs are outlined below. It is essential to establish good communications with all parties involved in supporting incident acquisition activities. All BUYT members share responsibility in the communication effort.

- A. BUYT Leader (BUYL)**—Responsible for their team and assures availability of members. The BUYT leader coordinates with the incident agency personnel and the IMT, ensures goods and services are purchased in accordance with the National BUYT Guide and incident agency policy, and that the BUYT is following incident agency guidelines for the purchase of accountable property. BUYT leaders ensure that the team maintains proper documentation and reports the purchase of accountable property to the incident agency. The BUYL works with the incident agency to establish a set of guidelines for the current assignment if no guidelines are in place. The BUYL has the responsibility for coordinating property accountability with the Supply Unit Leader. Responsibilities and coordination of BUYTs can be found in the IIBM, Section 20.04 and Section 43.

In addition, the BUYL:

1. Contacts the administrative staff immediately upon receiving the resource order, to collect the following information:
 - a. The size and location of incident

- b. The size and location of the space available for the BUYT's use
 - c. The equipment currently available to the BUYT
 - d. If a vehicle has been assigned for BUYT use
 - e. Other special problems or concerns (Refer to Exhibit #2, Request for BUYT information)
 - f. Status of a caterer order
 - g. Verify if a Government computer, rental vehicle, and cell phone are authorized on the Resource Order
 - h. Change the default accounting code (job code) in the appropriate purchase card system to the incident accounting code when dispatched to an incident.
2. Bringing the equipment and reference materiel required (see IX BUYT Kit)
3. Sets up the following logistical items immediately upon arriving at the incident:
- a. Runner/ground support availability for the BUYT
 - b. Phones and phone lines
 - c. Copier and Fax machine (preferably with scanner capability)
4. Establishes lines of communication and coordinates BUYT responsibilities with other incident functions (administrative staff, Dispatch, Finance Section, Logistics Section, and all acquisition personnel involved in the incident acquisition activities). If needed, provide briefings on BUYT roles and responsibilities to all concerned parties.
5. Coordinates with the Ordering Manager and the local dispatch office on how the BUYT will receive resource orders. Documents and shares the process with all applicable parties. Cooperatively establishes how orders for supplies and equipment will be handled, with the incident agency, incident team, and the dispatch organization. Ensures orders are coming to the BUYT in a timely manner.
6. Reviews and implements the administrative unit's and geographic area's acquisition policies, operating guidelines, service/supply plan, and briefs team members accordingly.
7. Ensures all orders placed are legal and consistent with agency policies. Consults with the IBA (Incident Business Advisor) or Agency Administrator when needed.

8. Establishes operational periods for the team; notifies dispatch and/or the expanded dispatch, incident base, and administrative staff, and/or any other established incident unit.
9. Ensures all documentation is in accordance with the National BUYT Guide, and agency procedures and policies. This includes logs, BUYT spreadsheet, filing systems and delegations of this responsibility to the deputy leader or other members of the BUYT. Inquire whether duplicate copies of documentation will be required for multi-jurisdictional incidents.
10. Monitors organizational needs and adjusts staffing of personnel as needed. Coordinates mobilization and demobilization of staff with incident Agency Administrative Staff as well as with dispatch and/or expanded dispatch.
11. Wherever feasible, obtain agreement between administrative staff, incident, and the expanded dispatch personnel for orders to be sent directly to the BUYT from incident base, and establish a direct line of communications with the incident for resource order information exchange.
12. Coordinates timely delivery of supplies to the incident and schedules equipment inspections with the Ground Support Unit.
13. Document and record the purchase of property.
14. Provides daily cost spreadsheet information to the designated Finance Section and Dispatch.
15. Provides Finance Section with copies of agreements issued by the BUYT for cost tracking and administration.
16. Coordinates with the Finance Section who will be tracking what equipment.
17. Prepares the transition report, noting close-out concerns.
18. Upon return to the home unit, provides status and availability of the BUYT to the Geographic Area Coordinating Center (GACC).
19. Approves emergency incident time reports (OF-288) of the BUYT members and other personnel assigned to the BUYT.
20. Assures BUYT Evaluation is completed and returned to BUYC immediately upon return of assignment (Exhibit 21).
21. Provides an evaluation for all trainees assigned to team (both BUYL or BUYM trainee). This can be delegated to another BUYM. Provides evaluation for any BUYM upon request. Returns these evaluations to the BUYC upon return.

B. Deputy BUYL—

1. Assumes the duties of the BUYT Leader in their absence.
2. Performs operational acquisition duties. If the deputy has a higher warrant, they complete the more complex acquisitions.

C. BUYT Members (BUYM) and BUYM Trainees— Responsible to know the on-call schedule and be available during the on-call period. Provide sufficient notice to their leader and Dispatch Center of availability or unavailability prior to each alert period. Refer to Section 43 Item 6 of the IIBM. In addition, BUYM:

1. Change the default accounting code (job code) in the appropriate purchase card system to the incident accounting code (job code) when dispatched to an incident.
2. Place orders and process all related paperwork, including completing waybills and maintaining logs.
3. Audit orders, waybills, and vendor's invoices.
4. Confirm verbally placed purchase orders in writing and in a timely fashion.
5. Keep the BUYL informed of day-to-day actions, including resource order status and any problems.
6. Prepare necessary documents for property, commissary purchases, and acquisition instruments, including Emergency Equipment Rental Agreements (EERAs).
7. Relay the estimated time of departure (ETD) and estimated time of arrival (ETA) for shipments to dispatch and/or expanded dispatch or incident base, whichever is applicable.
8. Document receipts with the resource order number and incident name. File documentation appropriately.
9. Complete and file paperwork on a daily basis in accordance with the National BUYT Guide.
10. Receives a BUYM evaluation (by request if qualified member; mandatory if trainee). Return Evaluations to BUYC upon return from assignment (Exhibit 22 and 23)

D. BUYT Coordinator— The BUYC is responsible to assure that BUYT are prepared for mobilization. The BUYC will:

1. Serve as the point-of-contact for BUYL.
2. Create the BUYT Priority Trainee list and provide to Great Basin Trainee program.
3. Upon BUYT mobilization, will notify the next team to be on-call, as well as notify the next two teams of the change.
4. Assist BUYL in finding substitutes for vacant spaces before being mobilized.
5. Coordinate with the GB/RM Incident Business Committees (IBC) on items that need resolution.
6. Send weekly emails during fire season to BUYL, BUYM, Alternates, Trainees, and IBCs to update them on current rosters, activity, issues, etc.
7. Update BUYT Guide and inform BUYT members of updates to regulations and/or policy changes that affect BUYTs.

E. Assistant BUYT Coordinator— The Assistant BUYT (A-BUYT) Coordinator will be chosen from the Geographic Area that the BUYT Coordinator is not from. He/She will assist the BUYT coordinator in the above listed responsibilities in his/her respective Region. Other responsibilities include:

1. Recruitment in his/her Region
2. Substitute for BUYT Coordinator if he/she is unavailable

F. Other Supporting Persons/Organizations

Team Coordination Center—Each GACC will maintain the status of the team’s leader. EGBCC and RMBCC are responsible for mobilizing individual team members within their geographical areas. Each center will notify the other centers of BUYT mobilizations within their geographic area. EGBCC will maintain both the Geographic BUYT rotation and the internal National BUYT rotation list.

The coordination centers will fill rosters with substitutes according to the recommendation provided by the BUYL or BUYT Coordinator. The coordination center

will inform the BUYT leader status through on-call team rosters distributed via dispatch channels.

Unit Dispatch Centers—Responsible for team members within their dispatch area. Ensure personnel are in ROSS with the appropriate qualifications. Assist members with statusing, as needed.

XI. BUYT Kit

Each BUYT should have a kit containing the following items when dispatched to an incident. In addition, BUYT members with warranted acquisition authority should bring a copy of their warrant.

A. Reference Material

The BUYT should carry or have electronic access to the following reference material:

1. Interagency Incident Business Management Handbook, NWCG Handbook 2, NFES 2160
2. National Interagency Mobilization Guide, NFES 2092
3. Great Basin Mobilization Guide
4. Rocky Mountain Area Interagency Mobilization Guide

B. Equipment (BUYL Responsibility)

The BUYL should bring the following items to the incident or ensure it is available at the incident:

1. Laptop loaded with the spreadsheets and frequently used forms.

C. Internet/Intranet Website References

The following websites are provided for reference:

1. Electronic version of the National BUYT Guide is available at:
<http://www.nwcg.gov/pms/pms.htm> or
http://fsweb.wo.fs.fed.us/aqm/incident/buying_teams/
2. Forest Service Acquisition Management Incident Internet homepage:
<http://www.fs.fed.us/business/incident/>
3. FS AQM Incident Procurement Intranet homepage:
<http://fsweb.wo.fs.fed.us/aqm/> (click “Incident Procurement”, “BUYTs”)

4. NWCG Internet homepage: <http://www.nwcg.gov> (click on Working Team Pages then click on Incident Business Practices for business information.)
5. Forest Service Fire & Aviation Internet homepage: <http://www.fs.fed.us/fire> (click "Links", then "Coordination Centers")
6. BLM Fire & Aviation, Budget & Evaluation <http://web.blm.gov/internal/fire/budget/>
7. NIFC and related Governmental Agency Links (BLM, BIA, FWS, NPS, NWS): www.nifc.gov
8. FS Incident Business Practices website: <http://www.fs.fed.us/fire/ibp/>
9. National Response Plan: http://www.dhs.gov/xprepresp/committees/editorial_0566.shtm
10. Interagency Incident Business Management Handbook: <http://www.nwcg.gov/pms/pubs/large.html#iibmh>
11. NWCG Clinical Treatment Guide <http://www.nwcg.gov/pms/pubs/pms551.pdf>
12. NWCG National Fire Equipment System Catalog, Part I, Fire Supplies & Equipment, NFES 0362, Part I & Part II when using order # 0362 http://www.nwcg.gov/pms/pubs/catalog/general_info.pdf
13. NWCG National Fire Equipment System Catalog, Part II, Publications, NFES 3362 http://www.ofca.org/Assets/dept_1/PM/pdf/catalog%202007.pdf
14. Virtual Incident Procurement System (VIPR): <http://apps.fs.fed.us/vipr/>
15. System for Awards Management (SAM): <https://www.sam.gov/portal/public/SAM/>
16. Rocky Mountain Incident Business Webpage http://gacc.nifc.gov/rmcc/administrative/fire_business.html

D. Suggested Set-up Supplies (Resources needed at the Incident Office)

Although it is up to the discretion of the BUYL to determine supply needs, the following is a consolidated list of recommended supplies:

Staplers and staples	Staple removers
Scissors	Highlighter (multiple colors)
Post-It® Notes	Hole puncher (large hole style)
2" three-ring binders (for logs and resource orders)	Plastic hanging files (at least one for supplies, one for equipment)
Pens (multiple colors)	Paper clips and clamps
Label maker	Duct tape
Scotch tape	Masking tape
Packing/strapping tape	Multi-plug extension cords
Power strips	In/out boxes or filing trays
Air freshener	Cleaning wipes
Paper towels	Flip chart paper
Markers	Printer
Toner	Paper
Tablets	Fax machine
High volume copier	White-out or correction tape
Garbage can and bags	Envelopes (legal and 8"x12")
Computer set-up with access to local network	Phones
Phone lines (seven or eight separate lines)	Phone headsets
Phone books	Host agency operating guide
Service & Supply plans	Calculator(s)
Extra cd ROM and/or jump drives	Scanner

E. Forms

See Exhibits in this Guide and the Interagency Business Management Handbook for sample forms. The forms and spreadsheets listed below should be available to the BUYT in electronic format. Forms can be found at:

<http://www.nwcg.gov/teams/ibwt/forms/index.htm> or

<http://www.nwcg.gov/pms/forms/ics.htm>

OF-286	Emergency Equipment Use Invoice (NFES 0863)
OF-288	Emergency Firefighter Time Report (NFES 0866)
OF-294	Emergency Equipment Rental Agreement (NFES 0862)
OF-296	Vehicle/Heavy Equipment Safety Inspection Checklist (NFES 1173) OR (R5 Test Form, R5-5100-2T)
OF-297	Emergency Equipment Shift Ticket (NFES 0872)
OF-304	Emergency Equipment Fuel and Oil Issue (NFES 0420)
OF-305	Emergency Equipment Rental-Use Envelope (NFES 0422)
FS-6300-51	Purchase Card Order Form
ICS-214	Unit Log Form (NFES 1337)

ICS-226	Individual Performance Rating (Leaders only) (NFES 2074)
AD-107	Report of Transfer or other Disposition or Construction of Property
AD-112	Report of Unserviceable, Lost or Damaged Property
DI-105	Receipt of Property
ICS-213	General Message Form (NFES 1336)
	Incident Waybill
	Sample AD Hire Forms (check with local unit on specifics)
	Land Use Agreement Form and Guide
	Buying Team Incident Waybill
	Commercial Rental
	Vender Code Information Worksheet (VCIW)
	W-9

XII. Operating Procedures

A. General Roles of the BUYT

1. Establishes and maintains good working relationships and lines of communication.
2. Transitions with the incident agency upon arrival. This includes obtaining the status of all resource orders completed and outstanding to date, as well as initiating procedures for the handling of new acquisitions by the BUYT.
3. Fills resource orders for services, supplies, and equipment in a timely manner. Reviews resource orders for completeness.
4. Checks with the vendors on estimated times of departure and estimated times of arrival for pending orders.
5. Complies with regulations and requirements pertaining to property, which includes obtaining approval when necessary.
6. Provides host unit with new sources and other information.
7. Elevates any questionable orders to the local Administrative Staff or Incident Business Advisor (IBA).

B. Resource Orders

1. Reviews resource orders for completeness of information, descriptions, quantity, etc.
2. Completes all pertinent blocks on the resource order form.
 - a. To/From: BUYT member initials or name

- b. Resource Assigned: Vendor Name, Contact name and phone number for services; payment method (if check, include number) additional information should be included here or on the back of the resource order (i.e., ETA of item being shipped).
 - c. ETD/ETA: Purchase date
 - d. Released column: Record release information for equipment or services.
3. Sets up binders to hold resource orders using a separate binder for each incident and a separate binder for equipment and supplies.
 4. Sets up status boxes (or folders) for orders, such as “New Orders”, “Pending Further Information”, “Transportation”, “In Transit”, “To Be Posted”, “Standing Orders”, and “Completed”. File completed documentation in the appropriate vendor file folder.
 5. Maintains the BUYT spreadsheet. The spreadsheet template and instructions are located on the Incident Procurement website.

C. BUYT Filing System

1. Establish an official BUYT file system, utilizing the National BUYT Guide, by vendor name for each incident. File completed documentation in alphabetical order by vendor name in file boxes with hanging file folder for each vendor. Make plastic label to attach to the hanging file folder with the vendor name. Successor BUYTs will use the same file boxes and system as previous BUYT. These files remain with the incident host agency.
2. Establish separate folders and place in the front of the file box for:
 - a. Property items; include AD-107 or DI-105 and resource order. Use the resource order number and incident name as the tracking number on the AD-107 or DI-105. At transition or closeout a spreadsheet printout of the tracked property shall be included. Refer purchases of accountable property to the local unit procurement staff for acquisition. Discuss with the unit staff what they want tracked and which items will need a property form.

On a FEMA Incident, the following property documentation instructions apply:

- A. Expendable Property <\$1K, separate identification not required
- B. Non-expendable property or Sensitive items =>\$1K, separate identification is required to include description of item, vendor name, unit cost
- C. Verification of Disposition for items listed in (b.), Property Disposition Form must be included to verify:

1. If Other Federal Agency (OFA) is seeking full reimbursement from FEMA for purchases, the property must be in FEMA's possession.
2. If OFA keeps any of the property purchased, the invoice must reflect a reduction for those items maintained by the OFA.
3. If property is donated to an OFA or other third party, verification of such an agreement must be provided in writing and submitted to FEMA with invoice.

b. Rental items to be returned or services to be discontinued, by vendor name

c. Utilities by vendor name, i.e. phone lines, electrical, etc.

3. Create the additional file copies if required by the incident host agency.
4. Identify and track open/pending orders until the final invoice is paid.
5. Establish a file for EERAs awarded by the BUYT. Obtain a block of agreement numbers from the hosting agency to utilize. Include a log with appropriate documentation. Forward copies to the Finance Section.
6. Include all documents to support each transaction in the following order:
 - a. Completed waybill (Exhibit 4)
 - b. Copy of receipt/invoice
 - c. Copy of resource order
 - d. Any other supporting documentation

D. Blanket Purchase Agreements (BPAs)

1. Establish Incident BPAs in accordance with FAR Part 13 as needed. Use appropriate host agency numbering system.
2. Use existing BPAs when requested by incident host agency. BPA order documentation shall be retained in the official vendor file.

E. Emergency Equipment Rental Agreements (EERAs)

EERAs are incident ordering agreements established for an individual incident. Warranted Level IC GS-1105 employees may enter into EERAs using only established geographic rates. Warranted Level IC GS-1102 employees may enter into EERAs using both established geographic rates and negotiated rate (FS only). BLM warranted

personnel may enter into EERAs as long as the expenditures do not exceed the individual warrant authority for the specific order (BLM only).

1. For equipment awarded using competed EERAs, preseason incident BPAs through VIPR or the competitive solicitation process, the ordering protocol shall be followed.
2. When the equipment under agreement is exhausted, a new acquisition instrument should be prepared and signed by the appropriate, warranted BUYT member for the length of the incident. A resource order must be received for an EERA to be awarded. All equipment rates will conform to the established equipment rental rates for the geographic area or if established rates do not exist, reasonably priced rates will be negotiated using the available existing established rates as a Government Estimate. Fire chasing should not be rewarded. Contact the IBA or agency administrator to resolve the fire chasing issues.
3. If Contractors are issued an EERA at the Incident, they should be advised as to the designated point of hire and reminded that the EERA is only effective for the duration of the incident. All equipment shall have a pre-use inspection completed by a qualified inspector. The EERA payment package should be sent (with the Contractor) to the Incident Finance Section. The BUYT shall maintain an EERA log (see Exhibit 16).
4. Maintain a log of all EERA numbers, in numerical order. A block of EERA numbers for use by the BUYT should be obtained from the local unit. The national format for the host agency should be used.
5. The EERA payment package is contained in an Emergency Equipment Use Envelope (OF-305) and shall include:
 - a. Copy of the EERA
 - b. Copy of the resource order
 - c. Proof of insurance/ownership
 - d. Pre-use inspection report
 - e. Initial shift ticket
 - f. Any local required documentation

EERAs are a type of blanket purchase agreement, and individual orders against the agreement may be placed by any employee or position that is authorized to place the orders. Any changes, modifications to, or claim settlements arising from or relating to emergency equipment rental agreements must be made by a warranted contracting officer with appropriate delegated authority to do so. Buyers other than the employee who signed the original EERA may settle claims if “successor” contracting officer language is specifically included in the EERA terms and conditions.

F. Land Use Agreements

Warranted personnel may sign Land Use Agreements. Any changes, modifications to, or claim settlements arising from or relating to agreements must be made by a warranted

contracting officer for the change, modification, or claim. Contracting officers other than the employee who signed the original agreement may settle claims if “successor” contracting officer language is specifically included in the agreements’ terms and conditions. BUYT members should refer to their own agency regulations on signing Land Use Agreements.

G. Purchase Cards/Checks

1. Record the resource order number and incident name on each purchase card receipt.
2. Avoid paying State sales tax on credit card purchases. If a vendor refuses, document tax exemption on receipt.
 - a. GSA SmartPay Bulletin No. 017 informs government purchasers that surcharges are now allowable by merchants when accepting GSA SmartPay and other charge/credit cards. These surcharges are fees that a retailer adds to the cost of a purchase when a customer uses a charge/credit card. As of January 27, 2013, merchants in the U.S. and Territories will be permitted to impose a surcharge on cardholders. For details, refer to the following website:
https://smartpay.gsa.gov/sites/default/files/wysiwyg/SP%20SmartBulletin%20No.%20017%20-%20Surcharges%20%281%29_0.pdf
3. Warranted cardholders may provide travel related items (for example, meals and lodging) during certain emergency situations or when administrative barriers, which are not the fault of the employee, prevent activation of a travel card, such as:
 - a. When a new employee who has not yet received a travel card and may not get a timely travel advance from ASC-Travel (FS only).
4. Micro-Purchase Cardholders may provide meals and lodging only under the circumstances listed below:
 - a. For emergency incident personnel, such as firefighters, without Government issued travel cards and when travel related items are not otherwise provided. The purchase card may be used to provide travel related items for a group of firefighters, even if some of the firefighters have travel cards and may be used to pay for one’s own travel (exception: under Severity, an employee must use the individual travel card for their meals but may use the purchase card for the crew’s lodging and meals). Firefighters shall deduct the meal allowance for any meals provided, and lodging expense, if travel vouchers are submitted. See Section 4G13.301-74 Emergency Incident Use (b)(e) for additional information (FS only).
5. Maintain copies of purchase card receipts and/or copies of checks in the vendor files.

6. Reconcile purchase card transactions in the electronic access system for Purchase Cards while on the incident, if possible; otherwise, as soon as cardholder returns home. Reference resource order numbers in electronic access system for Purchase Card. Cardholders may continue to charge their work time to the incident when reconciling incident transactions after returning to their home unit. Cardholders should be aware that dispute rights with the bank for contesting charges are time sensitive. Follow your agency policy for disputing charges.
7. Report all transactions over the micro-purchase threshold in Federal Procurement Data System-Next Generation (FPDS-NG). BLM employees complete the Emergency Incident Purchase Order and forward according to agency policy.
8. Debt Collection Improvement Act (DCIA) requires that the cardholder shall enter the words "Waiver No." with applicable waiver number in the "Comment" field, including and a statement that the "vendor does not accept credit cards" when reconciling. See 4G13.301-72 for table of waiver numbers (DR 5013-6, paragraph 15c).
9. Use of Convenience Checks—Convenience check use is regulated by exhibit 03. Cardholders shall get Tax Identification Numbers (TIN) from vendors before issuing checks (FS only). All checks over \$2,500 must be approved in advance by the Washington Office, AQM Director, and requests forwarded through the chain of command. Approval is for a one-time purchase unless specified. Approval over \$2,500 is not required for emergency incident use. Issuing checks for any prohibited purposes, or to prohibited entities, must be approved in advance in writing by the APC. See DR 5013-6 for further information on check usage.

(a) DCIA Requirements.

When reconciling convenience check transactions, cardholders shall document in the EAS the words "Waiver No." with the applicable waiver number from the following table in the "Comment" field, including Merchant name, address, city, state, zip code, and a statement that the "vendor does not accept credit cards" (DR 5013-6, paragraph 15b, 31 CFR 208.4).

Waiver No.	Waiver
1	Individual Determination Transactions with small and/or rural businesses that are not yet able to accept the purchase card
2	Agency Makes One Payment
3	Foreign Country Infrastructure

4	Transaction in Disaster Area
5	Threat to National Security
6	Unusual and Compelling Urgency Bona Fide emergencies where the purchase card is not a viable solution
7	One Source for Required Supplies or Services

(b) Purchase from overseas/foreign vendors when the purchase card is not accepted. Use TIN 989898989 when reconciling check.

(c) State and local government. Use TIN 787878787 when reconciling check and note agency in "Comment" field.

(d) Check fee should be reconciled to BOC 2584.

10. Capture the 1099 information when issuing convenience checks. (FS - have vendors fill out the W-9 form).

11. Other Emergency Incident Use regulations:

This section is to be used in conjunction with the Interagency Incident Business Management Handbook (IIBMH).

(a) Cardholders shall obtain specialized training in incident procurement policies and procedures prior to acting as micro-purchasers on any incident. Training topics should include commissary purchases, supplemental food policies, unique items, resource ordering system, incident cache system, and overall incident business management practices. Training may be fulfilled on-the-job as a "trainee" member of an established BUYT or may be conducted by an APC, LAPC, RAPC, procurement unit leader (PROC), or BUYT leader through a formal classroom and must be a minimum of 4 hours.

(b) Cardholders shall not make purchases on an incident unless specifically ordered through the Resource Ordering system. Cardholders do not have to be ordered through the Resource Order system if working on their home unit but shall not place orders without a Resource Order (RO).

(c) When dispatched to an incident to serve in a procurement personnel function, cardholders shall change their profile accounting code in the EAS to the applicable fire job code before making purchases on the incident. In the event that is not possible, the cardholder should

notify their LAPC or the RAPC to change the profile accounting for them (FS only).

- (d) Cardholders are responsible for adhering to the agency incident policies (FSH 5109.34, sec. 24.1/ BLM Manual 1512) and obtaining approval from the appropriate incident official such as the finance section chief, procurement unit leader, or incident business advisor prior to using their purchase card for the incident. This approval must be documented and retained with the cardholder's purchase files. RO for questionable items must be reviewed and approved by the incident business advisor prior to purchase.
- (e) All purchases charged to an incident must be authorized by an RO. Include a copy of the RO as part of the supporting purchase documentation file for each transaction. The RO order number, along with the corresponding incident name (for example, Florence Fire; S-108), must be noted in "Comment" field in the EAS for the purchase card when reconciling.
- (f) Payment Summary. Cardholders shall leave a summary of the payments made by each cardholder along with a complete copy (with all supporting documentation and the cardholders name clearly indicated) of each transaction with the agency incident units' official emergency records for permanent retention. The summary shall be a copy of the BUYT Expense Log and provided in hard copy and electronically. Cardholders shall retain the original purchase documents for the cardholder reconciliation files and those original documents must be retained for 7 years unless a copy was provided for permanent retention; the copies provided by each cardholder which are filed with the agency incident official emergency records will be retained as a permanent record per agency Directives requirements. (FSH 6209.11)
- (g) The convenience check may be used for incidents if the vendor is not established to accept the purchase card and one of the Debt Collection Improvement Act (DCIA) waivers may be satisfied and must be within their single and monthly purchase limits to make payments. See 4G13-301.72 for waiver numbers.
- (h) The following incident payments must not be paid with a purchase card or convenience check:
 - (1) National contracts except when approved by the issuing CO. Approval must be documented and filed with the payment or claims against any national contracts.

(2) Emergency Equipment Rental Agreements (EERA) and Incident Blanket Purchase Agreements (BPA) must be processed through ASC-Incident Payments.

(3) Casual pay including Administratively Determined (AD) hires for equipment operators such as sawyers or truck drivers. Do not include casual/AD salary payment with vendor equipment payment.

(i) Other Emergencies. For defense against or recovery from terrorism or nuclear, biological, chemical, or radiological attack or in support of a contingency operation, information regarding micro-purchase and simplified acquisition procedures for personal property, supplies, or services is located in AGAR 67 (Emergency Response to Contingency Operation, Humanitarian or Peacekeeping Operations, or Terrorist Attack, Revised Emergency Response to Contingency Operation, Humanitarian or Peacekeeping Operations, or Terrorist Attack, Revised).

(j) See Distinctive/Restrictive Items List for guidelines on specific items for Incident use.

H. Restaurants and Lodging Acquisitions

1. Check with the administrative staff and local procurement personnel to determine if an acquisition process is established for meals and lodging. If none is established, initiate a process approved by the local unit.
2. Review the established acquisition instruments with meal and lodging vendors to ensure authorization and payment procedures are included.
3. Ensure that persons incurring expenses are authorized and are clearly identified on the bills. Some helpful hints previously relied on by teams include:
 - a. Using a special detailed form which authorizes meals or lodging and includes individual names, crew names, resource order number, etc. (see the Incident Procurement website for a sample form).
 - b. Using Lodging Log Sheets and designating one team member to make all lodging reservations and/or place all the meal orders. Ensure that the vendor accepts reservations/orders only from the designated person.
 - c. At a minimum, an identifiable resource order number and individual name should be provided for every charge. Obtain crew manifests to help facilitate identification of firefighters.

- d. Keeping the lodging documentation straight from the beginning because once an individual checks out, it is very difficult to obtain information about them. Coordinate with the lodging staff to thoroughly document persons incurring expenses under the acquisition instruments.
- e. Frequently monitor and pay under the acquisition instrument to resolve unauthorized charges and issues immediately.

I. Potential Ordering Problems

The following list describes some potential ordering problems:

1. **Tires, Batteries, and Vehicle/Equipment Parts.** The resource order should show: type of vehicle, ownership, model, size, etc. If items are being ordered for a contractor, the BUYT should send a copy of the invoices showing the contractor's name, acquisition instrument number, resource order number, and request number to the Finance Section for deduction from the contractor's payment. For WCF vehicles, the incident will only pay for documented damage or destruction resulting from equipment use on the incident. Consult with the ground support unit prior to charging the incident. BUYTs may be requested to help facilitate the replacement of WCF items by placing the orders. In extreme situations, items may need to be procured through other means. In these situations, document your card and the WCF, and file appropriately.
2. **Questionable or Unusual Quantities or Types of Items.** Consult with the administrative staff or IBA.
3. **Property.** See the Interagency Incident Business Management Handbook, Chapter 30, Property, for guidance. Completed property transfer documents (AD107 or DI105 and receipt) should be provided to the property officer and a copy should be filed in the vendor files. Refer purchases of accountable property to the local unit procurement staff for acquisition. Discuss with the unit staff what they want tracked and which items will need a property form. Maintain a property list for tracking all equipment and property. Also see the subparagraph below regarding Cache Items. Use a property tag to track property or other items, purchased or rented, which need to be tracked and/or returned.
4. **Computers and Cell Phones.** Reference FSM 6640 for cell phones and tracphones (for Forest Service). Check on Verizon SERT Program for availability of free cell phones and satellite phones. Before purchasing telecommunications equipment for incident use, gain approval from the local agency official responsible for the incident. Any property/sensitive equipment purchased at incidents must be accounted for and returned to caches or disposed of properly at the end of the incident.
5. **Maps.** Consult the administrative staff for source information.

6. **Newspapers.** The Government cannot purchase newspapers for personal use; however, they may be purchased for the Information Officer's display and information sharing. Refer to the local unit's Operating Guidelines before purchasing.
7. **Medical Supplies.** The BUYT should coordinate with the Medical Unit Leader to explain time constraints when ordering from medical supply vendors. Discuss and coordinate procedures for obtaining prescriptions with the Compensation/Claims Unit Leader. If a prescription is not incident related, a copy of the invoice showing the employee's name is sent to the Finance Section for deduction from the employee's pay. Additional references for approved medical expenditures can be found in the Interagency Standards for Fire & Fire Aviation Operations, Appendix K and NWCG Clinical Treatment Guide.
8. **Cache Items.** The BUYT should attempt to purchase items matching cache specifications as closely as possible. This will enable their return to the cache system after the incident.

J. GSA Stock

GSA stock may be accessed on the following websites:

1. **GSA Global Link:**

https://www.gsaglobalsupply.gsa.gov/advgsa/main_pages/start_page.jsp?store=FSS16

2. **GSA Advantage Link:** www.gsaadvantage.gov

3. **USDA Advantage Link:**

https://usdaadvantage.gsa.gov/advgsa/advantage/main/start_page.do?store=USDA

K. Transportation and Waybills for Supplies

The following responsibilities and processes are used for supply transportation and waybills:

1. **BUYT Responsibilities.**

- a. A BUYT member gives the incident waybill to the runner.
- b. The runner picks up supplies from the vendor, and checks quantities shown on the waybill against quantities actually received. Changes should not be made to waybills without BUYT approval.
- c. The runner signs the vendor's receipt(s) upon picking up supplies.
- d. The runner returns the receipt(s) and waybill to the BUYT.

- e. A BUYT member checks the waybill against the receipt and resolves any discrepancies, and notes the serial numbers if applicable. The BUYT retains a copy of the waybill, plus the original receipt(s).
- f. The runner gives the supplies and waybill to transportation (if applicable) for loading and transport to the incident.
- g. The BUYT relays estimated time of arrival to dispatch and/or expanded dispatch for filled resource orders.
- h. Any purchased, borrowed or leased equipment that is taken to the Incident (e.g., copy machines, FAX machines, cameras, tables, chairs, etc.) will need property tracking forms completed. This includes accountable property and local commonly tracked items such as cameras, radios, chainsaws, and generators. The BUYT ensures property is marked in accordance with incident Agency policies.

2. Transportation and Receiving and Distribution (R & D) Responsibilities.

- a. Transportation signs the waybill, records the date and time received on the waybill, and retains a copy.
- b. Upon arrival at the incident, Receiving and Distribution (R&D) should check the quantities and sign the waybill. Any discrepancies should be noted and reported to Transportation and the BUYT immediately.
- c. The original signed waybill is returned to the BUYT.
- d. The runner gives the equipment, rental use envelope (with all forms required listed on the envelope), waybill and property transfer form to Transportation for delivery to the incident.

3. Logistics Responsibilities.

The incident Logistics Section should coordinate return of the property with the BUYT. BUYT will coordinate with the local cache on property procured on the incident.

L. Disposition of Property

The disposition of property differs among agencies. Caution needs to be taken to ensure disposition is done according to the incident agency's procedures.

The Federal Management Regulations (FMR's) state perishable items (shelf life of less than 6 months) can only be donated to nonprofit organizations or tax supported agencies (Job Corps, Red Cross, public schools, VA hospitals, etc.). Non-perishable items can be retained in local agency fire caches or disposed of through local agency property procedures.

M. Agency Provided Commissary

If Agency commissary services are provided:

1. The BUYT prepares a separate waybill for commissary items.
2. Copies of invoices are attached to the waybill and sent to the incident base Finance Chief.
3. The BUYT ensures that transportation delivers commissary items to the Commissary Manager or the Finance Section Chief, not to the Supply Unit
4. The time of delivery should be coordinated with the Commissary Manager or the Finance Section Chief. The waybill should be signed by the Commissary Manager or the Finance Section Chief and returned to the BUYT.
5. The Commissary Manager or Finance Section Chief should coordinate return of unused inventory with the BUYT.
6. After the unused inventory is reconciled, the BUYT should arrange for return of items to the vendor for credit. If the vendor will not accept returns, the unused items should be transferred to the Incident Agency's Administrative Staff.

N. Close-out Concerns and Tasks

The following items should be done before the BUYT is demobilized and returns home:

1. As work decreases, consider shortening, changing, or merging shifts. Notify dispatch and/or expanded dispatch, the IBA, and the incident base of revised hours of operation.
2. Monitor pending resource requests and cancel outstanding requests as necessary.
3. Monitor the list of standing supply orders (e.g., newspapers). Coordinate cut-off dates with the incident base and notify vendors accordingly.
4. Monitor the list of continuing services. Negotiate cut-off dates and the remaining time services are needed with incident base. Contact vendors.
5. Ensure documentation is complete; making certain copies of all transactions are included in agency file. Review resource order binders for completeness.
6. Document status of all incomplete requests, as well as those with problems, which will remain unresolved at the time of close-out. Documentation should be completed on the resource orders in the binders and on the spreadsheet.
7. Review and release remaining equipment that is no longer needed, such as BUYT copiers and rental cars.
8. Review and complete all equipment rental folders for equipment managed by the BUYT and forward to incident agency.

9. Settle claims, if appropriate, and informs the incident agency of potential or unsettled claims.
10. Ensure all property as defined by the local unit has been documented (leased, purchased, or borrowed). Document the status of all property on the BUYT spreadsheet.
11. The BUYL should prepare a transition/close out report. The BUYL should obtain input from the entire team, provide status of continuing acquisitions, and identify problem areas (e.g., transportation, personnel, etc.) in the reports.
12. The transition file shall contain a copy of the entire spreadsheet and team member warrants. Include team rosters with addresses, phone numbers and last four digits of credit card numbers, pre-addressed envelopes for each team member, and copy of delegation of authority if warranted.
13. It is recommended that the BUYL participate in the close-out meetings with the incident teams and incident agencies.
14. Record special information needed for particular vendors. Record new sources of supply identified during incident.
15. Discuss BUYT release arrangements with the administrative staff. Arrange transportation through Dispatch for agreed time of release.
16. Provide all records to the incident agency and brief Incident Agency personnel. See Emergency Incident Use for file retention pertaining to incidents. Documentation for all micro-purchase transactions must be maintained for 3 years (FSH 6209.11, FS only).
17. BUYL may complete an individual written performance rating for BUYMs or trainees, if requested.
18. Forward copies of the performance evaluations to the BUYT Coordinator in the geographic area where the BUYT member works.
19. Notify your home unit dispatcher and NICC (National BUYT only) that you have returned from the incident.

XIII. Regulations

A. Contracting with employees/relatives

Contracting with agency employees for use of their equipment or services are prohibited unless the Contracting Officer can show that no other resources are available. If a contractual agreement is necessary with an employee, the Contracting Officer shall follow appropriate agency procedures for obtaining approvals for contracts with the employee. The agreement shall be established for that incident only.

Contracting with relatives of agency employees shall also be discouraged because of the appearances of favoritism. Appropriate approvals shall be obtained following agency procedures if it is absolutely necessary to contract with relatives.

B. Exceptions

Forest Service retired contracting officers may be granted temporary warrant authority as an Administrative Determined (AD) hire when meeting the requirements of a waiver granted by USDA, Senior Procurement Executive. When a waiver has been granted, a copy of the current waiver can be found on the Washington Office Acquisition Management website. All warrants granted under this authority will be submitted to and signed by the Head of the Contracting Activity Designee (HCAD).

XIV. Exhibits

The following forms are attached as exhibits for information and use. The Interagency Incident Business Management Handbook contains exhibits and instructions on a number of additional forms. Forms that do not contain a formal form number have not been officially approved or recommended and are included for discretionary use only.

Exhibit 1	National BUYT Authorization Statement
Exhibit 2	Request for BUYT Information
Exhibit 3	Form ICS-226, Individual Performance Rating
Exhibit 4	Incident Waybill
Exhibit 5	EERA Contractor Checklist
Exhibit 6	Fuel and Oil Issue - Contractor Checklist
Exhibit 7	Fuel and Oil Issue – Government Checklist
Exhibit 8	Incident Equipment Repair Record
Exhibit 9	Chainsaw Parts Order Form
Exhibit 10	Mechanic Work Invoice
Exhibit 11	Land Use Agreement for Rental of Temporary Emergency Facilities
Exhibit 12	Land use Agreements Checklist and General Guidelines
Exhibit 13	Purchase Card/Check Log
Exhibit 14	BPA/Agreement for Services Log
Exhibit 15	Form FS 6300-51, Purchase Card Order Form
Exhibit 16	Emergency Equipment Rental Agreement Log
Exhibit 17	Information Required for a Contract Claim
Exhibit 18	Determination and Findings
Exhibit 19	BUYT Transition /Close out Document Outline
Exhibit 20	Unit Log
Exhibit 21	Buying Team Incident Waybill

Exhibit 1

**NATIONAL BUYING TEAM
AUTHORIZATION STATEMENT FOR CY ____
(Page 1 of 2)**

AUTHORIZATION: It is agreed; that if _____ is assigned to the Buying Team position requested that he/she will be available to perform these duties except in cases of utmost emergency at his/her home unit.

UNIT & LOCATION: _____

E-MAIL: _____

PHONE NUMBERS: (w) _____

(h) _____

(Cell) _____

(fax) _____

Buying Team Member's Signature/Date

Immediate Supervisor's Signature/Date

PLEASE INDICATE THE DATE(S) THAT THE FOLLOWING TRAINING WAS COMPLETED:

_____ **Required Training**
S-260, Interagency Incident Business Management
_____ IS-700, National Incident Management System, An Introduction (FS Employees)
_____ IS-800 National Response Plan, An Introduction (required for leaders) (FS Employees)
_____ I-100, Introduction to Incident Command System

_____ **Recommended Supplemental Training**
National Interagency Buying Team Guide (Self-Study) or Workshop
_____ S-261, Applied Interagency Incident Business Management
_____ Geographic Area Buying Team Workshop
_____ Purchase Card and Convenience Check Training
_____ Other Incident Training (list training):

**NATIONAL BUYING TEAM
AUTHORIZATION STATEMENT FOR CY _____
(Page 2 of 2)**

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Grade & Series:	_____
Warrant Level or Simplified Acquisition Level:	\$ _____
Negotiation Authority:	\$ _____
Bankcard Single Purchase Limitation:	\$ _____
Convenience Check Limitation:	\$ _____

THIS AUTHORIZATION STATEMENT WILL BE REQUIRED ANNUALLY. This Authorization Statement will commit the participant to the Buying Team for one calendar year or until December 15, whichever comes first.

Exhibit 2

REQUEST FOR BUYING TEAM INFORMATION

_____ would like your help in getting this Information for the arrival of the Buying Team. _____ We w

_____ s. going to be the agency representative? _____ Who i

_____ Who is the IBA? _____

_____ Who will be our local purchasing contact? _____

_____ Where and when will the briefing take place? _____

Where does the Agency plan on having the Buying Team work?

Will need workspace for 7 or more people

Will need 4-6 phones with separate lines

Is there someplace close to public access?

Are there local runners available for Buying Team?

_____ e will need 1 fax machine. _____

W

_____ e copies of these items available to the Buying Team? _____

_____ Do you hav

_____ area _____

Telephone books of local _____

_____ and Supply Plan _____

Agency Incident Service a _____

_____ 'As _____

Copies or List of Local BF _____

GSA Catalogues _____

_____ arrival: _____

Please alert the Purchasing section that we will need upon a _____

_____ of Agreements _____

BLOCK OF NUMBERS FOR _____

How do you handle meal tickets?

How do you want to handle lodging? Per Diem or Agency pay?

Any special agency policies for purchasing? _____

Do you want others besides the Buying Team making purchase?

What is the paying Agency's address and telephone number: _____

What is Agency's tax-exempt number? Certificate if available. _____

_____ one identified as a vehicle inspector for the Buying Team? _____

Is somec

_____ operating guidelines for local unit _____

Request

_____ which supplement to the Interagency Incident Business Management Handbook? _____

Geograp

_____ tion of authority. _____

If FEMA incident – need delega

Copy of local cache inventory

Please ask Dispatch for:

_____ ipment _____

Complete copy of Resource Orders for supplies and equ

Exhibit 4

INCIDENT WAYBILL

Vendor's Name: _____ Incident Name: _____

Incident Number: _____ Phone Number: _____

Accounting Code: _____ Ordered By: _____ Relayed To: _____

Address: _____ Date & Time Needed: _____

Delivery Location: _____

Special Instructions: _____ Form of Payment: Purchase Card

Check BPA

Description	Cost	Resource Order No.	Quantity	
TOTAL:				

~~& SUPPORTING RECEIPTS to the BUYING TEAM Please Return Original WAYBILL~~

◀ US GOVERNMENT IS TAX-EXEMPT ▶

Buying Team Signature _____ Date Assigned _____ Time _____

Date Received _____ Time _____ Runner's Signature _____

Transportation Signature _____ Date Received _____ Time _____

Supply Leader Signature _____ Date Received _____ Time _____

Camp Copy • Yellow Transportation Copy • Pink Buying Team • White

Exhibit 5

EMERGENCY EQUIPMENT RENTAL AGREEMENT - CONTRACTOR CHECKLIST

Always keep available a copy of your EMERGENCY RENTAL AGREEMENT, YOUR LAST VEHICLE/HEAVY EQUIPMENT INSPECTION, AND THIS CHECKLIST.

When called to an Incident, questions to ask!

1. What is my Resource Order Number or my Request Number? These numbers will be used to track your equipment to the incident, during the incident, and when it is released.
2. Who is calling? - Individual's name and agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report.
4. Who to report to? Name of individual or position title.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.

Upon arrival at location of Incident.

1. Have Resource Order Number and/or Request Number available.
2. At this time you must have your Emergency Equipment Rental Agreement or a copy available. You must have this document so your equipment can be used and paid according to the agreement.
3. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have an Emergency Equipment Shift Ticket for all hours of work to receive payment. Each Emergency Equipment Shift Ticket shall have an authorized Government Official's signature.
4. Be sure to have a Heavy Equipment Inspection done at this time and keep your copy. Don't loose this. If your equipment is damaged on the incident you will need this document to verify the condition of your equipment prior to use on the incident.

During Incident.

1. Be sure an Emergency Equipment Shift Ticket is completed at the end of each operation period. A Government Officer and the Contractor or his authorized agent, must sign each shift ticket.
2. Be sure to keep your copies of each shift ticket. Do not lose these. Your payment is based upon the information recorded on these forms.
3. If you receive any government supplies (fuel, oil, equipment parts, etc.) or require government repair services obtain a receipt (OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts and/or service) and keep them; again, don't lose. This is so you may verify charges that will be deducted from your payment.
4. Any repairs completed by an incident mechanic will be charged to you.
5. Shift tickets should reflect actual hours worked regardless if you are hired at a daily rate or hourly rate.

Upon release from the Incident.

1. Be sure to have release inspection performed on your equipment. This is the time to document any damage that may have occurred during the incident.
2. Ensure Emergency Equipment Shift Tickets are complete (A copy of all your time on the incident).
3. Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor or his authorized agent. **THIS IS YOUR PAYMENT DOCUMENT**, be sure it is correct when you leave the incident.

Exhibit 6

FUEL AND OIL ISSUE - CONTRACTOR CHECKLIST

EMERGENCY EQUIPMENT FUEL AND OIL ISSUE See cover for instructions										
PROJECT OR PROJECT NAME			OWNER OF EQUIPMENT: <input type="checkbox"/> Contractor <input type="checkbox"/> Government				INCIDENT			
2. Name							1.			
LICENSE OR ID. NUMBER			AGREEMENT NUMBER			TYPE OF EQUIPMENT				
5.			3.			4.				
COMMODITY (Circle appropriate items)			QUANTITY	UNIT	UNIT PRICE	AMOUNT				
REGULAR GAS, UNLEADED GAS, DIESEL			7.	8.	9.	10.				
8.			9.		10.		OIL OTHER (specify)		7.	
8.			9.		10.		6.		7.	
TOTAL			DATE AND TIME ISSUED			REMARKS				
11.			12.			13.				
ISSUING AGENTS SIGNATURE					PRINT NAME AND TITLE					
15.					14.					
E PRINT NAME AND TITLE					RECEIVING AGENT'S SIGNATURE					
16.					17.					
9. POSTED TO EQUIPMENT INVOICE (Finance use only):					Initials		18.		Date	19.

INSTRUCTIONS:

- | | |
|---|--|
| <p>1. Self-explanatory.</p> <p>2. If FS, BLM, BIA, IDL, MSL, etc. just include the agency acronym. If it is a contractor include the Contractor's Business Name.</p> <p>3. If it is a Contractor they will have an agreement number (see Block 2 of the form OF-249).</p> <p>4. Be specific (i.e., 1992 Ford 1500 gallon Water Tender; 1990 Ford F-150 4x4). License Number is OK and preferable because it is easier to track (A223987 is obviously a Government plate).</p> <p>5. Circle the appropriate commodity.</p> <p>6. Include exact number (5.1, 10.0, 1.0, etc.)</p> <p>7. Include exact number (5.1, 10.0, 1.0, etc.).</p> <p>8. Include the unit (gallon, quart, pint, etc.).</p> <p>9. This is the unit price agreed upon when the Fuel Contract is ordered or the amount agreed to when the agreement was initiated.</p> <p>10. Amount of Number 7 X Number 9 (top line for the fuel issues, oil & other issues bottom line).</p> <p>11. Self-explanatory (the majority of those coming in have only date, time is helpful and should be included).</p> <p>12. Include any information that may be helpful (i.e., saw gas, generator gas).</p> <p>13. Total the column above (quantity X unit price)</p> <p>14. Issuing agent...Contractor or contractor's employee.</p> <p>15. Printed name and title of Number 14.</p> <p>16. Receiving Agent...the person receiving the fuel.</p> <p>17. Printed name and title of Number 16.</p> <p>18. Finance unit will take care of this block.</p> <p>19. Finance unit will take care of this block.</p> | <p>1. Self-explanatory.</p> <p>2. If FS, BLM, BIA, IDL, MSL, etc. just include the agency acronym. If it is a contractor include the Contractor's Business Name.</p> <p>3. If it is a Contractor they will have an agreement number (see Block 2 of the form OF-249).</p> <p>4. Be specific (i.e., 1992 Ford 1500 gallon Water Tender; 1990 Ford F-150 4x4). License Number is OK and preferable because it is easier to track (A223987 is obviously a Government plate).</p> <p>5. Circle the appropriate commodity.</p> <p>6. Include exact number (5.1, 10.0, 1.0, etc.).</p> <p>7. Include exact number (5.1, 10.0, 1.0, etc.).</p> <p>8. Include the unit (gallon, quart, pint, etc.).</p> <p>9. This is the unit price agreed upon when the Fuel Contract is ordered or the amount agreed to when the agreement was initiated.</p> <p>10. Amount of Number 7 X Number 9 (top line for the fuel issues, oil & other issues bottom line).</p> <p>11. Self-explanatory (the majority of those coming in have only date, time is helpful and should be included).</p> <p>12. Include any information that may be helpful (i.e., saw gas, generator gas).</p> <p>13. Total the column above (quantity X unit price)</p> <p>14. Issuing agent...Contractor or contractor's employee.</p> <p>15. Printed name and title of Number 14.</p> <p>16. Receiving Agent...the person receiving the fuel.</p> <p>17. Printed name and title of Number 16.</p> <p>18. Finance unit will take care of this block.</p> <p>19. Finance unit will take care of this block.</p> |
|---|--|

FUEL AND OIL ISSUE - CONTRACTOR CHECKLIST - Continued

DISTRIBUTION:

FINANCE ATTACH TO ISSUING AGENT'S OF-286 (1st Pink copy). This copy will go with the Fuel Contractor's OF-286 (and Addition on Block 27 of the OF-286).

FINANCE ATTACH TO RECEIVING AGENT'S OF-286 (2nd Pink copy). This copy will go with the Contractor's OF-286 (and Addition on Block 27 of the OF-286) when the Contractor receives the fuel (a Deduction on Block 26 of the OF-286).

EQUIPMENT TIME RECORDER (Blue copy). This is the Equipment Time Recorder's copy and will be distributed either to the Equipment Time Recorder's File or as a duplicate when necessary.

ISSUING AGENT (Goldenrod copy). This is the Fuel Contractor's copy to be kept by them at the time of fuel/oil issued.

RECEIVING AGENT'S COPY (Green copy). This is given to the contractor who is issued the fuel at the time it is issued.

ORDERING OFFICE FILE COPY (white copy). This copy is to remain in the book and the book is turned over to the Finance Unit (Equipment Time Recorder or Procurement Unit Leader) at the time of demobilization.

At the end of each day, the Contractor should have the following copies retained in the book, for each fuel and/or oil issue: 2 pink, 1 blue, and 1 white. The 2 pink and 1 blue will be given to the Finance Unit. The Finance Unit may request the white copy; other copies should have been previously distributed.

Exhibit 7

FUEL AND OIL ISSUE - GOVERNMENT CHECKLIST

(See Interagency Incident Business Management Handbook, Chapter 20, for a copy of the OF 304 and instructions)

Upon Fuel Contractor's arrival at location of Incident

Fuel Contractor and Government briefing, to include:

1. **Establish the quantities and types of fuel you have** (i.e., 500 gallons of unleaded, 400 gallons of diesel, 300 gallons of regular, 3 cases of 10W-30 oil, 3 cases of 30W oil, 5 gallons of antifreeze, 1 case of automatic transmission fluid, etc.). This will give you an idea of where you stand supply-wise and where you may need to resupply.
2. **Coordinate with Ground Support on where the fueling site will be.** A location somewhere near the Ground Support Staging (or Parking) area will probably meet the incident needs the best.
3. **Establish a timely schedule for receipt of OF-304s.** It is very important to receive the OF-304s at least daily. This may be unrealistic during the first couple of days but should be occurring as soon as possible after that.
4. **Establish fuel prices.** Fuel prices should have been established before the Fuel Contractor arrives at the incident. If not, establish prices for those commodities being provided.

During Incident

It is very important to have a method in place for fuel and oil issue administration. This is my recommendation and what I have found to be effective (obtaining a copy of the Contractor's Fuel/Oil Checklist would be helpful for a cross-reference).

Once OF-304s are coming in on a daily basis, distribute them as follows:

1. Put the Issuing Agent copy (1st pink) in a separate envelope or box marked appropriately (i.e., "Bud's Fuel Services" or "Pat's Oil") and keep with the Fuel Contractor's OF-305 envelope.
2. Put the Receiving Agent copy (2nd pink) in their appropriate OF-305 envelopes.

NOTE: If the Government is providing operating supplies (See Block 6 of the OF-294) then the pink copy should be put in with an envelope or box marked "Government Fuel and Oil Issues." All Government (federal, state, and local) should be put in this box and retained with the Fire File.

3. The Equipment Time Recorder copy (blue) will be used for the Fire File or as a duplicate copy when necessary.
4. The Ordering Office copy (white) will be retained in the book unless it is requested by the Finance Unit (this may occur if the copy is needed as a duplicate).

Upon release from the Incident

1. Fuel and Oil Issues will be reconciled with contractor(s) providing their own operating supplies as a deduction (Block 26) on the OF-286 (Do not rely on Receiving Agent copies to assist you in this reconciliation).
2. Fuel and Oil Issues will be reconciled with the fuel contractor as an addition (Block 27) on the OF-286 (Coordinate with the Fuel Contractor with their issuing Agent copies on this reconciliation).

Exhibit 8

INCIDENT EQUIPMENT REPAIR RECORD			
1. Contractor's Name		2. Date:	
3. Incident Name:	4. Incident Number:	5. "E" Number	
6. Equipment Description (include year, make, model, serial number):			
7. Description of Work Performed			
8. Labor: Inclusive hours (rounded to the nearest ½ hour) work was performed:		9. Odometer Reading:	
Total Labor Hours: _____ X _____ = \$ _____ <div style="text-align: center; font-size: small;"> _____ Hourly Rate Total Labor </div>			
10. Parts & Accessories (Use reverse for additional Parts & Accessories if necessary):			
<u>Parts Used</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
TOTAL PARTS:			\$ _____
TOTAL LABOR (FROM BLOCK 8):			\$ _____
TOTAL OF EQUIPMENT REPAIR ORDER:			\$ _____
11. Signatures (must be legible):			
_____		_____	
Contractor's Signature		Mechanic's Signature	
_____		_____	
Printed Name & Title		Printed Name & Title	
_____		_____	
Date			

Original → Finance **Copy in Contractor's OF-305**
Copy → Contractor **Posted to OF-286**

Exhibit 9

Chainsaw Parts Order Form

DATE:		TIME:		DATE:	
INCIDENT NAME:			Requesting Resource Name & Number (e.g. Mary Smith/Sawmill Hot Shots/C-3)		
TIME NEEDED:			DATE NEEDED:		
SAW DESCRIPTION			LOCATION NEEDED:		
Manufacturer: [Circle One] [Husky] Other _____		Model:		Saw Model [Stihl]	
Bar Length: [Inches]	Chain Pitch:	Gauge:	Number of Drivers:		
Cutter Style:		Tooth Compliment: [e.g. full skip, half skip, etc.]			
REMARKS/OTHER PARTS NEEDED					
S # _____				Action Taken:	
By:		Position:		Date:	

Exhibit 10

MECHANIC WORK INVOICE

____ Incident Number _____ Incident Name _____

Private Owner's Name _____ OWNERSHIP: Government Private

INCIDENT: General Description _____ EQUIPMENT _____

E-Number _____ License Number _____

DESCRIPTION OF WORK

DESCRIPTION OF WORK	HOURS WORKED	COST OF PARTS	TOTAL COST

MECHANIC REMARKS

MECHANIC REMARKS
Probable Cause: Normal Wear _____ Incident Damage _____
Cause or Circumstance: _____

~~INSTRUCTIONS~~
~~INSTRUCTIONS~~

Section in finance 1. This form is to be completed by the mechanic providing the service, with the original being turned into the Procurement and a copy to the Contractor. Any invoices for purchases, supplies/parts are to be attached.

2. Incident name and number, self-explanatory.

name.

3. Ownership: Check the appropriate box; if privately owned, include the owner's

1985 Ford 3/4 Ton 4X4" or "Stihl 056 chainsaw."

4. Equipment: Provide a description of the equipment being repaired, such as: "b

nt; otherwise, we may be working on every vehicle in the county. This number r to determine financial responsibility.

(a.) Be sure to include the E-number for private equipment; is also very useful in identifying the owner/contracto

number (preferred) or other identification numbers.

(b.) Also include the vehicle license

ork: This box is used to describe the service provided and should include a list of parts installed. For example, "drove to der, installed rebuilt alternator (provided by owner), new V-belt. Replaced battery and hold-down. Also replaced a rose and 2 gallons antifreeze.

5. Description of W site of stalled ten bulging radiator I

(a.) Be sure to include any travel time required to obtain parts or getting to and from the work site.

(b.) Include the cost of all parts and supplies that are provided by the Government. DO NOT include cost for items supplied by the Contractor.

damage related 6. Mechanic Remarks: Check the appropriate cause, whether in your opinion the damage/breakdown was "normal wear" or to conditions on the incident.

ossing kelly bumps, battery hold-

Provide a brief statement of the apparent cause, if any. For example, "Tender was regularly cr

med out the diodes. "Radiator hose was just old."

down broke and battery landed upside-down on alternator. Apparently bu

7. Obtain signature of the owner or operator and mechanic signs and dates as well.

Exhibit 11

January 2009

EMERGENCY FACILITIES & LAND USE AGREEMENT

INCIDENT AGENCY (name, address, phone number)	Page ___ of ___ AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT AGREEMENT NUMBER
OWNER (name, address, phone number-include day/night/cell/fax) DUNS: EIN/SSN: PAYMENT ADDRESS: [] Same as above, or _____ _____	EFFECTIVE DATES a. beginning _____ b. ending _____ INCIDENT NAME: INCIDENT NUMBER: RESOURCE ORDER NUMBER: JOB CODE (P#) AND OVERRIDE:
TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES) <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> LARGE BUSINESS <input type="checkbox"/> SMALL DISADVANTAGED OWNED <input type="checkbox"/> WOMEN OWNED <input type="checkbox"/> SUBZONE <input type="checkbox"/> SERVICE DISABLED VETERAN	
The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as _____	
DESCRIPTION OF LAND/FACILITIES: Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable. _____ _____ _____ _____ _____	
County: _____ State: _____ Township: _____ Range: _____ Section: _____	
ORDINARY WEAR AND TEAR: Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.	
RATE: For each month that the land/facilities are used, the Government will pay the rate of \$ _____ per month. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$ _____, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar.	
UTILITIES AND SERVICES: (check only one) [] The above rate includes utility charges for the following: <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> TOILET SUPPLIES <input type="checkbox"/> JANITORIAL SERVICES & SUPPLIES <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> SEPTIC SERVICE <input type="checkbox"/> EXISTING TELECOMMUNICATIONS [] The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: _____	
RESTORATION: Restoration beyond ordinary wear and tear. (check only one) [] The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical. Restoration work includes: _____ [] The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.	
ALTERATIONS: The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.	
ORAL STATEMENTS: Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.	
CONDITION REPORTS: A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.	
OTHER: Describe in detail: _____	
TERMS AND CONDITIONS: See attachment.	
CHECKLIST(s): See attachment.	

Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.



ADDITIONAL CLAUSES:

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

OWNER / OWNER'S AGENT SIGNATURE:	DATE:	CONTRACTING OFFICER'S SIGNATURE:	DATE:
PRINT NAME AND TITLE:		PRINT NAME AND TITLE:	
PHONE NUMBER (if different from Owner's)		PHONE NUMBER:	

PRE-USE INSPECTION: Description or photos (no digital) or condition immediately prior the Government's occupancy. Refer to attached checklist.

Owner/Agent: _____
 (Print Name)

Government Agent: _____
 (Print Name)

Signature: _____

Signature: _____

Date: _____

Date: _____

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government's occupancy.

TOTAL AMOUNT DUE \$ _____

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the Government from any and all claims arising under this agreement except as reserved in remarks.

REMARKS:

Owner/Agent: _____
 (Print Name)

Government Agent: _____
 (Print Name)

Signature: _____

Signature: _____

Date: _____

Date: _____

**FEDERAL ACQUISITION REGULATION (FAR) CLAUSES
EMERGENCY FACILITIES AND LAND USE AGREEMENT**

52.213-4 Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items)(MAR 2009)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) [52.222-3](#), Convict Labor (June 2003) (E.O. 11755).

(ii) [52.222-21](#), Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) [52.222-26](#), Equal Opportunity (Mar 2007) (E.O. 11246).

(iv) [52.222-50](#), Combating Trafficking in Persons (Feb 2009) ([22 U.S.C. 7104\(g\)](#)).

(v) [52.225-13](#), Restrictions on Certain Foreign Purchases (Feb 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(vi) [52.233-3](#), Protest After Award (Aug 1996) ([31 U.S.C. 3553](#)).

(vii) [52.233-4](#), Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78).

(2) Listed below are additional clauses that apply:

(i) [52.232-1](#), Payments (Apr 1984).

(ii) [52.232-8](#), Discounts for Prompt Payment (Feb 2002).

(iii) [52.232-11](#), Extras (Apr 1984).

(iv) [52.232-25](#), Prompt Payment (Oct 2008).

(v) [52.233-1](#), Disputes (July 2002).

(vi) [52.244-6](#), Subcontracts for Commercial Items (Mar 2009).

(vii) [52.253-1](#), Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) [52.222-19](#), Child Labor—Cooperation with Authorities and Remedies (Feb 2008) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) [52.222-20](#), Walsh-Healey Public Contracts Act (Dec 1996) ([41 U.S.C. 35-45](#)) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) [52.222-35](#), Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) ([38 U.S.C. 4212](#)) (Applies to contracts of \$100,000 or more).

(iv) [52.222-36](#), Affirmative Action for Workers with Disabilities (June 1998) ([29 U.S.C. 793](#)). (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, *United States* includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) [52.222-37](#), Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) ([38 U.S.C. 4212](#)) (Applies to contracts of \$100,000 or more).

(vi) [52.222-41](#), Service Contract Act of 1965 (Nov 2007) ([41 U.S.C. 351](#), *et seq.*) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)

(vii) [52.223-5](#), Pollution Prevention and Right-to-Know Information (Aug 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) [52.223-15](#), Energy Efficiency in Energy-Consuming Products (Dec 2007) ([42 U.S.C. 8259b](#)) (Unless exempt pursuant to [23.204](#), applies to contracts when energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP) will be—

(A) Delivered;

(B) Acquired by the Contractor for use in performing services at a Federally-controlled facility;

(C) Furnished by the Contractor for use by the Government; or

(D) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.)

(ix) [52.225-1](#), Buy American Act—Supplies (Feb 2009) ([41 U.S.C. 10a-10d](#)) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see [19.502-2](#)), and does not exceed \$25,000).

(x) [52.232-33](#), Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(xi) [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xii) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. App. 1241](#)). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at [47.504\(d\)](#).)

(2) Listed below are additional clauses that may apply:

(i) [52.209-6](#), Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Sept 2006) (Applies to contracts over \$30,000).

(ii) [52.211-17](#), Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).

(iii) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247) (Applies to contracts greater than \$25,000 that provide for the provision, the service, or the sale of food in the United States.)

(iv) [52.247-29](#), F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(v) [52.247-34](#), F.o.b. Destination (Nov 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR [52.252-2](#), *Clauses Incorporated by Reference (Feb 1998)*. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

(d) *Inspection/Acceptance*. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights—

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) *Excusable delays*. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) *Termination for the Government's convenience*. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

Exhibit 12

Land Use Agreements – Checklist & General Guidance **SCHOOLS, FAIRGROUNDS OR OTHER RELATED FACILITY** **CHECKLIST**

- Number of Classrooms
 - Gym
 - Cleaning/Janitorial/Custodial Services
 - Use of Showers
 - Government furnished supplies vs. Contractor furnished supplies.
 - Phones
 - Copiers
 - Computers
 - Kitchen
 - Keys, Access
 - Security
 - Sleeping Areas
 - Noxious Weeds
 - Availability
 - AC/Heater operational or available
 - Sprinkler System
 - Reduce / increase costs when camp changes (i.e. from Type I – II – III) (reduce number of classrooms needed, area needed, buildings needed, etc.)
 - Other prescheduled / concurrent uses of the facilities by owner
 - Parking
 - Athletic Fields
-

DIPPING SITES/PONDS
CHECKLIST

- Impact – amount of drawdown, site disturbance, etc
- Fish
- Noxious Weeds
- Water (usage and/or replenishment)
- Water Rights (who owns the water)
- Fences
- Access
- Flight Path
- Livestock/Wildlife
- Loss of Foliage/Crop/Pasture
- Use of pumps or wells

IC CAMP/HELIBASE
CHECKLIST

- Access – roads, gates
- Noxious Weeds
- Fences / cattle guards / gates
- Livestock
- Flight Path
- Irrigation/Sprinkler System
- Spillage/Hazmat
- Hours of Operation
- Property Impact
- Re-seeding / de-compaction requirements
- Abandonment of improvements
- Specific clean-up requirements (bark, mulch, sawdust, gravel, carpet, etc)

AIRPORTS CHECKLIST

- Facilities Usage (except for federally funded runways, towers)
 - Check other FAA restrictions
- Landing Fee
- Fuel Fee (If Contractor provided)
- Security
- Flight Path
- Hazmat/Spillage
- Parking
- Availability
- Water/Electricity/Phones
- Portable Retardant Base
- Hours of Operation
- Access
- Check with Air Ops for further concerns

SITUATIONS *NOT* REQUIRING A LAND USE AGREEMENT

- Federal Government land/facilities run by concessionaire
- Land/Facilities of other Federal agencies (would fall under Economy Act agreements)
- Land/Facilities of state and local governments (usually cooperative agreement)
- Non Wildland fire incidents, i.e. FEMA.
- Direct fire suppression activity (fire line construction, back-burn, access to fire)
- Federally funded runways and towers (county/state/local)

LAND/FACILITY RESTORATION CONSIDERATIONS

(Items for COs to consider – not all items apply to every agreement)

- Loss of crop/pasture – how many seasons
- Re-seeding / de-compaction requirements
- Noxious Weeds Abatement and Survey
- General clean-up (trash removal, final janitorial service, floor waxing, etc)
- Re-sod of athletic fields
- Reconditioning floors (of gyms, carpet replacement, etc)
- Pumping of septic systems (feasible to use system, or rely solely on port-a-potties?)
- Mending fences damaged during incident

CONSIDERATIONS FOR DETERMINING RATE

- BEFORE NEGOTIATING RATE:
 - Determine ownership of land / facilities
 - Confirm owner's agent if applicable
 - Resources available to confirm ownership
 - City or County Tax Assessor's Office
 - Courthouse
- Private Campgrounds – what are average receipts / revenues for similar time period
- Historical record of rates for use in local area – local rangers may be good source
- Facilities – if facility is abandoned from normal use, consider revenue lost for the activities
- Fairgrounds – were there any events cancelled or rescheduled to make them available?
- Cost of relocating and feeding of stock
- Are there vacant facilities held by other agencies that may be available?
- Consider a not to exceed rate commensurate with property value
- Sources of market research:
 - banks
 - real estate offices
 - local employees
 - local assessor offices
 - local agency lands offices
 - newspapers
 - feed store bulletin boards
 - documentation at local offices from previous incidents

Exhibit 14

BPA / AGREEMENT FOR SERVICES LOG

INCIDENT NAME _____

INCIDENT NUMBER _____

AGREEMENT #	DATE	VENDOR NAME	SERVICES TO BE PROVIDED

Exhibit 15

Purchase Card Order Form

Exhibit 16

Emergency Equipment Rental Agreement Log

INCIDENT NAME _____

INCIDENT NUMBER _____

AGREEMENT #	DATE	VENDOR NAME	EQUIPMENT TYPE	LICENSE # OR SN/VIN

Exhibit 17

Insert Information Required for a Contract Claim

	File 6320	Date: * _____
	Code:	
	Route:	

	Route
	To:

Claims	Subject:	Subject:
* _____		To: _____

while your equipment which led up to the loss, Damage, or Destruction.

This guide is to assist you in your decision to file a claim for damages incurred was being used on the * _____ Incident. You should review the situation damages as it might relate to Clause 9, I

any wear and tear, or negligence of the Contractor or Contractor's agent, you may decide to file a claim for the damage. The following is an outline to help you organize any claim filed so that it may be processed as quickly as possible.

If the damage did not occur due to ordin

of contract terms, or Disputes	1. A claim is a written demand for a sum certain, adjustment or interpretation other relief arising under or relating to the contract. See FAR Clause 52.233-
--------------------------------	---

is case your number is: * _____.	2. State your agreement number. In th
----------------------------------	---------------------------------------

3. Describe the damage in detail.	3. Describe the damage in detail.
-----------------------------------	-----------------------------------

4. Provide a detailed description of the events which led up to and caused the damage.	4
--	---

statements.	5. Provide name, address, and phone numbers of all witnesses and witness s
-------------	--

of repair for the damage.	6. Give an estimate or the actual cost
---------------------------	--

Government should make reimbursement for the damage.	7. State the reason(s) you feel the Gov
--	---

8. Provide any other information you have that will support your claim or will assist us in determining liability for your claim.

9. Submit your claim to the following address:

Exhibit 18

DETERMINATION & FINDINGS

CONTRACTOR: _____

AGREEMENT NO: _____

The following equipment was used during the _____ Incident on the
_____ Unit: (equipment make, model, and year) _____

The equipment was hired by _____ on _____ to
perform the following duty(s): _____

The Contractor claims that damage occurred as follows (summarize the event that caused the
damage):

Resulting in the following damage (describe the equipment damage):

The claim amount requested is: \$ _____

Contracting Officer's Finding: _____

Continue on attachment if necessary.

DETERMINATION

1. In accordance with OF-2494, General Provisions, Clause No., 9 Loss, Damage, or Destruction; and/or

2. I hereby determine that

3. A payment of \$ _____ is offered as payment in full for the damage claimed.

Contracting Officer Signature

Date

RELEASE

Contract release for and in consideration of receipt of payment in the amount shown in Item 3 or the Determination. Contractor hereby releases the Government from any and all claims arising under this agreement.

Contractor Signature

Date

Exhibit 19

BUYING TEAM TRANSITION/CLOSE OUT DOCUMENT OUTLINE

The purpose of this document is to guide the team leader in preparing a transition document, which will relay to the incoming team procedures and arrangements that are already in place.

A. BRIEFINGS, CONTACTS, GUIDELINES

1. List any briefings that the buying team has been attending. Include time and location and the role of the buying team in these briefings.
2. Provide a list of incidents that are being supported by the buying team. Include job codes.
3. Provide the name and phone number of the IBA and any other incident contacts (name and numbers) that are beneficial.
4. Provide copies of any documentation provided to the buying team, such as the operating guidelines.
5. Provide names, addresses, and phone numbers of buying team members.

B. LAND/FACILITY USE AGREEMENTS

1. Provide list of land use agreements and the location of the documents in the buying team filing system.
2. If the buying team is making periodic payments for any of these agreements, include who is documenting receipt and how the payment is being made.

C. SUPPLEMENTAL FOODS, STANDING ORDERS

1. Provide listing of supplemental foods that are acceptable to the unit and how supplemental foods are being ordered. (If the unit has operating guidelines, this information will be included in that document.) Include the names and telephone numbers of contacts for each vendor.
2. Include documentation on standing orders, how they are being handled and which ones are still standing. (This is most likely newspapers, ice, supplemental food items, etc.)

D. MEDICAL

1. If the buying team is paying for any medical claims, provide information on what has been set up and how the payments have been handled.

E. SPECIAL PROCEDURES

1. If the buying team has set up any special procedures for items, i.e. propane, laundry, rental vehicles, saw parts, computers, photo development, leave detailed instructions on what has been set up, who initially set it up, vendor and incident contacts, and how payments have been handled.
2. Leave list of contacts on hard-to-find items. Include any learning experiences you went through to locate this item.

F. PENDING ORDERS

1. What information are you leaving the incoming team regarding items that have been ordered but not delivered? How is that information organized?
2. What about outstanding orders, those that have not been placed yet? What do you need to tell the incoming team so they know what needs to be ordered and any outstanding priorities?

G. COSTS

1. Who are you relaying cost information to daily? How do you transmit this data, by email, telephone, FAX, etc.? Identify what you are capturing as cost information.

Basically, include anything in this document that will help the incoming team, even items you plan to cover at the briefing between the two teams.

Exhibit 21



GREAT BASIN/ ROCKY MOUNTAIN BUYING TEAM EVALUATION



Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. **Please be detailed.** The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator (see contact information on bottom of form) immediately upon return from assignment.

Incident Name/Number: _____ Dates on Incident: _____

Incident Agency: _____

Buying Team Name: _____

Evaluator's Name & Position: _____

Evaluator's Phone No.: _____

Evaluation Criteria

1. Describe how effective the Leader was at managing the Buying Team (BUYT) and its activities?
2. Describe the BUYT Leader's leadership strengths and weaknesses. Was it obvious that he/she was in charge?
3. Describe how well the Buying Team adhered to the Interagency Incident Business Management Handbook, geographic area supplements, and local policies and procedures.
4. Describe the BUYTs skills in evaluating the availability of goods and services, prices, and delivery costs. Did the team select the source best meeting incident needs?
5. How well did the BUYT make sound cost management decisions and provide documentation to support their decision? Explain.
6. How promptly was the Buying Team able to supply goods and services for the incident? Explain.
7. Describe ways in which the BUYT was sensitive to local community issues, local businesses, local contractors, and local land owners?

8. How well did the BUYT manage accountable property? Explain.

9. Describe the BUYT's performance in settling claims (if applicable).

10. How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads? Explain.

11. Describe how the BUYT coordinated, cooperated and communicated with the following functions.
 - Incident Agency(s)
 - IBA(s)
 - Expanded Dispatch
 - IMT(s)

12. How complete was the BUYT's documentation package? Was it submitted appropriately? Explain.

13. What was the BUYT's attitude during the assignment? Did they work in a professional manner? Explain.

14. What are the areas this BUYT could improve upon? Please give detailed feedback.

15. What are the areas this BUYT was successful in? Please give detailed feedback.

This evaluation has been discussed by and between the following Designated Agency Representative and the Buying Team Leader.

Agency Representative Name	Signature	Date
Buying Team Leader Name	Signature	Date

**Forward copy of evaluation to Sierra Hellstrom
immediately upon return from assignment**
srhellstrom@fs.fed.us * 801-625-5764 (Office) * 801-940-4935 (Cell) * 801-625-5365 (Fax)

Exhibit 22

INDIVIDUAL PERFORMANCE RATING		INSTRUCTIONS: The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.				
1. NAME		2. INCIDENT NAME AND NUMBER START DATE OF INCIDENT				
3. HOME UNIT ADDRESS		4. INCIDENT AGENCY AND ADDRESS				
5. POSITION HELD ON INCIDENT Buying Team Leader		6. TRAINEE POSITION <input type="checkbox"/> Yes <input type="checkbox"/> No		7. INCIDENT COMPLEXITY <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III		
		PERFORMANCE LEVEL				
9. List the main duties from the Position Checklist, on which the position will be rated. Enter X under the appropriate column indicating the individual's level of performance for each duty listed.		Did not apply on this incident	Unacceptable	Need to Improve	Fully Successful	Exceeds Successful
Prepared for assignment						
Gathered, updated and applied situational information relevant to the assignment						
Established effective relationships with BUYMs, Expanded Dispatch, IBA and Incident agency AQM Staff.						
Establish an organizational structure, reporting procedures and chain of command of assigned resources.						
Understood and complied with ICS concepts and principles						
Ensured the safety, welfare and accountability of assigned resources						
Establish work assignments and performance expectations, monitor performance, and provide feedback.						
Ensure effective exchange of information between Buying Team members and other entities (e.g. IMT, expanded, host agency and IBA) on problem resolution, critical changes in strategy that impacts BUYT operations and critical weather events.						
Ensured relevant information is exchanged during briefings and debriefings with incoming buying teams, incident agency, and IBA.						
Ensured documentation was completed and disposition of the package was appropriate.						
Gathered, produced and distributed information as required by established guidelines and ensured understanding by recipients.						
Communicated and ensured understanding of work expectations within the chain of command and across functional areas.						
Gathered analyzed and validated information pertinent to the incident or event and made recommendation for setting priorities.						
Ensured operations considered socio-economic, political and cultural aspects of the incident agency.						
10. REMARKS						
11. THIS RATING HAS BEEN DISCUSSED WITH ME (Signature of individual being rated.)					12. DATE	
13. RATED BY (Signature)		14. HOME UNIT		15. POSITION HELD ON THIS INCIDENT		
				16. DATE		

Great Basin BUYL ICS-226

Forward copy of evaluation to Sierra Hellstrom immediately upon return from assignment srhellstrom@fs.fed.us * 801-625-5764 (office) * 801-940-4935 (cell) * 801-625-5365 (fax)

Exhibit 23



INDIVIDUAL PERFORMANCE RATING		INSTRUCTIONS: The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.				
1. NAME		2. INCIDENT NAME AND NUMBER START DATE OF INCIDENT				
3. HOME UNIT ADDRESS		4. INCIDENT AGENCY AND ADDRESS				
5. POSITION HELD ON INCIDENT Buying Team Member		6. TRAINEE POSITION <input type="checkbox"/> Yes <input type="checkbox"/> No		7. INCIDENT COMPLEXITY <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III		
		PERFORMANCE LEVEL				
9. List the main duties from the Position Checklist, on which the position will be rated. Enter X under the appropriate column indicating the individual's level of performance for each duty listed.		Did not apply on this incident	Unacceptable	Need to Improve	Fully Successful	Exceeds Successful
Prepared for assignment						
Gathered, updated and applied situational information relevant to the assignment						
Established effective relationships with relevant personnel						
Understood and complied with ICS concepts and principles						
Ensured relevant information was exchanged during briefings and debriefings						
Provided resource order fill information to the appropriate entities						
Completed documentation of purchases						
Demonstrated ability to research sources of supplies and equipment						
Completed an efficient transfer of position duties with incident agency and/or incoming Buying Team						
Completed close-out of orders						
10. REMARKS						
11. THIS RATING HAS BEEN DISCUSSED WITH ME (Signature of individual being rated.)					12. DATE	
13. RATED BY (Signature)		14. HOME UNIT		15. POSITION HELD ON THIS INCIDENT		16. DATE

Great Basin BUYM ICS-226

Forward copy of evaluation to Sierra Hellstrom immediately upon return from assignment srhellstrom@fs.fed.us * 801-625-5764 (office)
*801-940-4935 (cell) *801-625-5365 (fax)

Exhibit 24

BUYING TEAM LEADER EXPECTATIONS

2014

Congratulations on your selection as a Buying Team Leader! The Great Basin and Rocky Mountain Incident Business Committees would like to welcome you and outline some expectations from the Committees.

The GB/RM Incident Business Committees are tasked by their respective Coordinating Groups to oversee the geographic area buying teams. As a leader, you are expected to adhere to the following guidelines.

BUYING TEAM COORDINATOR – Sierra Hellstrom (R4, FS) represents the buying teams as the Buying Team Coordinator. As such, she is responsible for the coordination and direction provided to the buying teams. She is also responsible for tracking the teams and ensuring rotations are followed and work/rest is adhered to. Buying Team Leaders are to communicate dispatches and returns from incidents with Sierra. Sierra will serve as the next level of communication for any issues that arise concerning the buying teams. If the issue cannot be resolved at that level, it will be elevated to the Rocky Basin BUYT Subcommittee for resolution.

ROTATIONS – Buying Team Leaders (BUYL) will adhere to the rotation as spelled out in the respective Geographic Area Mob Guides. If you are unavailable for rotation as the leader, you are to contact Sierra Hellstrom to arrange for an alternate leader. If an alternate leader is not available, the entire team will be unavailable for that rotation. A BUYL cannot be a virtual position; there is no exception to this rule.

BUYING TEAM MEMBER SELECTIONS – Buying team member selections will follow the same protocol as incident management teams (reference Great Basin Mob Guide, Supplement 1). Selection priority is in the following order:

- Agency (Federal/State) – In the Geographic Area
- Cooperators – Full time – In the Geographic Area
- Agency (Federal/State) – Out of the Geographic Area
- Administratively Determined (AD) – In the Geographic Area
- Administratively Determined (AD) – Out of the Geographic Area
- Cooperators – Out of the Geographic Area
- Supplemental Fire Department Resources (SFDR)

Note that Trainees will now be placed on a Priority List that will be supplied to you by the BUYT Coordinator. BUYLs will work with the BUYT Coordinator when finalizing their roster for assignment to fill their vacant Trainee position, in accordance with the Priority Trainees set forth. Leaders are expected to adhere to the prioritization of these trainees.

ASSIGNMENTS – Buying Teams may be assigned to either an Incident Business Advisor (IBA) or an Agency Representative (AR). Team leaders are to communicate and perform buying team duties with the utmost respect and professionalism to those individuals to whom they are assigned. Any issues at the incident that cannot be resolved between those two parties should be elevated to the Agency Administrator. All issues shall be resolved prior to the end of the assignment.

IN-BRIEF/INCIDENT CLOSEOUT – Buying team leaders are expected to attend an in-brief with the local incident agency, either formally or informally, to obtain incident agency contact information, performance expectations, operating guidelines and a copy of the local unit’s service and supply plan. Buying team leaders should also attend the incident closeout to ensure that all issues have been resolved and to transition with both the incident management team and the local agency.

PERFORMANCE EVALUATIONS – Performance evaluations are a process for both the incident agency and buying team leader to evaluate performance of the buying team in regards to the incident and incident agency needs. They should be discussed by both parties and any differences resolved prior to the demobilization of the buying team. Team Leaders are expected to return from assignments with a completed performance evaluation. A copy of the performance evaluation will be mailed or emailed to Sierra Hellstrom by the team leader. Performance evaluations will be reviewed by the Rocky Basin BUYT Subcommittee.

INCIDENT AGENCY NEEDS – Each incident has its own unique needs in terms of services and supplies. The incident agency determines buying team work location, incident purchasing protocols and local needs. Buying team leaders are expected to obtain a copy of the local unit’s service and supply plan and operating guidelines during the in-brief with the incident agency and work cooperatively with the host unit. This may include change in staffing levels, based on the fire needs.

The Rocky Mountain/Great Basin Incident Business Committees and Rocky Basin BUYT Subcommittee would like to again welcome you and your team and we look forward to working with you. By signing this document you understand the expectations outlined above and agree to meet those expectations to the best of your abilities.

Buying Team Leader

Date

Rocky Mountain Incident Business Chair

Date

Great Basin Incident Business Chair

Date