



NORTHERN ROCKIES
EVALUATION FORM
INCIDENT MANAGEMENT TEAM FINANCE SECTION

(updated 2012)

Incident Management Team:	Finance Section Chief:
Incident Name: Incident Date:	Evaluator:
The following finance criteria should be completed no later than 90 days following the incident as the incident finance paperwork has been closed out and paid. Agency Administrators should coordinate with their respective incident business personnel to ensure that fair and accurate information is provided to the Incident Management Team.	
Was the Finance Section following and familiar with the incident agency's Business Operating Guidelines?	
<ul style="list-style-type: none">•••	
Were follow-up or unresolved issues identified, documented and communicated to the incident agency (i.e. unpaid transactions, medical treatments, rental vehicles, etc...)?	
<ul style="list-style-type: none">•••	
What was the accuracy of the invoices processed? <ul style="list-style-type: none">• What was the percentage of invoices that needed corrections?• What were the predominant errors?• Was the accuracy within the agency's acceptable level?	
<ul style="list-style-type: none">•••	
Was the incident closed out as instructed in the Operating Guidelines and the Interagency Incident Business Management Handbook (IIBMH)? <ul style="list-style-type: none">• Were EFF/AD timesheets completed according to payment center guidelines?• Were cooperators given appropriate documents, following the terms of the agreement; OF-288's completed when required, were they given originals according to agreement?	
<ul style="list-style-type: none">•••	

If requested, did the Finance Section keep all agency administrators apprised of the daily costs or portions of those costs?

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Did the Finance Section request additional assistance from the local unit?

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Did the Finance Section communicate issues during the fire?

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If applicable to this incident, were the Forest Service accruals reported as required?

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Any additional information and/or comments?

COMPLETED BY:

Name:

Date:

EVALUATOR CONTACT INFORMATION

email:

phone:

Route to: Northern Rockies Coordination Center
Attn: IMT Evaluation
5765 West Broadway
Missoula, Montana 59808