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**GREAT BASIN COORDINATING GROUP  
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK  
SUPPLEMENT**

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**This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.**

**CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION**

**Supplement No.:** GBCG-40-2016

**Effective Date:** March 30, 2016

**Duration:** Effective until superseded or removed

**Approved:** /s/Jessica Wade  
Chair, Great Basin Coordinating Group

**Posting Instructions:** Supplements are numbered consecutively by handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

<b>New Document(s):</b>	GBCG-40-2016	3 Pages
<b>Superseded Document(s) by Issuance Number</b>	GBCG-40-2015	3 Pages

**Digest:**

Deleted all references to Great Basin/ Rocky Mountain Buying Teams. This 2016 supplement will only include guidance for Great Basin Buying Teams

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**Buying Team Evaluation**

The Great Basin utilizes a narrative Buying Team Evaluation form. This form shall be completed at the end of each buying team assignment. The form shall be reviewed by the agency representative with the buying team leader and both parties shall sign the form. Any issues or concerns raised during the incident shall be discussed during the evaluation to ensure that they have been resolved to the best of the parties' abilities. A copy of the form shall be submitted to Sierra Hellstrom, GB Buying Team Coordinator per the instructions at the bottom of the form. The form can be obtained at: [http://gacc.nifc.gov/gbcc/admin/docs/BUYT\\_Evaluation\\_Form.pdf](http://gacc.nifc.gov/gbcc/admin/docs/BUYT_Evaluation_Form.pdf)

**Finance Section Evaluation**

The Great Basin utilizes a narrative Finance Section Evaluation form. This form shall be completed within 60 days after a Finance section has been demobilized from the incident. The form is used to evaluate finance section performance, finance package payment accuracy and finance package completeness. Issues or concerns raised during the incident shall be discussed with the Finance Section Chief and Incident Commander if necessary to ensure they have been resolved prior to demobilization of the finance section. The evaluation form shall be completed by the appropriate incident agency representative and discussed with the agency administrator. Both parties shall sign the evaluation and return a copy to both the Incident Commander and the Great Basin Incident Business (GBIB) Chair. The current GBIB Chair contact information and a copy of the form can be found at: [http://gacc.nifc.gov/gbcc/admin/docs/GB\\_Finance\\_Evaluation\\_form.pdf](http://gacc.nifc.gov/gbcc/admin/docs/GB_Finance_Evaluation_form.pdf)

**Buying Team Guides**

The National Interagency Buying Team (BUYT) Guide contains standard operating procedures and forms recommended for use by BUYTs. This Guide contains supplemental material to the: Interagency Incident Business Management Handbook, NWCG Handbook 2, National Interagency Mobilization Guide, the guide can be found at [www.nwcg.gov/pms/pubs/buying\\_guide.pdf](http://www.nwcg.gov/pms/pubs/buying_guide.pdf).

The Great Basin Buying Team Guide contains standard operating procedures and forms recommended for use by BUYTs as well as geographic guidelines and supplements. This guide can be found at [http://gacc.nifc.gov/gbcc/admin/docs/GM\\_RM\\_BUYT\\_Guide.pdf](http://gacc.nifc.gov/gbcc/admin/docs/GM_RM_BUYT_Guide.pdf)