



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

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

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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

Digest:

This 2017 supplement will only include guidance for Great Basin Buying Teams

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

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

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 https://www.nwcg.gov/sites/default/files/products/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