



**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

Supplement No.: GBCG-40-2014

Effective Date: March 31, 2014

Duration: Effective until superseded or removed

**Approved: /s/ MIKE MORCOM
Chair, Great Basin Coordinating Group**

Digest:

- Adds language regarding the Great Basin Buying Team Evaluation form. Adds a copy of the form as Exhibit 1.
- Adds language regarding the Great Basin Finance Evaluation form. Adds a copy of the form as Exhibit 2.
- Adds annual mandatory refresher training for all Incident Business Advisors and trainees.

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, RMGB Buying Team Coordinator per the instructions at the bottom of the form. The form is included as Exhibit 1. It can also be obtained at: <http://gacc.nifc.gov/egbc/business.php>

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 evaluation form can be found at: <http://gacc.nifc.gov/egbc/business.php>. The form is included as Exhibit 2.

Incident Business Advisors Refresher Training

All Great Basin Incident Business Advisors including trainees are required to participate in the Great Basin IBA Refresher webinar May 16, 2014.

Exhibits

- Exhibit 1 – Buying Team Evaluation Form
- Exhibit 2 – Finance Section Evaluation Form



GREAT BASIN & ROCKY MOUNTAIN

BUYING TEAM

EVALUATION FORM



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

16. 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, BUYT Coordinator
immediately upon return from assignment
srhellstrom@fs.fed.us * 801-625-5764 (Office) * 801-940-4935 (Cell) * 801-625-5365 (Fax)

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**GREAT BASIN
INCIDENT MANAGEMENT TEAM FINANCE SECTION
EVALUATION FORM**

Incident Management Team:	Finance Section Chief(s):
Incident Name:	Evaluator:
Incident Dates:	

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 Operating Guidelines?

Were follow-up or unresolved issues identified, documented and communicated to the incident agency (i.e., unpaid transactions, medical treatments, rental vehicles, etc.)?

What was the accuracy of the invoices processed?

- What was the percentage of invoices that required corrections?
- What were the predominant errors?
- Was the accuracy within the agency's acceptable level?

Was the incident closed out as instructed in the Operating Guidelines and the Interagency Incident Business Management Handbook (IIBMH)?

- Were AD timesheets completed according to payment center guidelines?
- Were cooperators given appropriate documents following the terms of the agreement?
- Were OF-288s completed when required for cooperators?
- Were original documents given to the cooperator when required in the agreement?

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

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

Did the Finance Section communicate issues during the fire?

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

Was lost and damaged property properly documented?

Was accountable property returned to the incident agency?
Additional information and/or comments:

COMPLETED BY:	EVALUATOR CONTACT INFORMATION
Name:	Email:
Date:	Phone:

AGENCY ADMINISTRATOR REVIEW:	AGENCY ADMINISTRATOR CONTACT INFORMATION
Name:	Email:
Date:	Phone:

Forward to: Incident Commander and Great Basin Incident Business Chair, Brenda Deberg
@ bdberg@blm.gov fax to (775) 861-6668