



# Northern Rockies Finance and Logistics Evaluation

UPDATED 2025

The Finance and Logistics Evaluation includes overall performance of the Finance section and administrative performance of the Logistics section handling of un-operated equipment and other duties that impact finance or incident cost. The evaluation should be completed no later than 90 days following close-out with the Incident Management Team (IMT) and after payment packages have been processed and paid. Agency Administrators should coordinate with their respective incident business personnel to ensure that fair and accurate information is provided to the IMT.

<b>Incident Name:</b>	
<b>Incident Management Team:</b>	
<b>IMT Operational Dates:</b>	
<b>Finance Section Chief(s):</b>	
<b>Logistics Section Chief(s):</b>	
<b>Evaluator(s):</b>	

## Finance Section

YES	NO	Question:
<b>1. Was the Finance Section following and familiar with the:</b>		
		NWCG Standards for Interagency Incident Business Management, PMS 902 (SIIBM)?
		Northern Rockies Incident Business Supplements?
		Host Incident Agency's Incident Business Operating Guidelines?
		current contract administration?
<b>Additional Comments:</b>		
<b>2. Host Incident Agency's fiscal expectations of Finance Section:</b>		
		Were expectations for overall final finance package identified?
		Did Finance Section communicate issues during the incident?
		Did Finance Section utilize any additional assistance or personnel from the local unit (if available)?
		Was the Agency Administrator apprised of daily costs as requested?

YES	NO	Question:	
		Apprised of daily cost share portions as requested?	
<b>Additional Comments:</b>			
<b>3. Forest Service Specific:</b>			
		Did financial exports occur for the Forest Service incident?	
		Was Forest Service AD travel completed on the OF-288 as directed in the Forest Service AD Pay Plan?	
<b>Additional Comments:</b>			
<b>4. Office of Workers' Compensation Program (OWCP)/Claims:</b>			
		Was OWCP handled in accordance with the injured employee's employment agency direction?	
		Were Claims handled in accordance with agency policy and processes as identified in the SIIBM?	
<b>Additional Comments:</b>			
<b>5. Auditing and Package Review:</b>			
		Was auditing expectations of personnel/equipment time identified?	
		Did host incident agency request to spot audit the finance package?	
		Were audits conducted on Personnel time by host incident agency?	
		Full audit	Random sampling
		Were audits conducted on Equipment time by the incident agency?	
		Full audit	Random sampling

YES	NO	Question:
Findings – Personnel Time:		
Findings – Equipment Time:		

## Logistics Section

YES	NO	Question:
<b>6. Contract Administration and Equipment tracking:</b>		
		Did Logistics section understand current contract administration of un-operated equipment such as rental vehicles or portable toilets?
		Was un-operated equipment being accurately tracked?
		Rental Vehicles tracked?
		If rental vehicles were reassigned, was the paperwork in order, to close the current invoice and alert the vendor of the new incident location?
		Portable toilets /hand-wash stations accurately tracked and documented?
		Were shift tickets completed correctly for un-operated equipment?
		Were release inspections done in accordance with the terms and conditions of the agreement?
Additional Comments:		

YES	NO	Question:
<b>7. Other Logistics Section duties:</b>		
		Were land use agreements in place, properly documented, and final inspections completed at end of incident; or was a plan in place to have them closed by the host agency?
		Were utilities (phone lines, DSL lines, satellite service, trash removal, and dumpster rental) disconnected or discontinued or was a plan in place to have them disconnected or discontinued by the host agency after the team's departure?
		Did the supply unit return items to the appropriate caches and leave records behind?
		Did they indicate a problem with lost, damaged, or destroyed items that cannot or will not be returned?
		Was accountable property appropriately tracked and returned to the host agency?
		Was follow up required and completed with the Finance Section?
<b>Additional Comments:</b>		

## Closeout

YES	NO	Question:
<b>8. Finance – Follow-up Closeout:</b>		
		Were follow-up or unresolved contract or personnel issues identified?
		Were follow up issues resolved during closeout?
		Were follow-up or unresolved OWCP issues identified?
		Were follow-up or unresolved claims issues identified?
		Were EFF/AD/Casual timesheets completed and closed out according to employing agency guidelines?
		Were Cooperators' paperwork completed in accordance with the terms of their agreements; were they given the proper documentation (i.e. original paperwork) at time of demob?

YES	NO	Question:
Additional Comments:		
9. Is any follow up required with the Finance Section?		
10. Is any follow up required with the Logistics Section?		
Any additional comments, information, accolades, or concerns:		
Additional Comments:		

**Completed By:**

Name:		Email:	
Phone:		Date Completed:	

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**Route to:** [mtnrc.finance@firenet.gov](mailto:mtnrc.finance@firenet.gov)  
**Subject line:** NRCG Finance and Logistics Evaluation (Fire Name)

\*also cc the applicable agency Incident Business Coordinator