

Logistics In-Brief Checklist

The Unit Incident Business Operations Guide (IBOG) will be given to the Logistics Section Chief (LSC) at the Incident Management Team (IMT) in-brief.

The following checklist identifies special considerations and items specific to each incident to be covered during the in-brief between the host agency and Logistics sections.

Incident Name: _____	Incident Number: _____
Start Date: _____	Jurisdiction: _____
Default Charge Code: _____	Administrative Office for Payment: _____
Other Agency Charge Codes: _____	

	CONTACTS:	PHONE / EMAIL:
Agency Administrator:		
Incident Business Advisor:		
Logistics Section Chief:		
Buying Team:		
Expanded Dispatch:		

Current Incident Information:

- ☐ Information sharing: How should information be shared between INBA and LSC? Establish schedule.
- ☐ Tribal Issues or Questions: Is one or more tribe involved in the incident? What are the expectations and who should the Finance Section call for questions (hiring, payments, agreements, evacuations, etc.)?
- ☐ Provide the Buying Team contact information and establish communication flow and expectations.
- ☐ Incident Complex: Yes/No? If so, identify tracking expectations, requirements, and key dates.
- ☐ FMAG incident: Yes/No? If so, identify tracking requirements and explain what impact the FMAG will have on Logistics.

Expectations:

- ☐ Preorder: Has it been reviewed? Are there modifications, recommendations, or concerns from the host agency?
- ☐ Land Use Agreements and Acquisition processes: IMT must place orders through dispatch who will coordinate with INBA for proper process with the appropriate procurement personnel for any agreements.
 - Incident resources may not occupy ANY non-agency owned land or facility until a LUA is in place or the landowner has been contacted by a Contracting Officer and a CO's "verbal" has been provided.
 - Use of the Land Use Agreement Intake Form is mandatory. Complete the document with as much detail as possible prior to submitting it to dispatch.
 - Notify the landowner of the [SAM.gov registration LINK](#) requirement for all Federal agreements, including LUAs.
- ☐ Recycling: Expectations and review the recycling plan. For assistance see [Greening Fire Team LINK](#)
- ☐ Weed wash: Define Incident specific expectations.
- ☐ Mechanic Trucks: Shop locally first. Give special consideration as to whether local vendors can be utilized instead of hiring VIPR contractors (proximity to town, availability, use and payment, etc.).
- ☐ Ambulances, Fireline EMTs and EMS: Give special consideration as to whether an assigned ambulance or EMS is appropriate for the incident and what are the gains (are you located where 911 provides same or greater service, or can EMS personnel access the fireline, etc.). Follow host agency direction regarding ordering on-site ambulances.
- ☐ Security and Law Enforcement: Reference agreements to define the ordering and tracking processes for the Law Enforcement Officers who are available in the incident area.
 - MT – [Montana Sheriff's and Peace Officer's Agreement LINK](#) (a.k.a STAR agreement)
 - FS – Coop Law Enforcement Agreements:
 - CTRs must be kept for all Sheriff's office personnel ordered under the FS Coop Law Agreements.
- ☐ Define host agency records expectations for logistics records management: hard copy vs. FireNet Teams electronic filing?
 - Files are continuous – Do Not start a new series of folders for successive IMTs.
- ☐ Purchasing / Ordering:
 - BUYTs will buy locally as much as possible. Host agency will identify any restrictions in a Service & Supply Plan and/or Incident Business Operating Guide (IBOG).
 - Meals: identify any vendors on the resource list (currently no pre-season sack lunch agreements are in place).
 - All durable property purchased for the incident will be returned to the host agency.
 - Incident Replacement Policy: If the ORDM or SUPL manages Incident Replacement, assure the NR OF-289 form is used, all signatures are obtained, and the INBA receives all appropriate documents to make a decision. No orders for procurement are to occur until a signed OF-289 is returned with the INBA (or Agency Administrator's) decision and a Resource Order has been created.
- ☐ Utilities: All requests for utility services for the incident must be ordered through Dispatch:
 - Requests need to identify the name of the person requesting the service.
 - Tracked via the Commercial Service / Rental Envelope (or per host unit acquisition process). Work in conjunction with Finance Section to reduce duplicity.
 - Reported and turned over the host agency or disconnected upon IMT demobilization.
- ☐ Define and support the payment process for commercially rented, unoperated equipment regardless of procurement tool. Shift Tickets or vendor commercial invoices must be completed periodically and signed by a Government Official to facilitate interim and final payments. For commercially rented equipment, ensure the Buying Team or local procurement official is sent copies of the signed shift tickets, receipts, or invoices to make payment via charge card.

- ☐ Contract Equipment: Identify top issues to watch for:
 - For unoperated equipment, Ground Support (or Facilities) will ensure that a current agreement is in place, shift tickets are completed, mileage (if applicable) is documented, actual hours, all operators listed, deductions/additions, resource order, and signatures are completed.
 - Ensure pre-use inspections are completed as required by the agreements. Post inspections are encouraged and may be required for unoperated equipment, such as rental vehicles and UTVs.
 - Interim Vendor Payments: Assure that Finance has all the documentation required to process payments at least every 14 days or as requested by the host agency.
 - Complete Vendor Evaluation Form as necessary
- ☐ Rental Vehicles:
 - NERV rentals will be ordered by dispatch and use must be tracked by Ground Support; NERV policies and procedures apply.
 - For further information, refer to the [NERV website LINK](#)
 - Review the process for non-NERV rental vehicle tracking, shift tickets, and release expectations (IMT is expected to complete payment documents for all vehicles even if vehicle release coincides with the IMT's release day).
 - Incident-use rental vehicles hired via the MT-DNRC Off-Road Agreement: Managed by Ground Support and tracked/paid via OF-286 process. These are valid only for MT-DNRC incidents.
 - Incident-use vehicles rented commercially (via charge card) by a BUYT are rare in the Northern Rockies. If present, they are managed by Ground Support and paid by the Buying Team with completed shift tickets sent to the BUYT.
- ☐ Accident reporting: review proper forms and processes, assure all communication links have occurred among appropriate parties, complete all accident reporting prior to IMT demobilization.

Logistics Closeout and Evaluation:

- ☐ Expectations for Logistic closeout.
- ☐ Discuss final Evaluation procedures.

Additional Logistics considerations or requirements: