



## Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

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This document provides direction for the Rocky Mountain Geographic Area and supplements the Interagency Incident Business Management Handbook, PMS 902.

### CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

**Supplement No.:** RMCG-2015-4

**Effective Date:** April 9, 2014

**Duration:** Effective until superseded or removed

**Approved:** /s/ Michael Davin, Rocky Mountain Coordinating Group

A handwritten signature in blue ink, appearing to read "Michael Davin", is written over the "Approved:" line.

**Posting Instructions:** Supplements are numbered consecutively by chapter 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.

**New Document:** RMCG-2015-4, 4/1/2015, 8 pages

**Superseded Document:** RMCG-2014-4, 4/1/2014, 8 pages

**Digest:**

- Adds Finance Section Evaluation form
  - Adds Finance Package Clarification
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## BUYING TEAM COORDINATION

Interagency Buying Teams are established by the Rocky Mountain and Great Basin Incident Business Committees (RBIBC) to provide acquisition support to the incident agency.

## BUYING TEAM COORDINATOR / ASSISTANT BUYING TEAM COORDINATOR

The Buying Team Coordinator and Assistant Buying Team Coordinator will manage the program and will participate as subject matter experts with the RBIBC. The Buying Team Coordinators for the Rocky Mountain/Great Basin Geographic Area are listed in Chapter 60 of the Rocky Mountain and Great Basin Mobilization Guides.

- Coordinates Buying Team Webinar/Workshop for the Rocky Mountain and Great Basin Geographic Areas.
- Works with National Buying Team Coordinator maintaining and disseminating information beneficial to the Buying Teams.
- Maintains contact with all Rocky Mountain/Great Basin Buying Team leaders to ensure effective communications between teams.
- Coordinates with Leader to assign personnel to fill vacancies on established teams and/or fill vacancies at mobilization.
- Monitors trainee's progress and manage assignments to assure qualification standards are met in a timely manner.
- Coordinates with RBIBC representatives when sharing opportunities arise.
- Yearly reports Buying Team performance and utilization to the RBIBC.

## APPLICATION PROCESS

BUYT Leader commitment is for 3-years; however, nominations will be solicited yearly for member, alternate, and trainee positions.

Yearly announcement for Buying Team Member nominations, along with the IMT positions will be issued by the RM and GB Coordinating Groups with direction on submitting applications in ICAP.

Nominations which meet the training qualification are forwarded to the agency representative and then GACC, who will forward onto the Buying Team Coordinator.

## TRAINING

The following is required for all BUYT members or leaders, including alternates and trainees:

- Buying Team Member (BUYM) Position Task Book. [www.nwcg.gov/pms/taskbook/taskbook.htm](http://www.nwcg.gov/pms/taskbook/taskbook.htm) under Agency Specific Task Books.
- Buying Team Leader (BUYL) Position Task Book. [www.nwcg.gov/pms/taskbook/taskbook.htm](http://www.nwcg.gov/pms/taskbook/taskbook.htm) under Agency Specific Task Books.
- I-100, Introduction to Incident Command System
- S-110, Wildland Fire Suppression Orientation.
- S-260, Interagency Incident Business Management.

1  
2 The following training is recommended for all Buying Team members, including alternates and  
3 trainees:

- 4 • Buying Team Workshop.
- 5 • Incident Procurement Training.
- 6 • D-110, Dispatch Recorder.
- 7 • I-200, Basic Incident Command System.
- 8 • S-261, Applied Interagency Incident Business Management.
- 9 • Local familiarity with ROSS.

## 10 11 TEAM CONFIGURATION

12  
13 The Rocky Mountain and Great Basin Geographic Areas have established two (2) National and three  
14 (3) Geographic Area Buying Teams. Primary team members must be from these Geographic Areas.  
15 Support personnel from the incident agency may be used. Casual hires may only be assigned to a  
16 team if they have been delegated procurement authority.

- 17 • Refer to National Mobilization Guide for National Buying Team configuration.
- 18 • Refer to Rocky Mountain and Great Basin Mobilization Guides for the Geographic Area  
19 Buying Team configuration.

## 20 21 TEAM SELECTION

22  
23 Teams will be configured aiming for an interagency mix.

24 Buying Team Coordinator will:

- 25 • Recommend Buying Team Leaders to the Rocky Mountain and Great Basin IBCs from  
26 applications.
- 27 • Contact Leaders to confirm availability and to get input on preference for team members.
- 28 • Develop a prioritized list of trainees.
- 29 • Submit Buying Team rosters and prioritized list of trainees to RM and GB IBCs for  
30 approval. Once approved the teams will be submitted to the GACCs for publication in  
31 the Mobilization Guides.

32 Individuals may be assigned to only one team at a time.

33  
34 Nothing in this plan or in Zone plans will prohibit individuals committed to teams from responding  
35 to incidents within their local area, provided they respond to the normal team call-up, except in cases  
36 of extreme emergencies. Trainees who become qualified and are available to commit to a team will  
37 be given the opportunity to fill vacant positions on teams.

38  
39 Trainees will be placed on teams to maximize the opportunity to fulfill qualification requirements.

## 40 41 ROLES AND RESPONSIBILITIES

42  
43 Responsibilities of the Buying Team and its members are detailed in the National Interagency  
44 Buying Team Guide, PMS 315 at [www.nwccg.gov/pms/pubs/buying\\_guide.pdf](http://www.nwccg.gov/pms/pubs/buying_guide.pdf), the Interagency  
45 Incident Business Management Handbook, the National Interagency Mobilization Guide, and the  
46 Rocky Mountain and Great Basin Mobilization Guides. <http://gacc.nifc.gov/egbc/business.php>

1 Additional responsibilities include:

2  
3 Team Leader will:

- 4 • Provide training to team members.
- 5 • Ensure that the appropriate Coordination Center has a current roster prior to the on-
- 6 call date.

7  
8 Team Members will:

- 9 • Know and adhere to the on-call schedule and be available when called.
- 10 • Notify the leader and Dispatch Center of availability or unavailability prior to each
- 11 alert period. This notification should occur sufficiently in advance for the
- 12 coordinator to provide a substitute. Substitutes will be for the entire on-call period.

### 13 14 ROTATION, MOBILIZATION, AND SUBSTITUTION

15  
16 Team rotation, mobilization and substitution procedures are outlined in the Rocky Mountain and  
17 Great Basin Geographic Area Interagency Mobilization Guides.

### 18 19 PERFORMANCE

20  
21 The Agency Administrator or other designated personnel shall complete the Buying Team  
22 Performance Evaluation (Exhibit 01) for all incidents within their jurisdiction. One copy of the  
23 completed performance evaluation will be given to the Buying Team Leader and one copy will be  
24 forwarded to the Buying Team Coordinator. <http://gacc.nifc.gov/egbc/business.php>

### 25 26 FINANCE PACKAGE CLARIFICATION

27  
28 Agency check-in sheet, if utilized by the team must be attached to the OF-288 along with the CTR and/or  
29 included with the Equipment Invoice.

30  
31 Manifest must be attached/included in the crew envelope. Manifest should include the ECI number for  
32 AD employees.

33  
34 Full copy of the contract must be in the envelope, **NOT** the VIPR finance copy.

35  
36 On an incident there may be multiple Administrative Offices for Payment (block 9 on Use Invoice,  
37 OF-286). Cooperators must have their sponsoring state agency as the Administrative Office for Payment.  
38 For federal agencies and/or other contractors (i.e. VIPR) the Administrative Office for Payment is  
39 determined by the jurisdictional agency.

40  
41 Remember to alphabetize within the finance packet/envelope/records.

## BUYING TEAM PERFORMANCE EVALUATION

43 – Exhibit 01



## GREAT BASIN/ROCKY MOUNTAIN BUYING TEAM EVALUATION



**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 BYUT 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  
immediately upon return from assignment**

[srhellstrom@fs.fed.us](mailto:srhellstrom@fs.fed.us) \* 801-625-5764 (Office) \* 801-940-4935 (Cell) \* 801-625-5365 (Fax)

43 – Exhibit 02

**FINANCE SECTION EVALUATION**

	<p><b>ROCKY MOUNTAIN AREA INCIDENT MANAGEMENT TEAM FINANCE SECTION EVALUATION FORM</b></p>	
<p>Incident Management Team:</p>	<p>Finance Section Chief(s):</p>	
<p>Incident Name:</p> <p>Incident Dates:</p>	<p>Evaluator:</p>	
<p>The following finance evaluation should be completed as soon as possible after the 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 IMT.</p>		
<p>Was the Finance Section following and familiar with the incident agency's Operating Guidelines?</p>		
Empty space for response		
<p>Were follow-up or unresolved issues identified, documented and communicated to the incident agency (i.e., unpaid transactions, medical treatments, rental vehicles, etc.)?</p>		
Empty space for response		
<p>What was the accuracy of the invoices processed?</p>		

<ul style="list-style-type: none"> <li>• What was the percentage of invoices that required corrections?</li> <li>• What were the predominant errors?</li> <li>• Was the accuracy within the agency's acceptable level?</li> </ul>
<p>Was the incident closed out as instructed in the Operating Guidelines and the Interagency Incident Business Management Handbook (IIBMH)?</p> <ul style="list-style-type: none"> <li>• Were AD timesheets completed according to payment center guidelines?</li> <li>• Were cooperators given appropriate documents following the terms of the agreement?</li> <li>• Were OF-288s completed when required for cooperators?</li> <li>• Were original contractor payment documents given to the appropriate paying agency?</li> </ul>
<p>If requested, did the Finance Section keep all agency administrators apprised of the daily costs or portions of these costs?</p>
<p>Did the Finance Section request additional assistance from the local unit?</p>
<p>Did the Finance Section communicate issues during the fire?</p>
<p>If applicable to this incident, were the Forest Service accruals reported as required?</p>

Describe how the Finance Section exceeded your expectations.	
Additional information and/or comments:	
COMPLETED BY:	EVALUATOR CONTACT INFORMATION
Name:	Email:
Date:	Phone:

Route to: Finance Section Chief, Incident Commander, and the IMT’s Geographic Area Incident Business Committee.