



Rocky Mountain Area Interagency Buying Team Guide

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Preface

These Standard Operating Guidelines (SOGs) for Buying Teams were developed by the Rocky Mountain Incident Business Committee as procurement guidance for their partners during incidents.

This guide is not to replace any of the referenced guides, but merely provide a single location for all Buying Team regulations.

Updates will be made to this guide as changes are made in the guides it is derived from. Always use the most current version of this document.

Reference Acronyms

NIBTG= National Interagency Buying Team Guide

NIMG= National Interagency Mobilization Guide

IIBMH= Interagency Incident Business Management Handbook

FSH 6309.32= Forest Service Handbook 6309.32-2011-4

RMAIMG= Rocky Mountain Area Interagency Mobilization Guide

The Rocky Mountain Incident Business Committee has approved this information for the guidance of its member agencies.

The use of trade, firm, or corporations names used in this publication is for the information and convenience of the reader and does not constitute an endorsement by the Committees.

Refer to your local Incident Business representative for questions.

This publication is available for download at http://gacc.nifc.gov/rmcc/incident_busn_management.php

I. Introduction

This Rocky Mountain Area (RMA) Interagency Buying Team Guide contains standard operating procedures and forms recommended for use by Buying Teams (BUYT). This Guide is intended as a Geographic Area supplement to the information regarding BUYTs found in the following:

Interagency Incident Business Management Handbook (IIBMH), NWCG Handbook, National Interagency Mobilization Guide (NIMG), Rocky Mountain Area Interagency Mobilization Guide (RMAIMG), National Interagency Buying Team Guide (NIBTC), Forest Service Handbook 6309.32 (FSH).

If contradictions occur, the Incident Business Management Handbook and National Mobilization Guide take precedence. BUYTs should be thoroughly familiar with all chapters of these guides.

Rocky Mountain Area Buying Team Coordinator (BUYC):

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II. Mission

The primary mission of a BUYT is to support the local administrative staff with incident acquisition.

BUYTs are ordered by the incident host agency and report to the Agency Administrator or designated personnel, work with the local administrative staff to support the incident acquisition effort by procuring a wide range of services and supplies, and rent land and equipment. Administrative staff, as used throughout this Guide, means the incident agency Administrative Officer or equivalent. BUYTs should not be used as *de facto* payment teams. Incident host agencies should order an Administrative Payment Team if the situation warrants.

A BUYT is responsible for:

- A. Supporting incident procurement through coordination with the incident agency administrative staff (See IIBMH 40-3).

- B. Coordinating with dispatch and IMT to establish procedures for filing and documenting resource orders for services, supplies, and equipment from the open market and established sources.
- C. Providing the incident agency with acquisition documentation established during the incident assignment.
- D. Coordinating with the incident agency and IMT to ensure incident agency procurement regulations and property accountability requirements are met.

III. Organization

The RMA has established one National BUYT. This team is coordinated by the Buying Team Coordinator at Rocky Mountain Area Coordination Center (RMACC).

National BUYTs—See NIBTG, NIMG

Geographic BUYTs—The geographic area determines the composition of its internal BUYTs. The RMA maintains a pool of BUYMs and BUYLs to assemble *ad hoc* BUYTs when possible.

- A. *Ad hoc* BUYTs will **ideally** consist of at least three (3) primary positions (a leader and two team members), plus trainees:
 - One (1) qualified procurement personnel
 - Two (2) team members
 - Two (2) trainees (as available and as needed)
- B. In addition to the primary and trainee positions, the National BUYT will carry an administrative support function. This position may be a dispatcher or other ROSS user capable of entering and processing resource orders in ROSS. The position is typically selected for the season, but may be rostered by the RMA Buying Team Coordinator (BUYC) at time of on-call or at time of mobilization, or it may be requested to be filled from the local unit at time of mobilization.
- C. Each team may be supplemented as needed with additional personnel from the incident agency and/or alternate BUYT member pool.
- D. Each team shall have at least one (1) procurement official with a minimum \$150,000 warrant authority.
- E. *Ad hoc* BUYTs are available for in-area incidents or when a local unit has the need for BUYT services due to incident activity.

Established BUYT rosters, with substitutes as they occur, shall be the responsibility of the Rocky Mountain Area Coordination Center (RMACC).

The BUYT Trainee positions may be pre-rostered for the on-call period. The BUYC will work with the GATR or RMACC Training Specialist to identify and roster the highest ranked available trainee from the current Priority Trainee list if trainees are not pre-rostered. If no trainee is available on the RMA Priority Trainee list, the BUYC will consult with the GATR/Training Specialist to attempt to fill the trainee positions on the roster from another Priority Trainee list.

Additional BUYT Members may be ordered as needed. If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Representative will provide those accommodations and services that are necessary for the unit to function.

Virtual BUYT members may be used. The number of virtual BUYT members used is at the discretion of the BUYL and BUYC, as long as the team has enough on-site members to fulfill its needs. However, a BUYL cannot be a virtual position; there is no exception to this rule (see V. National (H) on Page 7).

IV. Qualifications and Training

Step 1: Training

The following training requirements are mandatory for all BUYT members, including alternates:

1. Required Training
 - A. S-260 Interagency Incident Business Management
 - B. I-100 Introduction to Incident Command System
 - C. IS-700 National Incident Management System, An Introduction
 - D. IS-800B National Response Framework

2. Recommended Supplemental Training
 - A. National Interagency BUYT Workshop, on-the-job procurement training, micro-purchase authority and maintenance of that authority, and recommended by a Geographic Area BUYT Coordinator, in addition to:
 - I-200 Basic Incident Command System
 - D-110 Dispatch Recorder
 - B. S-261 Applied Interagency Incident Business Management
 - C. Incident Procurement Training (NTC 1500-60)
 - D. Geographic Area BUYT workshops
 - E. Geographic Area BUYT Finance meetings

- F. Purchase Card and Convenience Check training
 - G. ROSS Training
3. Annual Review/Training Requirements
 - A. Review Interagency Business Management Handbook, Chapters 20, 30, 40 and 60.
 - B. Review Geographic Area Supplements, Chapters 20, 30, 40 and 60
 4. Additional Recommended Training for BUYT Leaders and Alternate Leaders
 - A. S-360 Finance/Administration Unit Leader
 - B. BUYT Leader Meeting or Incident Acquisition Workshop
 - C. Geographic Area Incident Procurement/BUYT workshop

Step 2: Initiate a Taskbook

In addition to this training, a BUYT trainee is required to complete a taskbook to become a qualified BUYM or BUYL. A trainee cannot be assigned to an incident unless they are designated as a trainee on their Incident Qualification Card or other agency proof of certification. The Certifying Official from the home unit/agency has administrative authorization to manage the qualification system for that home unit/agency.

Both BUYM and BUYL Taskbooks can be found at:

<http://www.nwccg.gov/publications/agency-taskbooks>

Step 3: IQCS/IQS (For Incident Qualifications Card)

The Incident Qualifications and Certification System (IQCS) and Incident Qualifications System (IQS) are information systems that track training and certifications for agency employees.

See your local agency training coordinator for information regarding how to list your qualification(s) in IQCS/IQS, and to retrieve your IQCS or IQS record number.

Step 4: Apply through ICAP for BUYT Position

Nominations are submitted via the Incident Command Application System (ICAP). These nominations are typically due the beginning of December, annually. The official site is located at: <http://www.nwportal.fs.usda.gov/>

It is recommended that applicants access ICAP instructions. Detailed instructions are posted for your convenience. Please read the ICAP instructions prior to applying through ICAP. Instructions for electronic application can be found on the Overhead/Teams page at <http://www.rmacc.info>.

Step 5: Set Up ROSS Account

Apply for a NAP account at <http://nap.nwcg.gov/NAP/>. Step-by-step instructions are available on the ROSS page at <http://www.rmacc.info>.

Contact your local dispatch center and they will grant the appropriate access for your account. ROSS website: <http://ross.nwcg.gov/>

Once your account is active, you can then log in to set your availability and update any contact information: <https://rossweb.nwcg.gov/webapp/rossApp/WebStatusHTML>

Step 6. Apply to the RMA Priority Trainee Program (if applicable)

In order to be placed on the Priority Trainee list, trainees must submit an application to the RMA Priority Trainee program. A priority list is generated based on these applications. You can find the application in the Training section at <http://www.rmacc.info>.

This form should be filled out with your Fire Training officer, signed by all parties, and submitted to the BUYC for approval. The BUYC will then submit to the Priority Trainee Program.

Step 7: Contact BUYT Coordinator

Contact the BUYT Coordinator to assure all the steps have been completed and that your name is on the applicant list.

V. Team Selection Process

Based on RMA guidelines, BUYLs will be on a three-year commitment. This guideline allows for BUYLs to retain their Leader status for three years without reapplying. However, this requirement may be amended to accommodate unique circumstances at the discretion of the BUYC, RMCG and/or Incident Business Committee. All other BUYMs and trainees will be on a one-year commitment and must reapply every year.

Proposed team rosters will be submitted by the BUYC to the Incident Business Committee for preliminary approval annually in January. Once selections are approved by the Committee, recommendations will be forwarded to the RMCG for final approval at its Winter Meeting.

In selecting primary teams, BUYC will strive for the best possible mix of highly qualified and diverse candidates, which may require some adjustments after initial team selection.

- A. Candidates must meet all pre-requisites for training, experience and physical requirements. Failure to meet all qualifications requirements will preclude selection.

- B. Agency personnel will be utilized whenever possible before AD personnel or supplemental fire department resources, to ensure continued development of agency employees.
- C. Those with an existing warrant/purchase card will receive preference against those without purchase authority.

The RMA Standard for team selection priority is in the following order:

- Agency (Federal/State) – In geographic area
- Cooperators (Full-time) – In the geographic area
- Agency (Federal/State) – Out of the geographic area
- AD – In the geographic area
- AD – Out of the geographic area
- Cooperators – Out of the geographic area
- Supplemental Fire Department Resource (SFDR)

Trainees will not be officially rostered on a team. Instead, teams will rotate trainees through their open trainee positions through the RMA Priority Trainee program. The BUYC will identify priority trainees, and BUYL will work with RMACC and the BUYC to fill trainee positions at the time of assignment, based on these priority trainees.

After BUYT Subcommittee approval of rosters, the GACC will work with the BUYC to post the final roster of team membership, as well as a complete listing of trainee and alternate positions. Nominees not selected for teams will be notified of their status and put on a list for all teams to select from as an alternate as needed. Rosters, alternates, and Trainee lists can be found on the Overhead/Teams page at <http://www.rmacc.info>.

VI. Trainee Prioritization

Trainees for the BUYTs will be prioritized using the RMA Priority Trainee Program. Information on the program can be found in the Training section at <http://www.rmacc.info>.

BUYT trainees will be prioritized based on multiple factors, including purchase authority and percentage of taskbook completion.

VII. Rotation Process

BUYT status and ROSS roster will be maintained by RMACC. Individual BUYT member status will be maintained according to local dispatch center procedures.

- A. The BUYC will ensure that the Coordination Center has a current roster prior to the first on-call day. The Coordination Center will notify the BUYC and BUYL(s) of any changes to the scheduled rotation.

- B. Team members are responsible to know the on-call schedule, be available during the on-call period, and inform their BUYL and local dispatch of changes in availability during their assigned weeks so that replacements can be arranged if necessary.
- C. All BUYT members shall be statused “Available – Local” during their on-call period.

National

The Point of Contact for National Buying Teams is:

Jamie Wade
p: 602-225-5256
c: 602-531-9611
f: 602-225-5204
jlwade@fs.fed.us

The National rotation schedule and current assignment history can be found at the following website: http://www.nifc.gov/nicc/logistics/teams/buy_rotate.pdf

VIII. Mobilization

All orders for BUYTs will follow standard dispatch procedures. Orders for BUYTs will be placed through established ordering channels using an Overhead Group request, and shall not be ordered as individual Overhead positions.

- A. The BUYL will ensure that the GACC has a current roster prior to the on-call date. The Coordination Center will notify the team leader of any changes to the rotation.
- B. National BUYTs from outside of the Geographic Area may be requested after BUYTs within the Area have been utilized. National teams will be mobilized according to the National call-out procedures from the National Interagency BUYT rotation managed by NICC (See NIMG 64.1.2).
- C. Geographic Area BUYTs may be ordered for any incident in the RMA. When a BUYT is mobilized within the RMA, the requesting unit will place the order for the team through the hosting dispatch center to RMACC.
- D. Mobilization travel information will be processed through regular dispatch channels.

- E. During high fire activity, incident agencies are encouraged to share BUYTs with neighboring units. BUYTs can be supplemented with additional support personnel to ensure the needs of all incidents are being met.

BUYT members are attached to their team and are unavailable as individual overhead, unless the team stands down. BUYTs have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignments.

When activated, the BUYT will be assigned to and work for the Line Officer or designated representative (Administrative Representative) for the unit with the incident. All BUYT members will be ordered through and mobilized by their respective Geographic Area Coordination Center and home (local) dispatch center.

Geographic Areas will internally mobilize their National BUYT, local Geographic Area BUYTs, or ad-hoc BUYTs before requesting a National Interagency BUYT from NICC. BUYTs outside the Geographic Area may be requested after all available BUYTs within the Area have been utilized. Local agencies are expected to support small incident needs using Geographic Area resources.

BUYTs will be considered unavailable for assignment if more than one (1) procurement position cannot be filled with a substitute (See section **IX. Substitution Procedures** for further explanation).

Alternate BUYT members not attached to a roster may go out as individual overhead or with the BUYTs, after courtesy notification to the BUYC.

IX. Substitution Procedures

Substitutes must be rostered prior to mobilization; substitutes will not be filled during the mobilization process.

A substitute can be filled from the Alternate BUYT member list. It is the responsibility of the BUYL and/or BUYC to provide substitutions and an updated roster to the appropriate GACC prior to mobilization of the team. Substitutes will be assigned to the team only for that call-out period. The BUYC will maintain a list of in-GACC qualified BUYT alternates, as well as prioritized trainees.

If any on-call BUYL or BUYM is unavailable, the BUYC should be contacted for assistance in finding a substitute. In the event that the BUYC is unavailable, the RMACC Manager should be contacted at (303) 445-4300.

Every effort will be made to substitute with BUYT personnel from within the RMA. In the event sufficient resources are not available within the geographic boundary to fill all team positions, substitute resources may come from other areas.

Substitution of BUYT members during assigned availability periods will be made by the BUYC based on the same priorities used to select BUYTs (see section **V. Team Selection Process**).

If an alternate BUYL for the on-call BUYT is not available and the BUYC cannot find a suitable substitute from outside the Geographic Area, the next team will move up to on-call status.

X. Responsibilities

The BUYT works with the local administrative staff to support the incident acquisition effort. Therefore, BUYTs should be sensitive to and strive to operate within the local policies and procedures. (See Exhibit 24).

The responsibilities of each BUYT member or organization that assists BUYTs are outlined below. It is essential to establish good communications with all parties involved in supporting incident acquisition activities. All BUYT members share responsibility in the communication effort.

- A. BUYT Leader** — Responsible for their team and assures availability of members. The BUYT leader coordinates with the incident agency personnel and the IMT, ensures goods and services are purchased in accordance with the National BUYT Guide and incident agency policy, and that the BUYT is following incident agency guidelines for the purchase of accountable property. BUYT leaders ensure that the team maintains proper documentation and reports the purchase of accountable property to the incident agency. The BUYL works with the incident agency to establish a set of guidelines for the current assignment if no guidelines are in place. The BUYL has the responsibility for coordinating property accountability with the Supply Unit Leader. Responsibilities and coordination of BUYTs can be found in the IIBMH, Section 20.04 and Section 43.

In addition, the BUYL:

1. Contacts the administrative staff immediately upon receiving the resource order, to collect the following information:
 - a. The size and location of incident
 - b. The size and location of the space available for the BUYT's use
 - c. The equipment currently available to the BUYT
 - d. If a vehicle has been assigned for BUYT use
 - e. Other special problems or concerns (Refer to Exhibit #2, Request for BUYT information)

- f. Status of a caterer order
 - g. Verify if a Government computer, rental vehicle, and cell phone are authorized on the Resource Order
 - h. Change the default accounting code (job code) in the appropriate purchase card system to the incident accounting code when dispatched to an incident.
- 2. Brings the equipment and reference material required (see IX BUYT Kit)
- 3. Sets up the following logistical items immediately upon arriving at the incident:
 - a. Runner/ground support availability for the BUYT
 - b. Phones and phone lines
 - c. Copier and Fax machine (preferably with scanner capability)
- 4. Establishes lines of communication and coordinates BUYT responsibilities with other incident functions (administrative staff, Dispatch, Finance Section, Logistics Section, and all acquisition personnel involved in the incident acquisition activities). If needed, provide briefings on BUYT roles and responsibilities to all concerned parties.
- 5. Coordinates with the Ordering Manager and the local dispatch office on how the BUYT will receive resource orders. Documents and shares the process with all applicable parties. Cooperatively establishes how orders for supplies and equipment will be handled, with the incident agency, incident team, and the dispatch organization. Ensures orders are coming to the BUYT in a timely manner.
- 6. Reviews and implements the administrative unit's and geographic area's acquisition policies, operating guidelines, service/supply plan, and briefs team members accordingly.
- 7. Ensures all orders placed are legal and consistent with agency policies. Consults with the IBA (Incident Business Advisor) or Agency Administrator when needed.
- 8. Establishes operational periods for the team; notifies dispatch and/or the expanded dispatch, incident base, and administrative staff, and/or any other established incident unit.
- 9. Ensures all documentation is in accordance with the National BUYT Guide, and agency procedures and policies. This includes logs, BUYT spreadsheet, filing systems and delegations of this responsibility to the deputy leader or other

members of the BUYT. Inquire whether duplicate copies of documentation will be required for multi-jurisdictional incidents.

10. Monitors organizational needs and adjusts staffing of personnel as needed. Coordinates mobilization and demobilization of staff with incident Agency Administrative Staff as well as with dispatch and/or expanded dispatch.
11. Wherever feasible, obtains agreement between administrative staff, incident, and the expanded dispatch personnel for orders to be sent directly to the BUYT from incident base, and establish a direct line of communications with the incident for resource order information exchange.
12. Coordinates timely delivery of supplies to the incident and schedules equipment inspections with the Ground Support Unit.
13. Documents and records the purchase of property.
14. Provides daily cost spreadsheet information to the designated Finance Section and Dispatch.
15. Provides Finance Section with copies of agreements issued by the BUYT for cost tracking and administration.
16. Coordinates with the Finance Section who will be tracking what equipment.
17. Prepares the transition report, noting close-out concerns.
18. Upon return to the home unit, provides status and availability of the BUYT to the Geographic Area Coordination Center (GACC).
19. Approves emergency incident time reports (OF-288) of the BUYT members and other personnel assigned to the BUYT.
20. Assures BUYT Evaluation is completed and returned to BUYC immediately upon return of assignment (Exhibit 21).
21. Provides an evaluation for all trainees assigned to team (both BUYL or BUYM trainee). Returns these evaluations to the BUYC upon return. This may be delegated to another BUYM.

B. Deputy BUYT Leader —

1. Assumes the duties of the BUYL in their absence.
2. Performs operational acquisition duties. If the deputy has a higher warrant, they complete the more complex acquisitions.

C. BUYT Members (including Trainees) — Responsible to know the on-call schedule and be available during the on-call period. Provide sufficient notice to their leader and Dispatch Center of availability or unavailability prior to each alert period. Refer to Section 43 Item 6 of the IIBMH. In addition, BUYM:

1. Changes the default accounting code (job code) in the appropriate purchase card system to the incident accounting code (job code) when dispatched to an incident.
2. Places orders and process all related paperwork, including completing waybills and maintaining logs.
3. Audits orders, waybills, and vendor invoices.
4. Confirms verbally placed purchase orders in writing and in a timely fashion.
5. Keeps the BUYL informed of day-to-day actions, including resource order status and any problems.
6. Prepares necessary documents for property, commissary purchases, and acquisition instruments, including Emergency Equipment Rental Agreements (EERAs).
7. Relays the estimated time of departure (ETD) and estimated time of arrival (ETA) for shipments to dispatch and/or expanded dispatch or incident base, whichever is applicable.
8. Documents receipts with the resource order number and incident name. Files documentation appropriately.
9. Completes and files paperwork on a daily basis in accordance with the National BUYT Guide.
10. Receives a BUYM evaluation (by request if qualified member; mandatory if trainee). Returns Evaluations to BUYC upon return from assignment (Exhibit 22 and 23)

D. Dispatch/Administrative Support Function – The assigned individual is responsible for establishing and coordinating the relationships between the IMT, expanded dispatch, initial attack dispatch (if applicable) and the BUYT.

1. Makes initial contact with Expanded Dispatch supervisor (and/or Initial Attack Center Manager, if applicable), Ordering Manager (or designated

ordering point of contact), and GACC to establish ordering practices and points of contact.

2. Requests establishment of dedicated BUYT request number block in ROSS.
3. Recommends the following process for all incident ordering involving the BUYT:
 - a. BUYT will use its designated ROSS number block for all orders processed.
 - b. ORDM (or designee) will send requests directly to BUYT Dispatch Support Function via ICS 213 General Message or other agreed-upon method.
 - c. All transmissions of orders should be done electronically by email whenever possible to minimize the need for printing and faxing.
 - d. Orders will be entered into ROSS by the BUYT Dispatch Support Function, according to established dispatch procedures.
 - e. All ROSS resource order processing will be accomplished by the BUYT Dispatch Support Function and communicated to ORDM and/or Expanded Dispatch as necessary/appropriate.

E. BUYT Coordinator — The BUYC is responsible to assure that BUYTs are prepared for mobilization. The BUYC will:

1. Serve as the point-of-contact for BUYL.
2. Create the BUYT Priority Trainee list and provide to RMA Priority Trainee program/Geographic Area Training Representative.
3. Upon BUYT mobilization, will notify the next team to be on-call, as well as notify the next two teams of the change.
4. Assist BUYL in finding substitutes for vacant spaces before being mobilized.
5. Coordinate with the GB/RM Incident Business Committees (IBC) on items that need resolution.

6. Send weekly emails during fire season to BUYL, BUYM, Alternates, Trainees, and IBCs to update them on current rosters, activity, issues, etc.

7. Update BUYT Guide and inform BUYT members of updates to regulations and/or policy changes that affect BUYTs.

F. Assistant BUYT Coordinator— The Assistant BUYT Coordinator (A-BUYC) may be chosen by the BUYC in coordination with the RMACC Manager. He/She will assist the BUYC in the above listed responsibilities as needed, and in cases when the BUYC is unavailable.

G. Other Supporting Persons/Organizations

Team Coordination Center—RMACC will maintain the status of RMA Geographic Area BUYTs in ROSS. RMACC is responsible for processing the team order and orders for any individual team members for whom it is their home dispatch center. EGBCC will maintain the National BUYT rotation and rosters and be responsible for the processing of all National BUYT orders.

The coordination centers will fill rosters with substitutes according to the recommendation provided by the BUYL or BUYC. The coordination center will inform the BUYL status through on-call team rosters distributed via dispatch channels.

Unit Dispatch Centers—Responsible for statusing and mobilizing team members within their dispatch area, according to local dispatch procedures. Ensure personnel are in ROSS with the appropriate qualifications.

XI. BUYT Kit

Each BUYT should have a kit containing the following items when dispatched to an incident. In addition, BUYT members with warranted acquisition authority should bring a copy of their warrant.

A. Reference Material

The BUYT should carry or have electronic access to the following reference material:

1. Interagency Incident Business Management Handbook, NWCG Handbook 2, NFES 2160
2. National Interagency Mobilization Guide, NFES 2092
3. Rocky Mountain Area Interagency Mobilization Guide

B. Equipment (BUYL Responsibility)

The BUYL should bring the following items to the incident or ensure it is available at the incident:

1. Laptop loaded with the spreadsheets and frequently used forms.

C. Internet/Intranet Website References

The following websites are provided for reference:

1. Electronic version of the National BUYT Guide is available at:
<http://www.nwcg.gov/pms/pms.htm> or
http://fsweb.wo.fs.fed.us/aqm/incident/buying_teams/
2. Forest Service Acquisition Management Incident Internet homepage:
<http://www.fs.fed.us/business/incident/>
3. FS AQM Incident Procurement Intranet homepage:
<http://fsweb.wo.fs.fed.us/aqm/> (click "Incident Procurement", "BUYTs")
4. NWCG Internet homepage: <http://www.nwcg.gov> (click on Working Team Pages then click on Incident Business Practices for business information.)
5. Forest Service Fire & Aviation Internet homepage:
<http://www.fs.fed.us/fire> (click "Links", then "Coordination Centers")
6. BLM Fire & Aviation, Budget & Evaluation
<http://web.blm.gov/internal/fire/budget/>
7. NIFC and related Governmental Agency Links (BLM, BIA, FWS, NPS, NWS):
www.nifc.gov
8. FS Incident Business Practices website:
<http://www.fs.fed.us/fire/ibp/>
9. National Response Plan:
http://www.dhs.gov/xprepresp/committees/editorial_0566.shtm
10. Interagency Incident Business Management Handbook:
<http://www.nwcg.gov/pms/pubs/large.html#iibmh>
11. NWCG Clinical Treatment Guide
<http://www.nwcg.gov/pms/pubs/pms551.pdf>

12. NWCG National Fire Equipment System Catalog, Part I, Fire Supplies & Equipment, NFES 0362, Part I & Part II when using order # 0362
http://www.nwcg.gov/pms/pubs/catalog/general_info.pdf
13. NWCG National Fire Equipment System Catalog, Part II, Publications, NFES 3362
http://www.ofca.org/Assets/dept_1/PM/pdf/catalog%202007.pdf
14. Virtual Incident Procurement System (VIPR):
<http://apps.fs.fed.us/vipr/>
15. System for Awards Management (SAM):
<https://www.sam.gov/portal/public/SAM/>
16. Rocky Mountain Incident Business Webpage:
<http://www.rmacc.info>

D. Suggested Set-up Supplies (Resources needed at the Incident Office)

Although it is at the discretion of the BUYL to determine supply needs, the following is a consolidated list of recommended supplies:

Staplers and staples	Staple removers
Scissors	Highlighter (multiple colors)
Post-It® Notes	Hole puncher (large hole style)
2" three-ring binders (for logs and resource orders)	Plastic hanging files (at least one for supplies, one for equipment)
Pens (multiple colors)	Paper clips and clamps
Label maker	Duct tape
Scotch tape	Masking tape
Packing/strapping tape	Multi-plug extension cords
Power strips	In/out boxes or filing trays
Air freshener	Cleaning wipes
Paper towels	Flip chart paper
Markers	Printer
Toner	Paper
Tablets	Fax machine
High volume copier	White-out or correction tape
Garbage can and bags	Envelopes (legal and 8"x12")
Computer set-up with access to local network	Phones
Phone lines (seven or eight separate lines)	Phone headsets
Phone books	Host agency operating guide
Service & Supply plans	Calculator(s)
Extra CD ROM and/or jump drives	Scanner

E. Forms

See Exhibits in this Guide and the Interagency Business Management Handbook for sample forms. The forms and spreadsheets listed below should be available to the BUYT in electronic format. Forms can be found at:

<http://www.nwcg.gov/teams/ibwt/forms/index.htm> or

<http://www.nwcg.gov/pms/forms/ics.htm>

OF-286	Emergency Equipment Use Invoice (NFES 0863)
OF-288	Incident Time Report (NFES 0866)
OF-294	Emergency Equipment Rental Agreement (NFES 0862)
OF-296	Vehicle/Heavy Equipment Safety Inspection Checklist (NFES 1173) OR (R5 Test Form, R5-5100-2T)
OF-297	Emergency Equipment Shift Ticket (NFES 0872)
OF-304	Emergency Equipment Fuel and Oil Issue (NFES 0420)
OF-305	Emergency Equipment Rental-Use Envelope (NFES 0422)
FS-6300-51	Purchase Card Order Form
ICS-214	Unit Log Form (NFES 1337)

ICS-226	Individual Performance Rating (Leaders only) (NFES 2074)
AD-107	Report of Transfer or other Disposition or Construction of Property
AD-112	Report of Unserviceable, Lost or Damaged Property
DI-105	Receipt of Property
ICS-213	General Message Form (NFES 1336)
	Incident Waybill
	Sample AD Hire Forms (check with local unit on specifics)
	Land Use Agreement Form and Guide
	Buying Team Incident Waybill
	Commercial Rental
	Vender Code Information Worksheet (VCIW)
	W-9

XII. Operating Procedures

A. General Roles of the BUYT

1. Establishes and maintains good working relationships and lines of communication.
2. Transitions with the incident agency upon arrival. This includes obtaining the status of all resource orders completed and outstanding to date, as well as initiating procedures for the handling of new acquisitions by the BUYT.
3. Fills resource orders for services, supplies, and equipment in a timely manner. Reviews resource orders for completeness.
4. Checks with the vendors on estimated times of departure and estimated times of arrival for pending orders.
5. Complies with regulations and requirements pertaining to property, which includes obtaining approval when necessary.
6. Provides host unit with new sources and other information.
7. Elevates any questionable orders to the local Administrative Staff or Incident Business Advisor (INBA).

B. Resource Orders

1. Reviews resource orders for completeness of information, descriptions, quantity, etc.
2. Completes all pertinent blocks on the resource order form.
 - a. To/From: BUYT member initials or name

- b. Resource Assigned: Vendor Name, Contact name and phone number for services; payment method (if check, include number) additional information should be included here or on the back of the resource order (i.e., ETA of item being shipped).
 - c. ETD/ETA: Purchase date
 - d. Released column: Record release information for equipment or services.
3. Sets up a resource order filing system for each incident, including separate locations for equipment and supplies.
 4. Sets up status system for orders, such as “New Orders”, “Pending Further Information”, “Transportation”, “In Transit”, “To Be Posted”, “Standing Orders”, and “Completed”. Completed documentation must be filed in the appropriate vendor file.
 5. Maintains the BUYT spreadsheet. The spreadsheet template and instructions are located on the Incident Procurement website.

C. BUYT Filing System

1. Establish an official BUYT file system, utilizing the National BUYT Guide, by vendor name for each incident.
 - a. **File** completed documentation in alphabetical order by vendor name in file boxes with hanging file folder for each vendor. Make plastic label to attach to the hanging file folder with the vendor name. Successor BUYTs will use the same file boxes and system as previous BUYT. These files remain with the incident host agency.
 - b. If host unit prefers an electronic filing system, the structure should follow that of the hard-copy folders outlined herein.
2. Establish separate folders for:
 - a. Property items; include AD-107 or DI-105 and resource order. Use the resource order number and incident name as the tracking number on the AD-107 or DI-105. At transition or closeout a spreadsheet printout of the tracked property shall be included. Refer purchases of accountable property to the local unit procurement staff for acquisition. Discuss with the unit staff what they want tracked and which items will need a property form.

On a FEMA Incident, the following property documentation instructions apply:

- A. Expendable Property <\$1K, separate identification not required

B. Non-expendable property or Sensitive items =>\$1K, separate identification is required to include description of item, vendor name, unit cost

C. Verification of Disposition for items listed in (b.), Property Disposition Form must be included to verify:

1. If Other Federal Agency (OFA) is seeking full reimbursement from FEMA for purchases, the property must be in FEMA's possession.
2. If OFA keeps any of the property purchased, the invoice must reflect a reduction for those items maintained by the OFA.
3. If property is donated to an OFA or other third party, verification of such an agreement must be provided in writing and submitted to FEMA with invoice.

b. Rental items to be returned or services to be discontinued, by vendor name

c. Utilities by vendor name, i.e. phone lines, electrical, etc.

3. Create additional file copies if required by the incident host agency.

4. Identify and track open/pending orders until the final invoice is paid.

5. Establish a file for EERAs awarded by the BUYT. Obtain a block of agreement numbers from the hosting agency to utilize. Include a log with appropriate documentation. Forward copies to the Finance Section.

6. Include all documents to support each transaction in the following order:

- a. Completed waybill (Exhibit 4)
- b. Copy of receipt/invoice
- c. Copy of resource order
- d. Any other supporting documentation

D. Blanket Purchase Agreements (BPAs)

1. Establish Incident BPAs in accordance with FAR Part 13 as needed. Use appropriate host agency numbering system.
2. Use existing BPAs when requested by incident host agency. BPA order documentation shall be retained in the official vendor file.

E. Emergency Equipment Rental Agreements (EERAs)

EERAs are incident ordering agreements established for an individual incident. Warranted Level IC GS-1105 employees may enter into EERAs using only established geographic rates. Warranted Level IC GS-1102 employees may enter into EERAs using both established geographic rates and negotiated rate (FS only). BLM warranted personnel may enter into EERAs as long as the expenditures do not exceed the individual warrant authority for the specific order (BLM only).

1. For equipment awarded using competed EERAs, preseason incident BPAs through VIPR or the competitive solicitation process, the ordering protocol shall be followed.
2. When the equipment under agreement is exhausted, a new acquisition instrument should be prepared and signed by the appropriate, warranted BUYT member for the length of the incident. A resource order must be received for an EERA to be awarded. All equipment rates will conform to the established equipment rental rates for the geographic area or if established rates do not exist, reasonably priced rates will be negotiated using the available existing established rates as a Government Estimate. Fire chasing should not be rewarded. Contact the IBA or agency administrator to resolve the fire chasing issues.
3. If Contractors are issued an EERA at the Incident, they should be advised as to the designated point of hire and reminded that the EERA is only effective for the duration of the incident. All equipment shall have a pre-use inspection completed by a qualified inspector. The EERA payment package should be sent (with the Contractor) to the Incident Finance Section. The BUYT shall maintain an EERA log (see Exhibit 16).
4. Maintain a log of all EERA numbers, in numerical order. A block of EERA numbers for use by the BUYT should be obtained from the local unit. The national format for the host agency should be used.
5. The EERA payment package is contained in an Emergency Equipment Use Envelope (OF-305) and shall include:
 - a. Copy of the EERA
 - b. Copy of the resource order
 - c. Proof of insurance/ownership
 - d. Pre-use inspection report
 - e. Initial shift ticket

f. Any local required documentation

EERAs are a type of blanket purchase agreement, and individual orders against the agreement may be placed by any employee or position that is authorized to place the orders. Any changes, modifications to, or claim settlements arising from or relating to emergency equipment rental agreements must be made by a warranted contracting officer with appropriate delegated authority to do so. Buyers other than the employee who signed the original EERA may settle claims if “successor” contracting officer language is specifically included in the EERA terms and conditions.

F. Land Use Agreements

Warranted personnel may sign Land Use Agreements. Any changes, modifications to, or claim settlements arising from or relating to agreements must be made by a warranted contracting officer for the change, modification, or claim. Contracting officers other than the employee who signed the original agreement may settle claims if “successor” contracting officer language is specifically included in the agreements’ terms and conditions. BUYT members should refer to their own agency regulations on signing Land Use Agreements.

G. Purchase Cards/Checks

1. Record the resource order number and incident name on each purchase card receipt.
2. Avoid paying State sales tax on credit card purchases. If a vendor refuses, document tax exemption on receipt.
 - a. GSA SmartPay Bulletin No. 017 informs government purchasers that surcharges are now allowable by merchants when accepting GSA SmartPay and other charge/credit cards. These surcharges are fees that a retailer adds to the cost of a purchase when a customer uses a charge/credit card. As of January 27, 2013, merchants in the U.S. and Territories will be permitted to impose a surcharge on cardholders. For details, refer to the following website:
https://smartpay.gsa.gov/sites/default/files/wysiwyg/SP%20SmartBulletin%20No.%20017%20-%20Surcharges%20%281%29_0.pdf
3. Warranted cardholders may provide travel related items (for example, meals and lodging) during certain emergency situations or when administrative barriers, which are not the fault of the employee, prevent activation of a travel card, such as:
 - a. When a new employee who has not yet received a travel card and may not get a timely travel advance from ASC-Travel (FS only).
4. Micro-Purchase Cardholders may be able to provide meals and lodging, if agency acquisition policy allows. Cardholders should refer to agency policy to determine under what circumstances this is allowed. :

5. Maintain copies of purchase card receipts and/or copies of checks in the vendor files.
6. Reconcile purchase card transactions in the electronic access system for Purchase Cards while on the incident, if possible; otherwise, as soon as cardholder returns home. Reference resource order numbers in electronic access system for Purchase Card. Cardholders may continue to charge their work time to the incident when reconciling incident transactions after returning to their home unit. Cardholders should be aware that dispute rights with the bank for contesting charges are time sensitive. Follow your agency policy for disputing charges.
7. Report all transactions over the micro-purchase threshold in Federal Procurement Data System-Next Generation (FPDS-NG). BLM employees complete the Emergency Incident Purchase Order and forward according to agency policy.
8. Debt Collection Improvement Act (DCIA) requires that the cardholder shall enter the words "Waiver No." with applicable waiver number in the "Comment" field, including and a statement that the "vendor does not accept credit cards" when reconciling. See 4G13.301-72 for table of waiver numbers (DR 5013-6, paragraph 15c).
9. Use of Convenience Checks—Convenience check use is regulated by exhibit 03. Cardholders shall get Tax Identification Numbers (TIN) from vendors before issuing checks (FS only). All checks over \$2,500 must be approved in advance by the Washington Office, AQM Director, and requests forwarded through the chain of command. Approval is for a one-time purchase unless specified. Approval over \$2,500 is not required for emergency incident use. Issuing checks for any prohibited purposes, or to prohibited entities, must be approved in advance in writing by the APC. See DR 5013-6 for further information on check usage.

(a) DCIA Requirements.

When reconciling convenience check transactions, cardholders shall document in the EAS the words "Waiver No." with the applicable waiver number from the following table in the "Comment" field, including Merchant name, address, city, state, zip code, and a statement that the "vendor does not accept credit cards" (DR 5013-6, paragraph 15b, 31 CFR 208.4).

Waiver No.	Waiver
1	Individual Determination Transactions with small and/or rural businesses that are not yet able to accept the purchase card
2	Agency Makes One Payment
3	Foreign Country Infrastructure
4	Transaction in Disaster Area
5	Threat to National Security
6	Unusual and Compelling Urgency Bona Fide emergencies where the purchase card is not a viable solution
7	One Source for Required Supplies or Services

(b) Purchase from overseas/foreign vendors when the purchase card is not accepted. Use TIN 989898989 when reconciling check.

(c) State and local government. Use TIN 787878787 when reconciling check and note agency in "Comment" field.

(d) Check fee should be reconciled to BOC 2584.

10. Capture the 1099 information when issuing convenience checks. (FS - have vendors fill out the W-9 form).

11. Other Emergency Incident Use regulations:

This section is to be used in conjunction with the Interagency Incident Business Management Handbook (IIBMH).

(a) Cardholders shall obtain specialized training in incident procurement policies and procedures prior to acting as micro-purchasers on any incident. Training topics should include commissary purchases, supplemental food policies, unique items, resource ordering system, incident cache system, and overall incident business management practices. Training may be fulfilled on-the-job as a "trainee" member of an established BUYT or may be conducted by an APC, LAPC, RAPC, procurement unit leader (PROC), or BUYT leader through a formal classroom and must be a minimum of 4 hours.

- (b) Cardholders shall not make purchases on an incident unless specifically ordered through the Resource Ordering system. Cardholders do not have to be ordered through the Resource Order system if working on their home unit but shall not place orders without a Resource Order (RO).
- (c) When dispatched to an incident to serve in a procurement personnel function, cardholders shall change their profile accounting code in the EAS to the applicable fire job code before making purchases on the incident. In the event that is not possible, the cardholder should notify their LAPC or the RAPC to change the profile accounting for them (FS only).
- (d) Cardholders are responsible for adhering to the agency incident policies (FSH 5109.34, sec. 24.1/ BLM Manual 1512) and obtaining approval from the appropriate incident official such as the finance section chief, procurement unit leader, or incident business advisor prior to using their purchase card for the incident. This approval must be documented and retained with the cardholder's purchase files. RO for questionable items must be reviewed and approved by the incident business advisor prior to purchase.
- (e) All purchases charged to an incident must be authorized by an RO. Include a copy of the RO as part of the supporting purchase documentation file for each transaction. The RO order number, along with the corresponding incident name (for example, Florence Fire; S-108), must be noted in "Comment" field in the EAS for the purchase card when reconciling.
- (f) Payment Summary. Cardholders shall leave a summary of the payments made by each cardholder along with a complete copy (with all supporting documentation and the cardholders name clearly indicated) of each transaction with the agency incident units' official emergency records for permanent retention. The summary shall be a copy of the BUYT Expense Log and provided in hard copy and electronically. Cardholders shall retain the original purchase documents for the cardholder reconciliation files and those original documents must be retained for 7 years unless a copy was provided for permanent retention; the copies provided by each cardholder which are filed with the agency incident official emergency records will be retained as a permanent record per agency Directives requirements. (FSH 6209.11)
- (g) The convenience check may be used for incidents if the vendor is not established to accept the purchase card and one of the Debt Collection Improvement Act (DCIA) waivers may be satisfied and must

be within their single and monthly purchase limits to make payments. See 4G13-301.72 for waiver numbers.

- (h) The following incident payments must not be paid with a purchase card or convenience check:
 - (1) National contracts except when approved by the issuing CO. Approval must be documented and filed with the payment or claims against any national contracts.
 - (2) Emergency Equipment Rental Agreements (EERA) and Incident Blanket Purchase Agreements (BPA) must be processed through ASC-Incident Payments.
 - (3) Casual pay including Administratively Determined (AD) hires for equipment operators such as sawyers or truck drivers. Do not include casual/AD salary payment with vendor equipment payment.
- (i) Other Emergencies. For defense against or recovery from terrorism or nuclear, biological, chemical, or radiological attack or in support of a contingency operation, information regarding micro-purchase and simplified acquisition procedures for personal property, supplies, or services is located in AGAR 67 (Emergency Response to Contingency Operation, Humanitarian or Peacekeeping Operations, or Terrorist Attack, Revised Emergency Response to Contingency Operation, Humanitarian or Peacekeeping Operations, or Terrorist Attack, Revised).
- (j) See Distinctive/Restrictive Items List for guidelines on specific items for Incident use.

H. Restaurants and Lodging Acquisitions

1. Check with the administrative staff and local procurement personnel to determine if an acquisition process is established for meals and lodging. If none is established, initiate a process approved by the local unit.
2. Review the established acquisition instruments with meal and lodging vendors to ensure authorization and payment procedures are included.
3. Ensure that persons incurring expenses are authorized and are clearly identified on the bills. Some helpful hints previously relied on by teams include:
 - a. Using a special detailed form which authorizes meals or lodging and includes individual names, crew names, resource order number, etc. (see the Incident Procurement website for a sample form).

- b. Using Lodging Log Sheets and designating one team member to make all lodging reservations and/or place all the meal orders. Ensure that the vendor accepts reservations/orders only from the designated person.
- c. At a minimum, an identifiable resource order number and individual name should be provided for every charge. Obtain crew manifests to help facilitate identification of firefighters.
- d. Keeping the lodging documentation straight from the beginning because once an individual checks out, it is very difficult to obtain information about them. Coordinate with the lodging staff to thoroughly document persons incurring expenses under the acquisition instruments.
- e. Frequently monitor and pay under the acquisition instrument to resolve unauthorized charges and issues immediately.

I. Potential Ordering Problems

The following list describes some potential ordering problems:

1. **Tires, Batteries, and Vehicle/Equipment Parts.** The resource order should show: type of vehicle, ownership, model, size, etc. If items are being ordered for a contractor, the BUYT should send a copy of the invoices showing the contractor's name, acquisition instrument number, resource order number, and request number to the Finance Section for deduction from the contractor's payment. For WCF vehicles, the incident will only pay for documented damage or destruction resulting from equipment use on the incident. Consult with the ground support unit prior to charging the incident. BUYTs may be requested to help facilitate the replacement of WCF items by placing the orders. In extreme situations, items may need to be procured through other means. In these situations, document your card and the WCF, and file appropriately.
2. **Questionable or Unusual Quantities or Types of Items.** Consult with the administrative staff or IBA.
3. **Property.** See the Interagency Incident Business Management Handbook, Chapter 30, Property, for guidance. Completed property transfer documents (AD107 or DI105 and receipt) should be provided to the property officer and a copy should be filed in the vendor files. Refer purchases of accountable property to the local unit procurement staff for acquisition. Discuss with the unit staff what they want tracked and which items will need a property form. Maintain a property list for tracking all equipment and property. Also see the subparagraph below regarding Cache Items. Use a property tag to track property or other items, purchased or rented, which need to be tracked and/or returned.

4. **Computers and Cell Phones.** Reference FSM 6640 for cell phones and tracphones (for Forest Service). Check on Verizon SERT Program for availability of free cell phones and satellite phones. Before purchasing telecommunications equipment for incident use, gain approval from the local agency official responsible for the incident. Any property/sensitive equipment purchased at incidents must be accounted for and returned to caches or disposed of properly at the end of the incident.
5. **Maps.** Consult the administrative staff for source information.
6. **Newspapers.** The Government cannot purchase newspapers for personal use; however, they may be purchased for the Information Officer's display and information sharing. Refer to the local unit's Operating Guidelines before purchasing.
7. **Medical Supplies.** The BUYT should coordinate with the Medical Unit Leader to explain time constraints when ordering from medical supply vendors. Discuss and coordinate procedures for obtaining prescriptions with the Compensation/Claims Unit Leader. If a prescription is not incident related, a copy of the invoice showing the employee's name is sent to the Finance Section for deduction from the employee's pay. Additional references for approved medical expenditures can be found in the Interagency Standards for Fire & Fire Aviation Operations, Appendix K and NWCG Clinical Treatment Guide.
8. **Cache Items.** The BUYT should attempt to purchase items matching cache specifications as closely as possible. This will enable their return to the cache system after the incident.

J. GSA Stock

GSA stock may be accessed on the following websites:

1. **GSA Global Link:**

https://www.gsaglobalsupply.gsa.gov/advgsa/main_pages/start_page.jsp?store=FSS16

2. **GSA Advantage Link:** www.gsaadvantage.gov

3. **DOD EMall Link:** <https://dod.emall.dla.mil>

K. Transportation and Waybills for Supplies

The following responsibilities and processes are used for supply transportation and waybills:

1. **BUYT Responsibilities.**

- a. A BUYT member gives the incident waybill to the runner.

- b. The runner picks up supplies from the vendor, and checks quantities shown on the waybill against quantities actually received. Changes should not be made to waybills without BUYT approval.
- c. The runner signs the vendor's receipt(s) upon picking up supplies.
- d. The runner returns the receipt(s) and waybill to the BUYT.
- e. A BUYT member checks the waybill against the receipt and resolves any discrepancies, and notes the serial numbers if applicable. The BUYT retains a copy of the waybill, plus the original receipt(s).
- f. The runner gives the supplies and waybill to transportation (if applicable) for loading and transport to the incident.
- g. The BUYT relays estimated time of arrival to dispatch and/or expanded dispatch for filled resource orders.
- h. Any purchased, borrowed or leased equipment that is taken to the Incident (e.g., copy machines, FAX machines, cameras, tables, chairs, etc.) will need property tracking forms completed. This includes accountable property and local commonly tracked items such as cameras, radios, chainsaws, and generators. The BUYT ensures property is marked in accordance with incident Agency policies.

2. Transportation and Receiving and Distribution (R & D) Responsibilities.

- a. Transportation signs the waybill, records the date and time received on the waybill, and retains a copy.
- b. Upon arrival at the incident, Receiving and Distribution (R&D) should check the quantities and sign the waybill. Any discrepancies should be noted and reported to Transportation and the BUYT immediately.
- c. The original signed waybill is returned to the BUYT.
- d. The runner gives the equipment, rental use envelope (with all forms required listed on the envelope), waybill and property transfer form to Transportation for delivery to the incident.

3. Logistics Responsibilities.

The incident Logistics Section should coordinate return of the property with the BUYT. BUYT will coordinate with the local cache on property procured on the incident.

L. Disposition of Property

The disposition of property differs among agencies. Caution needs to be taken to ensure disposition is done according to the incident agency's procedures.

The Federal Management Regulations (FMR's) state perishable items (shelf life of less than 6 months) can only be donated to nonprofit organizations or tax supported agencies (Job Corps, Red Cross, public schools, VA hospitals, etc.). Non-perishable items can be retained in local agency fire caches or disposed of through local agency property procedures.

M. Agency Provided Commissary

If Agency commissary services are provided:

1. The BUYT prepares a separate waybill for commissary items.
2. Copies of invoices are attached to the waybill and sent to the incident base Finance Chief.
3. The BUYT ensures that transportation delivers commissary items to the Commissary Manager or the Finance Section Chief, not to the Supply Unit
4. The time of delivery should be coordinated with the Commissary Manager or the Finance Section Chief. The waybill should be signed by the Commissary Manager or the Finance Section Chief and returned to the BUYT.
5. The Commissary Manager or Finance Section Chief should coordinate return of unused inventory with the BUYT.
6. After the unused inventory is reconciled, the BUYT should arrange for return of items to the vendor for credit. If the vendor will not accept returns, the unused items should be transferred to the Incident Agency's Administrative Staff.

N. Close-out Concerns and Tasks

The following items should be done before the BUYT is demobilized and returns home:

1. As work decreases, consider shortening, changing, or merging shifts. Notify dispatch and/or expanded dispatch, the IBA, and the incident base of revised hours of operation.
2. Monitor pending resource requests and cancel outstanding requests as necessary.
3. Monitor the list of standing supply orders (e.g., newspapers). Coordinate cut-off dates with the incident base and notify vendors accordingly.
4. Monitor the list of continuing services. Negotiate cut-off dates and the remaining time services are needed with incident base. Contact vendors.
5. Ensure documentation is complete; making certain copies of all transactions are included in agency file. Review resource order files for completeness.

6. Document status of all incomplete requests, as well as those with problems, which will remain unresolved at the time of close-out. Documentation should be completed on the resource orders in ROSS and on the spreadsheet.
7. Review and release remaining equipment that is no longer needed, such as BUYT copiers and rental cars.
8. Review and complete all equipment rental folders for equipment managed by the BUYT and forward to incident agency.
9. Settle claims, if appropriate, and inform the incident agency of potential or unsettled claims.
10. Ensure all property as defined by the local unit has been documented (leased, purchased, or borrowed). Document the status of all property on the BUYT spreadsheet.
11. The BUYL should prepare a transition/close out report. The BUYL should obtain input from the entire team, provide status of continuing acquisitions, and identify problem areas (e.g., transportation, personnel, etc.) in the reports.
12. The transition file shall contain a copy of the entire spreadsheet and team member warrants. Include team rosters with addresses, phone numbers and last four digits of credit card numbers, pre-addressed envelopes for each team member, and copy of delegation of authority if warranted.
13. It is recommended that the BUYL participate in the close-out meetings with the incident teams and incident agencies.
14. Record special information needed for particular vendors. Record new sources of supply identified during incident.
15. Discuss BUYT release arrangements with the administrative staff. Arrange transportation through Dispatch for agreed time of release.
16. Provide all records to the incident agency and brief Incident Agency personnel. See Emergency Incident Use for file retention pertaining to incidents. Documentation for all micro-purchase transactions must be maintained for 3 years (FSH 6209.11, FS only).
17. BUYL may complete an individual written performance rating for BUYMs or trainees, if requested.
18. Forward copies of the performance evaluations to the BUYT Coordinator in the geographic area where the BUYT member works.
19. Notify your home unit dispatcher and NICC (National BUYT only) that you have returned from the incident.

XIII. Regulations

A. Contracting with employees/relatives

Contracting with agency employees for use of their equipment or services are prohibited unless the Contracting Officer can show that no other resources are available. If a contractual agreement is necessary with an employee, the Contracting Officer shall follow appropriate agency procedures for obtaining approvals for contracts with the employee. The agreement shall be established for that incident only.

Contracting with relatives of agency employees shall also be discouraged because of the appearances of favoritism. Appropriate approvals shall be obtained following agency procedures if it is absolutely necessary to contract with relatives.

B. Exceptions

Forest Service retired contracting officers may be granted temporary warrant authority as an Administrative Determined (AD) hire when meeting the requirements of a waiver granted by USDA, Senior Procurement Executive. When a waiver has been granted, a copy of the current waiver can be found on the Washington Office Acquisition Management website. All warrants granted under this authority will be submitted to and signed by the Head of the Contracting Activity Designee (HCAD).

XIV. Exhibits

The following forms are attached as exhibits for information and use. The Interagency Incident Business Management Handbook contains exhibits and instructions on a number of additional forms. Forms that do not contain a formal form number have not been officially approved or recommended and are included for discretionary use only.

Exhibit 1	Request for BUYT Information
Exhibit 2	EERA Contractor Checklist
Exhibit 3	Fuel and Oil Issue - Contractor Checklist
Exhibit 4	Fuel and Oil Issue – Government Checklist
Exhibit 5	Incident Equipment Repair Record
Exhibit 6	Chainsaw Parts Order Form
Exhibit 7	Mechanic Work Invoice
Exhibit 8	Land Use Agreement for Rental of Temporary Emergency Facilities
Exhibit 9	Land use Agreements Checklist and General Guidelines
Exhibit 10	Purchase Card/Check Log
Exhibit 11	BPA/Agreement for Services Log
Exhibit 12	Form FS 6300-51, Purchase Card Order Form
Exhibit 13	Emergency Equipment Rental Agreement Log
Exhibit 14	Information Required for a Contract Claim
Exhibit 15	Determination and Findings
Exhibit 16	BUYT Transition /Close out Document Outline

Exhibit 17	Unit Log
Exhibit 18	Buying Team Member Individual Performance Rating
Exhibit 19	Agency Administrator Buying Team Evaluation
Exhibit 20	Buying Team Leader Expectations