



Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

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

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Approved: Rocco Snart, Rocky Mountain Coordinating Group

A handwritten signature in blue ink, appearing to be "R. Snart", is written over the name "Rocco Snart" in 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-2016-4, 4/1/2016, 8 pages

Superseded Document: RMCG-2015-4, 4/1/2015, 8 pages

Digest:

- Removed Great Basin references, replaced with Rocky Mountain Area references
- Removed Assistant Buying Team Coordinator
- Changed Chapter 60 to Chapter 20
- Removed Buying Team Leader/Member roles and responsibilities
- Replaced Exhibit 01 Buying Team Evaluation
- Replaced Exhibit 02 Finance Section Evaluation

BUYING TEAM COORDINATION

Interagency Buying Teams are established by the RMIBC to provide acquisition support to the incident agency.

BUYING TEAM COORDINATOR

The Buying Team Coordinator manages the program and participates as a subject matter expert with the RMIBC. The Buying Team Coordinator for the Rocky Mountain Geographic Area is listed in Chapter 20 of the Rocky Mountain Mobilization Guide.

- Coordinates Buying Team Webinar/Workshop for the Rocky Mountain Geographic Area.
- Works with National Buying Team Coordinator maintaining and disseminating information beneficial to the Buying Teams.
- Maintains contact with the Rocky Mountain Buying Team Leader(s).
- Coordinates with Leader(s) to fill vacancies.
- Monitors trainee's progress and manage assignments to assure qualification standards are met in a timely manner.
- Coordinates with GACC and National Buying Team Coordinators.
- Reports Buying Team performance and utilization to the RMIBC.

APPLICATION PROCESS

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

Announcement for Buying Team Member applications will be issued annually by RMCG. Applications will be submitted in the Incident Command Application Program (ICAP).

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 under Agency Specific Task Books.
- Buying Team Leader (BUYL) Position Task Book
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.

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

- Buying Team Workshop.
- Incident Procurement Training.
- D-110, Dispatch Recorder.
- I-200, Basic Incident Command System.
- S-261, Applied Interagency Incident Business Management.
- ROSS experience.

TEAM CONFIGURATION

Rocky Mountain Geographic Area has established (1) Geographic Area Buying Team. Support personnel from the incident agency may be used.

- Refer to the Rocky Mountain Buying Team Guide for the Team configuration.

TEAM SELECTION

Teams will be configured aiming for an interagency mix.

Buying Team Coordinator will:

- Recommend Buying Team Leader(s) to the RMIBC from applications.
- Contact Leader(s) to confirm availability and to get input on preference for team members.
- Develop a prioritized list of trainees.
- Submit Buying Team roster(s) and prioritized list of trainees to RMIBC for approval. Once approved the team(s) will be submitted to the GACC for publication in the Mobilization Guide.

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

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

ROLES AND RESPONSIBILITIES

Responsibilities of the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315 at www.nwccg.gov/pms/pubs/buying_guide.pdf, the Interagency Incident Business Management Handbook and the Rocky Mountain Buying Team Guide http://gacc.nifc.gov/rmcc/incident_busn_management.php.

ROTATION, MOBILIZATION, AND SUBSTITUTION

Team rotation, mobilization and substitution procedures are outlined in the Rocky Mountain Buying Team Guide.

PERFORMANCE

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

FINANCE PACKAGE CLARIFICATION

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

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

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

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

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