A Publication of the
National Wildfire Coordinating Group

Sponsored by
United States Department of Agriculture

United States Department of the Interior

National Association of State Foresters

NATIONAL INTERAGENCY BUYING TEAM GUIDE

PMS 315

December 1999

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NATIONAL INTERAGENCY BUYING TEAM GUIDE

INTRODUCTION

This National Interagency Buying Team Guide contains standard operating procedures and forms recommended for use by Buying Teams. This Guide cannot be used in itself. It contains supplemental material to the:

> Interagency Incident Business Management Handbook, NWCG Handbook 2, National Interagency Mobilization Guide, Agency Acquisition Handbooks and Guides. (e.g., agency purchase card procedures).

If contradictions occur, the Incident Business Management Handbook and the Mobilization Guide take precedence. Buying Teams should be thoroughly familiar with all chapters of the Incident Business Management Handbook.

ORGANIZATION, QUALIFICATIONS AND TRAINING

Buying Teams support incident procurement through the local administrative staff, procuring a wide range of services and supplies, as well as renting land and equipment.

National Interagency Buying Teams are established under a rotation schedule managed by the National Interagency Coordination Center (NICC). Each National Interagency Buying Team is a six-member team consisting of a leader, four members, and one trainee position (used as needed). One of the four members may be assigned as an assistant or deputy leader. In addition to the six-member team, personnel from the incident agency or alternate buying team members may be added, as needed, to supplement the primary team (e.g., "runner" needed from the incident agency to pick up ordered supplies, additional personnel needed to run a night shift, etc.)

Geographic areas may have additional buying teams for use within the area. Geographic area teams may differ in team composition.

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

1. I-200, Basic Incident Command System (12 classroom hours)
2. S-260, Incident Command Business Management (Self-study)
3. D-110, Dispatch Recorder (16 classroom hours)
4. J-252, Ordering Manager
5. J-253, Receiving and Distribution
6. National Interagency Buying Team Guide (Self-study) or Workshop
7. On-the-Job Training
8. Purchase Card and Convenience Check training

Additional training recommended for Buying Team leaders and any 1102 personnel on the team:

9. Procurement Unit Leader training (S-360 Unit Leader).

Documented commitment of all National Buying Team members, including alternates, is recommended to ensure member availability when teams are on call in the national rotation cycle. The Buying Team Authorization Statement, Exhibit 1 of this Guide, is recommended for this purpose. Each member and their immediate supervisor should sign the statement. The fully executed statement should be submitted to the appropriate Regional Buying Team Coordinator, with a courtesy copy to the Buying Team Leader(s). The statement commits the member to the Buying Team until revoked by the member, their immediate supervisor, or the Buying Team Leader.

MOBILIZATION AND DEMOBILIZATION

Refer to the National Interagency Mobilization Guide, Chapter 20, Section 22.5.7 and Chapter 60, Section 68.3.

Buying Teams outside the Geographic Area may be requested only after all available within-area teams have been utilized. Single resource orders for buying team members may be placed; however, single resource orders should be kept to a minimum.

BUYING TEAM KIT

Each Buying Team should have a kit containing the following items to take along when dispatched to an incident. In addition, Buying Team members with warranted procurement authority should bring a copy of their warrant.

REFERENCE MATERIAL

Interagency Incident Business Management Handbook, NWCG Handbook 2,
NFES 1139 (NFES 3139 & 2160 for half-size & binder)
National Interagency Mobilization Guide,
NFES 2091 (NFES 2092 for half-size)
Activity Calendar
(Optional Form 67 or similar)
NWCG National Fire Equipment System Catalog, Part I, Fire Supplies & Equipment
(NFES 0362, Part I & Part II when using order # 0362)
NWCG National Fire Equipment System Catalog, Part II, Publications
(NFES 3362)

INTERNET/INTRANET WEBSITE REFERENCES

NWCG internet homepage: *http://www.nwcg.gov*
(Click on Working Team then click on Incident Business Practices for business information.)

Forest Service Fire & Aviation internet homepage: *http://www.fs.fed.us/fire*
(Click on Links and then Click on Coordination Centers)

Forest Service Acquisition Management Intranet homepage: *http://fsweb.wo.fs.fed.us/aqm/*
(Click on Fire & Aviation Info)

BLM intranet: *http://webtst.nifc.blm.gov/Sascher/blmintranet/Index.htm*

NIFC and related Governmental Agency Links (BLM, BIA, FWS, NPS, NWS): *www.nifc.gov*

SUPPLIES

Battery powered or solar powered hand held calculator
Spare batteries
High-lighters
Stapler and staple remover
Other supplies as needed
(Optional) First aid kit and a bloodborne pathogens barrier kit.

FORMS		**QUANTITY**	

See Exhibits to this guide and the Interagency Incident Business Management Handbook for sample forms. Note: NFES Forms with Regional form numbers may only be stocked at the Regional cache sponsoring the form.

AD-838	Purchase Order	5	each
OF-347	Purchase Order (USDI Agencies)	5	each
I-9	Employment Eligibility Verification (NFES 1058)	5	each
GSA-3222	Emergency Fire Requisition	3	each
OF-286	Emergency Equipment Use Invoice (NFES 0863)	10	each
OF-288	Emergency Firefighter Time Report (NFES 0866)	5	each
OF-294	Emergency Equipment Rental Agreement (NFES 0862)	10	each
OF-296	Vehicle/Heavy Equipment Inspection Checklist (NFES 1173) OR (R5 Test Form, R5-5100-2T)	1	pad
OF-297	Emergency Equipment Shift Ticket (NFES 0872)	3	books
OF-305	Emergency Equipment Rental-Use Envelope (NFES 0422)	10	each
OF-290	Receipt for Property, Fire Suppression (NFES 1865)	5	each
OF-289	Property Loss or Damage Report, Fire Suppression (NFES 1864)	3	each
ICS-214	Unit Log Form (NFES 1337)	10	each
ICS-226	Individual Performance Rating (Leaders only) (NFES 2074)	5	each
Incident Waybill	(R1-FS-6310-1, NFES 6014) or (R5-6300-152, NFES-7270) or similar	10	each

Sample of Log Sheets

Resource Order Log (Leader and Deputy only)	10	each
Purchase Card Log Sheets	5	each
Convenience Check Log Sheets	5	each

The Buying Team works through the local administrative staff to support procurement activities. Therefore, Buying Teams should be sensitive to and strive to operate within local policies and procedures. Administrative staff, as used throughout this Guide, means the incident agency Administrative Officer, or equivalent for those units without an Administrative Officer position.

The various responsibilities of each Buying Team member are outlined below. It is essential to establish good communications with all parties involved in supporting incident procurement activities. All Buying Team members share responsibility in the communications effort. (The Fireline handbook, NFES 0065 provides information on the roles and responsibilities of other Incident personnel).

THE BUYING TEAM LEADER (BUYL):

1. Contacts the administrative staff immediately upon arriving at an incident, for the purpose of determining:

   (a) incident size and duration of Incident,
   (b) the number and names of incident agency personnel available or assigned to augment the team,
   (c) if a caterer has been ordered,
   (d) shifts currently being used,
   (e) if runners and Ground Support Unit Leader(s) are available for each shift,
   (f) if a vehicle has been assigned for team use, and
   (g) other special problems or concerns.

   Receives and reviews the administrative unit's Service and Supply Plan. Receives and reviews the unit, regional, and geographic policies, procedures, and supplement to (IIBMH). (Refer to NWCG website: www.nwcg.gov/).

2. Coordinates Buying Team responsibilities with other incident functions (administrative staff, Dispatch, Finance Section Chief, Logistics Section, and all procurement personnel involved in the incident procurement activities).

3. Establishes contact with the nearest Cache Manager, to assist in procurement of cache orders referred to the Buying Team when cache stock is depleted. (The Buying Team should attempt to procure items per cache specifications to ensure their return to and usability within the cache system).

4. Uses/implements the administrative unit's Incident Service and Supply Plan or comparable guidelines or handbooks. Reviews administrative unit's and geographic area's procurement policies and mobilization guides and briefs team members on local policies.

5. Ensures all orders are legal and operations are consistent with agency policies and, when in doubt, consult with the IBA or administrative unit.

6. Establishes work shifts for team; notifies dispatch and/or expanded dispatch, incident base, administrative staff, and any other established Incident Unit. (e.g., Airtanker Base, Area Command, Helitack Base etc.).

7. Ensures all documentation is in accordance with Buying Team operating procedures and agency procedures/policies.

8. Monitors organizational needs and adjusts staffing of personnel as needed. Coordinates mobilization and demobilization of staff with Incident Agency Administrative Staff and dispatch and/or expanded dispatch.

9. Coordinates status of team with necessary personnel.

10. Reviews and monitors Resource Orders.

11. Establishes logs and filing system or delegates this responsibility to the assistant or other member of the Buying Team.

12. Ensures orders are coming to the Buying Team in a timely manner. Cooperatively, with the incident agency, incident team and dispatch organization, establishes how orders for supply and equipment will be handled. Wherever feasible, once the Buying Team is in place, obtain agreement between administrative staff, incident, and expanded dispatch for orders to be sent directly to the Buying Team from incident base. Also, whenever feasible and agreed to, establish a direct line of communications with the incident for resource order information exchange (e.g., status of order and additional information needed to procure requested items).

13. Ensures effective exchange of information between Buying Team and expanded dispatch is maintained even if orders are being placed directly with the Buying Team from the incident.

14. Works with the Ground Support Unit Leader to coordinate timely delivery of supplies to the incident and schedule equipment inspection. Explains Incident Waybill form use to Transportation.

15. Provides information to the administrative staff, Incident Business Advisor (IBA), or payment representative regarding the need for/use of an Assistant Disbursing Officer (ADO) Team or Administrative Payments Team (APT).

16. Provides leadership to the Buying Team that fosters good information exchange and team spirit.

17. Provides shift briefing to team members to:

    (a) update the status of resource orders,
    (b) identify changes in incident personnel, identify changes in major equipment items needed at the incident,
    (d) update the status of the incident,
    (e) update shift schedules and overlaps (minimum of 1/2 hour overlap, to allow for thorough shift briefings), and
    (f) share the Daily Summary Report.

18. Ensures that all involved with the Buying Team are provided copies of the National Interagency Buying Team Guide.

19. Performs operational procurement duties as time permits (management and leadership is top priority). If leader is an 1102, complete the more complex procurements (i.e., emergency equipment rental agreements).

20. Prepares the exit report with close-out concerns.

THE ASSISTANT OR DEPUTY BUYING TEAM LEADER (BUYL-D):

1. Performs operational procurement duties. If assistant is an 1102, completes the more complex procurements (i.e., Emergency Equipment Rental Agreements).

2. Acts as the shift supervisor if the Buying Team works more than one shift.

3. Assumes the duties of the Buying Team Leader in their absence. Assists the Buying Team Leader and members as needed.

4. Ensures each resource order is listed on the Incident Procurement Resource Order Log to track progress and completion of orders.

5. Ensures filing system and logs are being properly maintained by all Buying Team members.

6. Coordinates follow-up inquiries (from dispatch and/or expanded dispatch or incident camp, whichever is applicable) related to resource orders submitted to the Buying Team.

7. Ensures proper and adequate documentation is maintained by all Buying Team members for all actions.

8. Ensures members placing orders for equipment completes equipment packets required prior to approving signature.

BUYING TEAM MEMBERS (BUYM):

1. Place orders and processes all related paperwork, including completing waybills and maintaining logs.

2. Audit orders, waybills, and vendor's invoices.

3. Confirms verbally placed purchase orders in writing and in a timely fashion.

4. Keep the Buying Team Leader or Assistant/Deputy Leader informed of day-to-day actions, including resource order status and any problems.

5. Prepares necessary documents for property, commissary purchases, and Emergency Equipment Rental Agreements. Each member who places an order for equipment should ensure that the Equipment Rental Use Envelope (OF-305) contains the required documentation (agreement, resource order number, pre-use inspection, use invoice, and beginning shift ticket showing time and location at time of hire). Contractor reports to Incident Base camp at status check in and submits envelop to the Finance Section Chief or the Procurement Unit Leader.

6. Relay to dispatch and/or expanded dispatch or incident camp, whichever is applicable, the estimated time of departure (ETD) and estimated time of arrival (ETA) for shipments (e.g., supplies, equipment from the Buying Team to the incident base).

7. Document receipts with proper management/accounting code, resource order number, and signatures. Files documentation appropriately.

8. Are responsible for completing and filing paperwork, on a daily basis.

OPERATING PROCEDURES

CHECK-IN AT ARRIVAL:

The first Buying Team member (preferably the BUYL) to arrive at the incident agency should contact the following individuals, for the purpose of successful integration of the Buying Team into the incident's overall procurement function:

1. Administrative Staff
2 Dispatch and/or Expanded Dispatch
3. Procurement Unit Leader
4. Logistics Section Chief
5. Agency Ground Support Unit Leader
6. Finance Section Chief
7. Nearest Cache Manager

GENERAL ROLES OF THE BUYING TEAM:

1. Support incident procurement through the administrative staff.

2. Transition with the incident agency upon arrival. This includes obtaining status of all resource orders completed and outstanding to date, as well as initiating procedures for the handling of new orders by the Buying Team.

3. Fills resource orders for services, supplies, and equipment from the open market and established sources, which are not filled, by the dispatch community or the administrative unit's procurement activity. Reviews resource orders for completeness.

4. Check on estimated times of departure and estimated times of arrival for pending resource orders.

5. Obtain approval from the administrative staff or the IBA prior to purchasing any sensitive or questionable property.

6. Provide the incident base (Finance Section Chief, Procurement Unit Leader, Logistics Section Chief, and Ground Support Unit Leader) an updated equipment log.

7. Establish and maintain good working relationships and lines of communication.

8. Update the incident service and supply plan with new sources and other information.

RESOURCE ORDERS:

1. Coordinate with local dispatch office and establish how the Buying Team will handle resource orders (logs, filing, assignments, etc.), document process and share with all parties involved.

2. Review resource orders received for completeness of information, descriptions, quantity, etc.

3. Complete all pertinent blocks on the resource order form, including Vendor name, ETA, method of purchase (Purchase Order, Blanket Purchase Agreement, Convenience Check, Purchase Card) and Buying Team member's initials. Documents the phone number and name with whom the order was placed. Staple any additional information to the resource order. Communicate the ETA to requisitioner.

4. Set up binders to hold resource orders using a separate binder for each incident, and separate binders for equipment and supplies.

5. Set up status boxes (or folders) for orders, such as: "Needs to Be Placed", "Pending Further Information", "Awaiting Transportation", "In Transit", "To Be Audited", and "Completed".

6. File completed receipts in appropriate folder.

BLANKET PURCHASE AGREEMENTS (BPA'S):

1. Use local BPA's, or those of an adjoining agency (contact the procurement section and request copy of the BPA). Ensure Buying Team staff is authorized to place orders under the BPA's. If not, have the agency procurement officer issue a letter granting authorization.

2. Notify vendors to keep incident purchases on a separate invoice so payment may be made by an ADO or APT Team, if present and if this procedure is authorized by the incident agency.

3. Set up an alphabetical file to retain documentation by BPA. The control number for each BPA will be the incident management code and the "S" number for each item. This will differentiate multiple incidents.

EMERGENCY EQUIPMENT RENTAL AGREEMENTS (EERA'S):

1. Use local resource EERA's, or those of an adjoining agency, first (contact the procurement section and request copy of EERA's which may not be included in the administrative unit's service and supply plan).

2. Maintain a log of all EERA numbers, in numerical order.

3. Provide the Finance Section Chief or Procurement Unit Leader (PROC) copies of each EERA (with the resource order number shown), pre-use inspection report, and beginning shift ticket. These will be sent to incident in an Equipment Rental Use Envelope (OF-305) with the contractor.

PURCHASE ORDERS:

1. Maintain a log of (PO's) in numerical order.

2. Ensure all PO's include the resource order number and request number.

3. Complete paperwork at time of transaction and distribute copies as appropriate (vendor's and payment office copies).

4. Include receipt copies and other supporting documentation with PO's; files issuing office copy with Buying Team records.

CONVENIENCE CHECKS:

1. A Convenience Checks log must be maintained by each check writer in check sequence.

2. Maintain safekeeping procedures for unused checks.

3. Maintain the issuing office copy (or a machine copy) in the Buying Team files.

4. Check with the administrative staff on whether Convenience Checks are authorized (for the incident) for making vendor payments against BPA's and EERA's. If a large number of payments are anticipated, recommend an ADO or APT Team be ordered if available, if not, suggest ordering an certifying officer or accounting technician to the team to ensure proper checks and balances.

PURCHASE CARDS:

1. Maintain a log of all Purchase Card transactions, by bankcard holder.

2. Record the accounting charge code, resource order number, and request number on each Purchase Card receipt.

3. Make a copy of each receipt for the Buying Team files. Originals are kept by the issuing BUYM.

MEAL AND LODGING PROCUREMENT:

1. Check with the administrative staff and local procurement personnel to determine if procurement method has been established for meals and lodging. If none established, facilitate procurement method preferred by the Incident Agency.

2. Contact meal and lodging vendors to review meal and lodging authorization procedures, to alleviate potential problems. Ensure personnel utilizing meals and lodging threw this method are informed of their responsibilities and limitations (e.g., lodging ticket must be signed, dollar limit per meal etc.).

GSA STOCK:

Form GSA-3222, Emergency Fire Requisition (shown at Exhibit 2) may be used in lieu of the Multiuse Standard Requisitioning form (AD 633 or SF 344). Form GSA-3222 facilitates emergency overnight shipment requests and shipment to locations without an established activity address code.

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 Buying Team should send a copy of invoice showing the contractor's name, EERA number and 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 any damage or destruction occurred as a result of the incident.

2. **Accountable property**.

   See the Interagency Incident Business Management Handbook, Chapter 30, Property, for guidance.

3. **Questionable or unusual quantities or types of items**.

   Consult with the administrative staff or IBA.

4. **Maps**.

   Sources of supply are sometimes difficult to find. Keep a record of any known sources and consult the administrative staff for additional source information.

5. **Newspapers**.

   The Government cannot purchase newspapers for personal use. A small quantity (1 to 15 per day) may be purchased for Information Officer display and information sharing. Commissaries may stock newspapers for incident employee use.

6. **Medical supplies**.

   The Buying Team should coordinate with the Medical Unit Leader to explain time constraints when ordering from medical supply vendors and to discuss procedures for obtaining prescriptions. If a prescription is not incident related, a copy of the invoice showing the employee's name should be sent to the Finance Section for deduction from the employee's pay.

7. **Cache items**.

   The Buying Team should attempt to purchase items matching cache specifications as closely as possible. This will enable their return to the cache system after the incident.

TRANSPORTATION AND WAYBILLS FOR SUPPLIES

1. **Buying Team Responsibilities**:

   (a) Buying Team gives the incident waybill to the runner.
   (b) Runner picks up supplies from the vender, checks quantities and unit prices shown on the waybill against quantities actually received.
   (*Changes should not be made to Waybills without Buying Team approval.*)
   (c) The runner signs the vendor's invoice upon receipt of supplies.
   (d) Runner returns the invoice and signed waybill to the Buying Team.
   (e) Buying Team member checks the waybill against the invoice and resolves any discrepancies. Buying Team retains a copy of the waybill, plus the invoice.
   (f) The runner gives the supplies and waybill to the Ground Support Unit Leader for loading and transport to the incident.
   (g) Buying Team relays estimated time of arrival to dispatch and/or expanded dispatch for filled resource orders.

2. **Transportation and Incident Supply Unit Leader Responsibilities**:

   (a) The Ground Support Unit Leader signs the waybill, shows the date and time received on the waybill, and retains a copy.
   (b) Upon arrival at the incident, the Supply Unit Leader should check the quantities on the waybill. *Any Discrepancies Should Be Noted and Reported to the Ground Support Unit Leader and the Buying Team Leader Immediately*.
   (c) The original signed waybill is returned to the Buying Team.

TRANSPORTATION AND WAYBILL FOR EQUIPMENT (OFFICE & MISCELLANEOUS):

Any purchased, borrowed, or leased equipment that will be taken to the Incident through Transportation (e.g., copy machines, FAX machines, cameras, tables, chairs, etc.) will need transfer of property forms completed. This includes accountable property and local commonly tracked items such as cameras, radios, chainsaws, and generators.

1. **Buying Team Responsibilities**:

   (a) Buying Team gives the runner the waybill and EERA. If equipment is under a BPA, procedures under "Transportation and Waybill for Supplies" (above) should be followed. Property procedures are also applicable.
   (b) The runner:
      (i) picks up equipment from the vendor.
      (ii) checks quantities shown on the waybill against quantities on EERA.
      (iii) inserts serial number(s) or other identifying information on the EERA.
      (iv) has the vendor sign the agreement.
      (v) gives vendor a copy of agreement.
      (vi) signs and returns the waybill and the EERA to the Buying Team.
   (c) *Changes Should Not Be Made Without Buying Team Approval.*
   (d) The Buying Team should ensure property is marked in accordance with Incident Agency policies.
   (e) Buying Team prepares and attaches to the waybill, property transfer forms showing property as leased, borrowed, or purchased. This should be done in triplicate, with the Buying Team retaining one copy of the property form with the waybill.

(f) The runner gives the equipment, rental use envelope (with all forms required, and listed, on the envelope), waybill and property transfer form to the Ground Support Unit Leader for delivery to the incident.

2. **Transportation and Incident Supply Unit Leader Responsibilities**:

(a) The Ground Support Unit Leader signs the waybill, showing date and time received.
(b) Upon arrival at the incident, the Supply Unit should check quantities on the waybill; sign it and the property transfer form, and forward one copy of the property transfer form to the Finance Section. The original waybill and one copy of the property transfer form are returned, through Transportation, to the Buying Team.

3. **Logistics Responsibilities**:

The incident Logistics Unit should coordinate return of the property with the Buying Team.

ORDERING HEAVY EQUIPMENT

Most equipment signed-up pre-season should be in the incident agency's service and supply plan. Some state cooperators may have different procedures. If equipment needs to be signed-up, a new EERA should be prepared and signed by the appropriate, warranted Buying Team member. All equipment rates will be in accordance with the established Interagency Equipment Rental Rates or state rates for the geographic area.

It is important that the Buying Team member preparing the agreement advises the Contractor as to the designated point of hire. All equipment should be pre-inspected by a certified heavy equipment inspector or individual with extensive knowledge of heavy equipment. A copy of the EERA (including resource order number and request number, pre-use inspection, filled out use invoice and beginning shift ticket) should be transmitted (with the Contractor) to the Finance Section Chief or the Procurement Unit Leader in an emergency equipment rental use envelope. If the Contractor's equipment is closer to incident, coordination is needed with the Finance Section Chief, Procurement Unit Leader, and Ground Support Unit Leader at the incident camp to arrange for sign-up of the equipment at the incident (by a Procurement Unit Leader or another individual with warrant authority) and to arrange for a qualified heavy equipment inspector.

The Buying Team should maintain an equipment log. The Logistics and/or Finance Sections should communicate with the Buying Team prior to release of equipment if they will be processing payments or tracking released equipment.

DISPOSITION OF PROPERTY

Disposition of property differs among agencies. Caution needs to be taken to ensure disposition is done according to the incident agency's procedures. The Buying Team should first check other incidents to see if they can utilize items, then check with vendors for possible credit return. If neither method is successful, all miscellaneous equipment should be disposed through the cache system.

Federal Property Management Regulations (FPMR's) state perishable items can only be donated to non-profit 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. The Buying Team and the Finance Section Chief should coordinate disposition of perishable items with the incident agency administration staff. The administrative staff has the final decision regarding disposition.

EXAMPLES OF PERISHABLE ITEMS

(Having a shelf life of less than 6 months)

fruit	candy	cookies	soda pop	gatorade	dairy products

EXAMPLES OF NON-PERISHABLE ITEMS

cameras	generators	salamanders
chainsaws	heaters	tarps
coolers	mag lights	tents
first aid supplies	netting	wood products
folding tables and chairs	plywood	

PROCEDURES FOR AGENCY PROVIDED COMMISSARY

Sending commissary to the incident base:

1. The Buying Team prepares a separate waybill for commissary items. This should not be combined with noncommissary supplies.

2. Invoices should be copied, with copies attached to the waybill going to the incident base.

3. The Buying Team should ensure transportation understands commissary items should be delivered 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 Finance Section Chief. The waybill should be signed by the Commissary Manager or the Finance Section Chief and returned to the Buying Team.

Returning unused inventory to the Buying Team:

1. The Commissary Manager or Finance Section Chief should coordinate return of unused inventory with the Buying Team, including the schedule and procedure for returning the inventory to the Buying Team.

2. After the unused inventory is reconciled and approved by the Buying Team Leader, the Buying Team 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.

FILING PROCEDURES

1. Blanket Purchase Agreements should be filed alphabetically.

2. Purchase Orders should be filed numerically.

3. Emergency Equipment Rental Agreements should be filed according to Incident Agency requirements.

4. Copies of Convenience Checks should be filed by number, in a separate folder for each Buying Team member. An additional copy of the convenience check should be filed with any payments (invoices) made by the Buying Team.

5. Commissary records should be filed in a separate folder.

6. Original resource orders should be filed numerically, in separate binders or folders for each incident, as well as separate binders or folders for equipment and supplies.

7. Purchase card transaction slips should be filed in vendor files and all logs should be filed in separate folders for each Buying Team member.

8. Property transfer documents should be filed with the original ordering document folder (BPA, EERA, etc.) and a property list kept for tracking all equipment and property.

CLOSE OUT CONCERNS AND TASKS

1. As work decreases, shorten, change, or merge shifts. Notify dispatch and/or expanded dispatch and the incident base of revised hours of operation.

2. Check pending resource requests and cancel outstanding requests as necessary.

3. Check the list of standing supply orders (e.g., newspapers). Coordinate with the incident base as to cut-off date, notify vendor.

4. Check the list of continuing services. Negotiate cut-off date and time of services with incident base. Contact vendors.

5. **Review supply orders, making sure documentation is complete**:

   (a) BPAs/Vendors - make copies of invoices for Buying Team files and forward original invoices to payment office.
   (b) POs - review status making sure all receiving reports are complete.
   (c) Convenience Checks - ensure one copy is retained in the Buying Team files.
   (d) Purchase Cards - make copies for Buying Team files.

   Document status of all uncompleted requests, as well as those with problems, which will remain unsolved at the time of close-out. Documentation should be done on the resource order and the resource order log.

6. **Review emergency equipment rental list**:

   (a) Request all EERA paperwork from the incident be returned through the Buying Team and consolidated into one finance package. (The Incident Agency will establish the process for submitting EERA paperwork for payment processing).

   (b) Review and release remaining equipment no longer needed, such as Buying Team copier and rental cars.
   (c) Review and complete all equipment rental folders and forward finance copies to incident agency payment office, retaining copy of all documents for records.
   (d) Settle claims, if appropriate, and make the incident agency aware of potential or unsettled claims.

7. Separate out invoices with problems and identify them for the ADO/APT Team or incident agency finance section. Arrange for incident agency personnel to handle problem orders.

8. Ensure that all accountable property has been returned (leased, bought, borrowed). Document status of any unreturned property on the resource order and the resource order log.

9. The Buying Team Leader should prepare the exit report. The leader should obtain input from the entire team, provide status of continuing procurements, and identify problem areas (e.g., transportation, personnel, etc.). Most of this information can be shown on the resource order log, which can be incorporated into the exit report. Use the report as a tool to prepare the incident agency for future incidents. Provide copy of report to administrative staff or the incident agency procurement official.

10. It is recommended the Buying Team Leader participate in the close-out meeting with incident team and incident agency.

11. When time allows, update the Administrative Unit's Incident Service and Supply Plan. Record special information needed for particular vendors. Record new sources of supply identified during incident.

12. Discuss Buying Team release arrangements with the administrative staff. Arrange transportation through Dispatch for agreed time of release.

13. Reorder supplies used by the Buying Team to ensure the incident agency is prepared in the event of another incident.

14. Turn over all records to the incident agency and brief Incident Agency personnel.

15. Conduct performance ratings.

16. Notify your home unit dispatch to let them know you have returned.

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	National Buying Team Authorization Statement
Exhibit 2	Form GSA-3222, Emergency Fire Requisition
Exhibit 3	Form ICS-214, Unit Log (NFES 1337)
Exhibit 4	Form ICS-226, Individual Performance Rating (NFES 2074)
Exhibit 5	Form OF-285 Waybill , Test Form
Exhibit 6a	Operator's Checklist (EERA)
Exhibit 6b	EERA Contractor Checklist
Exhibit 7	EERA Worksheet
Exhibit 8a	Fuel and Oil Issue, Contractor Checklist
Exhibit 8b	Fuel and Oil Issue, Government Checklist
Exhibit 9a	Incident Equipment Repair Order
Exhibit 9b	Mechanic's Work Invoice
Exhibit 9c	Equipment Work Order - Invoice
Exhibit 10	Vehicle/Heavy Equipment Safety Inspection Checklist
Exhibit 11	Land Use Agreement for Rental of Temporary Emergency Facilities
Exhibit 12a	Incident Procurement Resource Order Log
Exhibit 12b	Equipment Log
Exhibit 12c	Supply Log
Exhibit 13a	Phone Card Log
Exhibit 13b	Credit Card Log
Exhibit 14	Check Log
Exhibit 15	Purchase Order Log
Exhibit 16	Blanket Purchase Agreement (BPA) Log
Exhibit 17	Emergency Equipment Rental Agreement Log
Exhibit 18a	Meal & Lodging Log
Exhibit 18b	Lodging Log
Exhibit 18c	Meals Log
Exhibit 19a	Letter for Claims
Exhibit 19b	Determination and Findings
Exhibit 20	Request for Buying Team Information

Exhibit 1

NATIONAL BUYING TEAM
AUTHORIZATION STATEMENT FOR CY ____

AUTHORIZATION: It is agreed, that if ______________________ is assigned to the Buying Team position requested that he/she will be available to perform these duties except in cases of utmost emergency at his/her home unit.

UNIT & LOCATION:________________________
E-MAIL: ________________________
PHONE NUMBERS: (w)_____________________
(h)_____________________

Buying Team Member's Signature/Date: ____

Immediate Supervisor's Signature/Date: ____

PLEASE INDICATE THE DATE(S) THAT THE FOLLOWING TRAINING WAS COMPLETED:

____ I-200, Basic Incident Command System Basics (12 Hours)
____ S-260, Incident Command Business Management (Self-Study)
____ D-110, Dispatch Recorder (16 hours)
____ I-252, Ordering Manager (Self-study)
____ I-253, Receiving and Distribution (Self-Study)
____ B/T Guide (Self-Study) or Workshop
____ On the Job Training

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Grade & Series:	____________
Warrant Level or Simplified Acquisition Level:	$ ___________
Negotiation Authority:	$ ___________
Bankcard Single Purchase Limitation:	$ ___________
Convenience Check Limitation:	$ ___________

THIS PERMISSION STATEMENT WILL BE REQUIRED ANNUALLY. This Authorization Statement will commit the participant to the B/T for one calendar year or until December 15, whichever comes first.

Exhibit 2

EMERGENCY FIRE REQUISITION

This form is available in hard copy only

Exhibit 3

UNIT LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. UNIT NAME/ DESIGNATORS.	5. UNIT LEADER (NAME AN POSITION)	6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED

NAME	ICS POSITION	HOME BASE

8. ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENT

Exhibit 3 (Continued)

TIME	MAJOR EVENT
214 ICS 5-80	**9. PREPARED BY (NAME AND POSITION)**

INDIVIDUAL PERFORMANCE RATING	INSTRUCTIONS: The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.
1. NAME	2. INCIDENT NAME AND NUMBER START DATE OF INCIDENT
3. HOME UNIT ADDRESS	4. INCIDENT AGENCY AND ADDRESS

5. POSITION HELD ON INCIDENT	6. TRAINEE POSITION ____YES ____NO	7. INCIDENT COMPLEXITY _____I _____II ______III	8. DATE OF ASSIGNMENT FROM: TO:

9.List the main duties from the Position Checklist, on which the position will be rated. Enter X under the appropriate column indicating the individual's level of performance for each duty listed.	PERFORMANCE LEVEL				
	Did not apply on this Incident	Unacceptable EXPLAIN IN REMARKS	Need to Improve	Fully Successful	Exceeds Successful

10. REMARKS

11. THIS RATING HAS BEEN DISCUSSED WITH ME (signature of individual being rated.)	12. DATE

13. RATED BY (Signature)	14. HOME UNIT	15. POSITION HELD ON THIS INCIDENT	16. DATE

*U.S. GPO: 1990-792-640/20075 NFES 2074 ICS FORM 226 (6/89)

Date	Time	**INTERAGENCY INCIDENT WAYBILL**	Page ____of_____

Ship To	Shipped From	
Incident name	Carrier/Driver name	
Incident number	Vehicle number	Trlr number
Accounting/Mgmt Code	Pieces	Weight
Contact name/phone	ETD	ETA

HAZARDOUS MATERIALS DECLARATION

Proper Shipping Name	Hazard Class	Identification Number	Packing Group	Total Quantity

This is to certify that the above-mentioned materials are properly classififed, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the U.S. Department of Transportation

Signature of Shipper — Emergency Response Phone Number

Item #	NFES #	Quantity	U/I	Item Description	Property number

Received by (signature)	Position Title	Date/Time

OF-285 Test Form (1/98)

OF-285 Interagency Incident Waybill Instructions

The completion of this form:
1. Insures that hazardous materials shipments are listed in the required format.
2. Documents the return of supplies from an incident

The completion of this form is the responsibility "Ship From" unit. This would be the Supply Unit Leader (SPUL) at an incident; the Cache Manager (FCMG) or delegate at an incident support cache.

Ship To: Enter the unit name and physical street address. Do not use a P.O. Box.

Ship From: Enter either the name of the incident base or the address from where the load is being shipped.

Incident name: Name of the incident.

Incident number: Do not forget the state identifier.

Account/Management Code: Enter original numbers assigned, P Number and BLM charge codes.

Contact/Phone: Name and telephone number in case of questions or a problem with the shipment.

Carrier/Driver/Vehicle #. Name and number of the vehicle and driver.

Pieces: Number of cartons/boxes/packages on the delivery.

ETD: Estimated time of departure from "Ship From" location.

ETA: Estimated time of arrival to "Ship To" location.

Hazardous Materials Declaration: Complete per 49 CFR. If you are not trained in the proper handling of hazardous materials, obtain assistance from qualified individual.

Total Quantity: Total, gross or net, including unit of measurement

Hazardous material must be entered as the first item or highlighted on this form. Hazardous materials must be correctly labeled and placarded.

Emergency Response Phone Number: Obtain from local unit with incident responsibility. Must be a 24-hour, on-call response number.

Item #: Incident use to identify a specific line item.

NFES #: National Fire Equipment System assigned number

Qty: Quantity

U/I: Unit of Issue

Item description: name of the item

Property number: Entered if the item being returned has an assigned property number.

Medical waste must be transported to a licensed facility for proper disposal. Do not ship medical waste to an incident cache. Recycling of plastics, cardboard, etc., is highly recommended and is the responsibility of the incident.

INTERAGENCY INCIDENT WAYBILL			Continuation Page _____of_____(void if OF-285, page 1, is not attached)		
Item #	NFES #	Quantity	U/I	Item Description	Property Number
Received by (signature)			Position Title		Date/Time

OF-285 a Test Form (1/98)

Exhibit 6a

OPERATOR'S CHECK LIST

COMPANY NAME:__________________________________ CONTRACT (AGREEMENT) NO:__________________

FIRE INCIDENT PAYING UNIT:____

FIRE NAME:__________________________________ FIRE NO:_______________________________

BEFORE DRIVER DEPARTS PLACE OF BUSINESS:	YES	NO
1) Is COPY of the AGREEMENT attached to CHECK LIST?	( )	( )
2) Do you know your RESOURCE ORDER NUMBER?	( )	( )
3) Do you know WHERE and WHOM to REPORT TO?	( )	( )
4) Are you PREPARED for an extended STAY?	( )	( )
5) Have you RECORDED the vehicle's BEGINNING ODOMETER?	( )	( )
6) Have you RECORDED your DEPARTURE TIME from place of business?	( )	( )
7) Do you have a notebook to keep a daily log?	( )	( )
8) Do you have extra copies of check list? One needs to be left at each fire.	( )	( )

WHEN DRIVER ARRIVES AT DESTINATION (fire camp, etc.):	YES	NO
1) Have you REPORTED to the GROUND SUPPORT UNIT LEADER?	( )	( )
2) Have you submitted a copy of check list to GROUND SUPPORT Leader for Fire Camp Records?	( )	( )
3) Has GROUND SUPPORT UNIT LEADER performed a PREINSPECTION on EQUIPMENT?	( )	( )
4) Have you reported to the EQUIPMENT TIME RECORDER?	( )	( )
5) Have you received work orders from the GROUND SUPPORT UNIT LEADER?	( )	( )

WHILE AT DESTINATION HAS THE DRIVER:	YES	NO
1) Reported to Ground Support Unit Leader for DAILY WORK ORDERS?	( )	( )
2) Reported DAILY to Equipment Time Recorder? (hours/miles)	( )	( )
3) Have you received a DAILY copy of the RENTAL EQUIPMENT USE RECORD FORM from the Equipment Time Recorder?	( )	( )
4) Have you REFUELED your equipment at PROPER FUEL PUMP?	( )	( )
5) Have you given your FUEL ISSUE SHEETS to the time keeper?	( )	( )
6) Have you UPDATED your daily log	( )	( )

IF POTENTIAL CLAIM DUE TO ACCIDENT OR DAMAGE TO EQUIPMENT:	YES	NO
1) Have you NOTIFIED the GROUND SUPPORT UNIT LEADER?	( )	( )
2) Have you acquired WITNESS STATEMENTS in writing?	( )	( )
3) Have you prepared a written DESCRIPTION of ACCIDENT/DAMAGE	( )	( )
4) Have you given all BACK-UP DOCUMENTS to the GROUND SUPPORT UNIT LEADER?	( )	( )
5) Have you received COPIES of all BACK-UP DOCUMENTS?	( )	( )

WHEN READY TO RETURN TO PLACE OF BUSINESS:	YES	NO
1) Has the Ground Support Unit Leader RELEASED you?	( )	( )
2) Has Ground Support Unit Leader Given You ADDITIONAL WORK ORDERS?	( )	( )
3) Has Ground Support Unit Leader PERFORMED A POST-INSPECTION on equipment?	( )	( )
4) Does Equipment Time Recorder have all your TIME/MILES RECORDS?	( )	( )
5) Has Equipment Time Recorder ESTIMATED TIME/MILES to home base?	( )	( )
6) If POTENTIAL CLAIM is involved has all the PAPERWORK been filed?	( )	( )

EMERGENCY EQUIPMENT RENTAL AGREEMENT - CONTRACTOR CHECKLIST

Always keep available a copy of your EMERGENCY RENTAL AGREEMENT, YOUR LAST VEHICLE/HEAVY EQUIPMENT INSPECTION INSPECTION, AND THIS CHECKLIST.

When called to an Incident, questions to ask!

1. What is my Resource Order Number or my Request Number? These numbers will be used to track your equipment to the incident, during the incident, and when it is released.
2. Who is calling? - Individual's name and agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report.
4. Who to report to? Name of individual or position title.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.

Upon arrival at location of Incident.

1. Have Resource Order Number and/or Request Number available.
2. At this time you must have your Emergency Equipment Rental Agreement or a copy available. You must have this document so your equipment can be used and paid according to the agreement.
3. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have an Emergency Equipment Shift Ticket for all hours of work to receive payment. Each Emergency Equipment Shift Ticket shall have an authorized Government Official's signature.
4. Be sure to have a Heavy Equipment Inspection done at this time and keep your copy. Don't loose this. If your equipment is damaged on the incident you will need this document to verify the condition of your equipment prior to use on the incident.

During Incident.

1. Be sure an Emergency Equipment Shift Ticket is completed at the end of each operation period. A Government Officer and the Contractor or his authorized agent, must sign each shift ticket.
2. Be sure to keep your copies of each shift ticket. Do not lose these. Your payment is based upon the information recorded on these forms.
3. If you receive any government supplies (fuel, oil, equipment parts, etc.) or require government repair services obtain a receipt (OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts and/or service) and keep them, again, don't lose. This is so you may verify charges that will be deducted from your payment.

Upon release from the Incident.

1. Be sure to have release inspection performed on your equipment. This is the time to document any damage that may have occurred during the incident.
2. Emergency Equipment Shift Tickets are complete (A copy of all your time on the fire).
3. Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor or his authorized agent. THIS IS YOUR PAYMENT DOCUMENT, be sure it is correct when you leave the incident.

EMERGENCY EQUIPMENT RENTAL AGREEMENT WORKSHEET

Vendor Name____ Telephone___________________________________

Address____ City______________________ State___________________

Type of Equipment________________________ Make__________________ Model__________________

Year____________ Serial Number___________________________ Est. Acq. Cost___________________________

Operator Name_____________________________ Operator Name_______________________________

Rate: WET___________ DRY____________

CALCULATIONS: FOR EQUIPMENT WITH OPERATOR

1. 12 HRS X (BASE RATE + FRINGE BENEFITS) 12 X ______ = ______

2. 4 1/2 HRS X (BASE RATE W/O FRINGE BENEFITS) 4 X ______ = ______

3. (35% +) X BASE RATE X 12 HRS ______ X ______X 12 = ______

4. ADD TOGETHER TOTAL FOR LINES 1.2.&3. ______

5. DIVIDE TOTAL OF LINE 4 BY 12 HRS ______/ 12 = ______

THIS GIVES YOU THE HOURLY RATE FOR THE OPERATOR FOR THE EQUIPMENT THAT YOU ARE NEGOTIATING. CONTRACTOR IS NOT REQUIRED TO PAY EMPLOYEE 1 1/2 TIMES THE FRINGE BENEFITS BUT DOES PAY FRINGE ON ALL HOURS WORKED. THE 35% OVERHEAD IS NEGOTIABLE (DEPENDS ON RATE CONTRACTOR HAS TO PAY FOR INSURANCES, ETC.)

6. EQUIPMENT RATE_______________ + OPERATOR RATE______________ = _______________________

7. GUARANTEE - 1 OPERATOR (established by Region) ___________________
2 OPERATOR (established by Region) ___________________

Type of Equipment_________________________ Make_____________________ Model________________

Year_________ Serial Number_____________________ Est. Acq. Cost_______________________________

Operator Name_____________________________ Operator Name_____________________________

Rate: WET___________ DRY____________

1. 12 HRS X (BASE RATE + FRINGE BENEFITS) 12 X ______ = ______

2. 4 1/2 HRS X (BASE RATE W/O FRINGE BENEFITS) 4 X ______ = ______

3. (35% +) X BASE RATE X 12 HRS ______ X _____ X 12 = ______

4. ADD TOGETHER TOTAL FOR LINES 1. 2. & 3. ______

5. DIVIDE TOTAL OF LINE 4. BY 12 HRS ______/ 12 = ______

6. EQUIPMENT RATE_____________________ + OPERATOR RATE _______________ = ______________

7. GUARANTEE - 1 OPERATOR (Established by Region) _______________________
2 OPERATOR (Established by Region) _______________________

Exhibit 8a

FUEL AND OIL ISSUE - CONTRACTOR CHECKLIST

EMERGENCY EQUIPMENT FUEL AND OIL ISSUE	See cover for instructions:				
INCIDENT OR PROJECT NAME 1.	OWNER OF EQUIPMENT: [ ] Contractor [ ] Government Name 2.				
AGREEMENT NUMBER 3.	TYPE OF EQUIPMENT 4.	LICENSE OR ID. NUMBER 5.			
COMMODITY (Circle appropriate items)	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
REGULAR GAS, UNLEADED GAS, DIESEL	7.	8.	9.	10.	
OIL OTHER (specify) 6.	7.	8.	9.	10.	
DATE AND TIME ISSUED 11.	REMARKS 12.	TOTAL 13.			
ISSUING AGENTS SIGNATURE 14.	PRINT NAME AND TITLE 15.				
RECEIVING AGENT'S SIGNATURE 16.	PRINT NAME AND TITLE 17.				
POSTED TO EQUIPMENT INVOICE (Finance use only):	Initials 18.	Date 19.			

INSTRUCTIONS:

1. Self-explanatory.
2. If Forest Service, BLM, BIA, IDL, MSL, etc. just include the agency acronym. If it is a contractor include the Contractor's Business Name.
3. If it is a Contractor they will have an agreement number (see Block 2 of their OF-249).
4. Be specific (i.e., 1992 Ford 1500 gallon Water Tender; 1990 Ford F-150 4x4).
5. License Number is OK and preferable because it is easier to track (A223987 is obviously a Government plate).
6. Circle the appropriate commodity.
7. Include exact number (5.1, 10.0, 1.0, etc.).
8. Include the unit (gallon, quart, pint, etc.).
9. This is the unit price agreed upon when the Fuel Contractor is ordered or the amount agreed to when the agreement was initiated.
10. Amount of Number 7 X Number 9 (top line for the fuel issues, oil & other issues bottom line).
11. Self-explanatory (the majority of those coming in have only date, time is helpful and should be included).
12. Include any information that may be helpful (i.e., saw gas, generator gas).
13. Total the column above (quantity X unit price)
14. Issuing agent...Contractor or contractor's employee.
15. Printed name and title of Number 14.
16. Receiving Agent...the person receiving the fuel.
17. Printed name and title of Number 16.
18. Finance unit will take care of this block.
19. Finance unit will take care of this block.

DISTRIBUTION:

FINANCE ATTACH TO ISSUING AGENT'S OF-286 (1st Pink copy). This copy will go with the Fuel Contractor's OF-286 (and Addition on Block 27 of the OF-286).

FINANCE ATTACH TO RECEIVING AGENT'S OF-286 (2nd Pink copy). This copy will go with the Contractor's OF-286 who receives the fuel (a Deduction on Block 26 of the OF-286).

EQUIPMENT TIME RECORDER (Blue copy). This is the Equipment Time Recorder's copy and will be distributed either in the Fire File or as a duplicate when necessary.

ISSUING AGENT (Goldenrod copy). This is the Fuel Contractor's copy to be kept by them at the time of fuel/oil issued.

RECEIVING AGENT'S COPY (Green copy). This is given to the contractor who is issued the fuel at the time it is issued.

ORDERING OFFICE FILE COPY (white copy). This copy is to remain in the book and the book is turned over to the Finance Unit (Equipment Time Recorder or Procurement Unit Leader) at the time of demobilization.

At the end of each day, the Contractor should have the following copies retained in the book, for each fuel and/or oil issue: 2 pink, 1 blue, and 1 white. The 2 pink and 1 blue will be given to the Finance Unit. The Finance Unit may request the white copy as well. All other copies should have been previously distributed.

FUEL AND OIL ISSUE - GOVERNMENT CHECKLIST

Upon Fuel Contractor's arrival at location of Incident.

Fuel Contractor and Government briefing, to include:

1) **Establish the quantities and types of fuel you have** (i.e., 500 gallons of unleaded, 400 gallons of diesel, 300 gallons of regular, 3 cases of 10W-30 oil, 3 cases of 30W oil, 5 gallons of antifreeze, 1 case of automatic transmission fluid, etc.). This will give you an idea of where you stand supply-wise and where you may need to resupply

2) **Coordinate with Ground Support on where the fueling site will be.** A location somewhere near the Ground Support Staging (or Parking) area will probably meet the incident needs the best.

3) **Establish a timely schedule for receipt of OF-304s.** It is very important to receive the OF-304s at least daily. This may be unrealistic during the first couple of days but should be occurring as soon as possible after that.

4) **Establish fuel prices.** Fuel prices should have been established before the Fuel Contractor arrives at the incident. If not, establish prices for those commodities being provided.

During Incident.

It is very important to have a method in place for fuel and oil issue administration. This is my recommendation and what I have found to be effective (obtaining a copy of the Contractor's Fuel/Oil Checklist would be helpful for a cross-reference).

Once OF-304s are coming in on a daily basis, distribute them as follows:

1. Put the Issuing Agent copy (1st pink) in a separate envelope or box marked appropriately (i.e., "Bud's Fuel Services" or "Pat's Oil") and keep with the Fuel Contractor's OF-305 envelope.
2. Put the Receiving Agent copy (2nd pink) in their appropriate OF-305 envelopes.

NOTE: If the Government is providing operating supplies (See Block 6 of the OF-294) then the pink copy should be put in with an envelope or box marked "Government Fuel and Oil Issues." All Government (federal, state, and local) should be put in this box and retained with the Fire File.

3. The Equipment Time Recorder copy (blue) will be used for the Fire File or as a duplicate copy when necessary.

4. The Ordering Office copy (white) will be retained in the book unless it is requested by the Finance Unit (this may occur if the copy is needed as a duplicate).

Upon release from the Incident.

1. Fuel and Oil Issues will be reconciled with contractor(s) providing their own operating supplies as a deduction (Block 26) on the OF-286 (Do not rely on Receiving Agent copies to assist you in this reconciliation).

2. Fuel and Oil Issues will be reconciled with the fuel contractor as an addition (Block 27) on the OF-286 (Coordinate with the Fuel Contractor with their issuing Agent copies on this reconciliation).

INCIDENT EQUIPMENT REPAIR ORDER

1. Contractor's Name:	2. Date:

2. Incident Name:	4. Incident Number:	5. "E" Number:

6. Equipment Description (include year, make, model, serial number):

7. Speedometer Reading:	8. Description of Work Performed:

9. Labor:

Inclusive hours work was performed: ______________________________

Total Labor hours: _________________ X ____________________ = $ ___________________

Hourly Rate Total Labor

10. Parts & Accessories:

Parts Used	Quantity	Unit Price	Total
______________________	________	_________	$_____________
______________________	________	_________	$_____________
______________________	________	_________	$_____________
______________________	________	_________	$_____________
______________________	________	_________	$_____________

TOTAL PARTS: $_____________

TOTAL LABOR (FROM BLOCK 9): $_____________

TOTAL OF EQUIPMENT REPAIR ORDER: $_____________

11. Signatures (must be legible):

________________________________ ________________________________

Contractor's Signature Mechanic's Signature

____

Date

Original - Finance Yellow - Contractor

Exhibit 9B

MECHANIC WORK INVOICE

Incident Name________________________________ Incident Number___________________________________

OWNERSHIP: Government [ ] Private [ ] Owner's Name ______________________________

EQUIPMENT: General Description____

E-Number ____________________________ License Number __________________________

DESCRIPTION OF WORK

Hours Worked _________ Cost of Parts________

MECHANIC REMARKS

Probable Cause: Normal Wear _____ Incident Damage ______

Cause or Circumstance:

_____________________________ Contractor Signature

_____________________________ Mechanic Signature

____________________ Date

Original to Finance Copy to Contractor

INSTRUCTIONS

1. This form is to be completed by the mechanic providing the service, with the original being turned into the Procurement Section in finance and a copy to the Contractor. Any invoices for purchases supplies/parts are to be attached.

2. Incident name and number, self-explanatory.

3. Ownership: Check the appropriate box; if privately owned, include the owner's name.

4. Equipment: Provide a description of the equipment being repaired, such as: " blue 1985 Ford 3/4 Ton 4X4" or "Stihl 056 chainsaw."

   (a.) Be sure to include the E-number for private equipment; otherwise, we may be working on every vehicle in the county. This number is also very useful in identifying the owner/contractor to determine financial responsibility.

   (b.) Also include the vehicle license number (preferred) or other identification numbers.

5. Description of Work: This box is used to describe the service provided and should include a list of parts installed. For example, "drove to site of stalled tender, installed rebuilt alternator (provided by owner), new V-belt. Replaced battery and hold-down. Also replaced a bulging radiator hose and 2 gallons antifreeze.

   (a.) Be sure to include any travel time required to obtain parts or getting to and from the work site.

   (b.) Include the cost of all parts and supplies that are provided by the Government. DO NOT include cost for items supplied by the Contractor.

6. Mechanic Remarks: Check the appropriate cause, whether in your opinion the damage/breakdown was "normal wear" or damage related to conditions on the incident.

   Provide a brief statement of the apparent cause, if any. For example, "Tender was regularly crossing kelly bumps, battery hold-down broke and battery landed upside-down on alternator. Apparently burned out the diodes. "Radiator hose was just old."

7. Obtain signature of the owner or operator and mechanic signs and dates as well.

USDA FOREST SERVICE - EQUIPMENT WORK ORDER - INVOICE
(Reference: FSM 7130, FSH 7109, 19)

DATE________________ INVOICE NO.________________________

AGENCY______________ UNIT____________ EQUIP________________________

CLASS________________ MAKE_____________ METER______________________

YEAR____________ INCIDENT NAME____________________________________

RESOURCE ORDER NO. ____

RENTAL AGREEMENT NO. ____

PARTS ISSUED

QTY.	DESCRIPTION	UNIT COST	COST

TOTAL PARTS COST: $

OPERATIONS

TOTAL OPERATIONS COSTS: $

TIRES

TOTAL TIRE COST: $

CREDIT DOLLAR AMOUNTS

SERVICE TYPE	JOB. CODE	COST
LABOR		
TRAVEL		
PARTS		
OPERATIONS		
TIRES		
COMMERCIAL		
COMMERCIAL		

TOTAL COSTS: $

CHARGE:

MGT. CODE:	$
MGT. CODE:	$

REGION: UNIT:

OWNERSHIP TYPE:

PROPERTY TYPE:

TYPE OF SERVICE/REPAIR

( ) INITIAL ( ) ACCIDENT
( ) REGULAR ( ) UNUSUAL
( ) INSPECT ( ) MOD.
( ) INCIDENT ( )

REMARKS:

DATE	MECHANIC	L	T	O	REPAIR CODE	DESCRIPTION OF WORK
TOTAL HOURS					LABOR RATE $	OVERTIME RATE $

L $	X	= $	(TOTAL LABOR)
T $	X	= $	(TOTAL TRAVEL)
O $	X	= $	(TOTAL O.T.)

TOTAL LABOR COST = $

TRAVEL COSTS

FS #	MILES	RATE	MILEAGE COST

PER DIEM + MILEAGE COST = TOTAL TRAVEL COST

AUTHORIZED BY SIGNATURE: DATE:
PRINT NAME: TITLE:

APPROVED BY: COMPLETED DATE:

B&F USE BLOCK: Posted by: Audited by:

Distribution: White - Forest F&A, Pink - Customer, Yellow - Incident Finance, Hard Copy - Vehicle File

R5-7100-127 (6/92)

Exhibit 9c (Continued)

SYSTEM CODE			DESCRIPTION	SYSTEM CODE			DESCRIPTION
GROUP	00	THRU 09	CAB, AIR CONDITIONING, GAUGES	GROUP	40	THRU 49	ENGINE
[ ]	00			[ ]	40		TUNE UP
[ ]	01		AIR CONDITIONING	[ ]	41		
[ ]	02			[ ]	42		RADIATOR
[ ]	03			[ ]	43		MUFFLER
[ ]	04		HEATER	[ ]	44		FUEL PUMP
[ ]	05		CAB AND SHEET METAL	[ ]	45		ENGINE
[ ]	06		SEATS	[ ]	46		WATER PUMP
[ ]	07		AERODYNAMIC DEVICES	[ ]	47		FAN OR HUB
[ ]	08		GAUGES	[ ]	48		SMOG PUMP
[ ]	09		AM/FM RADIO	[ ]	49		DRIVE BELTS
GROUP	10	THRU 19	AXLE AREA	GROUP	50	THRU 59	PERIODIC MAINTENANCE SERVICE
[ ]	10		DRUM , ROTOR	[ ]	50		
[ ]	11		FRONT AXLE	[ ]	51		A-PM
[ ]	12		STEERING	[ ]	52		B-PM
[ ]	13		BRAKE: SHOES, PADS, BUSHINGS, ETC	[ ]	53		C-PM
[ ]	14		FRAME	[ ]	54		SMOG TEST, HC___ CO___NOX___
[ ]	15		SEALS	[ ]	55		AIR FILTER
[ ]	16		SPRINGS	[ ]	56		OIL FILTER
[ ]	17		TIRES	[ ]	57		FUEL FILTER
[ ]	18		WHEELS, RIMS, HUBS, BEARINGS	[ ]	58		
[ ]	19		AUTO LUBRICATION	[ ]	59		
GROUP	20	THRU 29	DRIVE TRAIN	GROUP	60	THRU 69	FIRE ENGINES
[ ]	20			[ ]	60		ENGINES, OIL FILTER
[ ]	21		REAR DIFFERENTIALS	[ ]	61		CARBURETOR
[ ]	22		REAR SHAFTS	[ ]	62		STARTER
[ ]	23		CLUTCH	[ ]	63		ING. COIL & SPARK PLUGS
[ ]	24		DRIVE SHAFTS/U-JOINTS	[ ]	64		PUMP UNIT, PRESSURE TEST
[ ]	25		PTO	[ ]	65		PTO ASSEMBLY
[ ]	26		TRANSMISSION	[ ]	66		IMPELLERS AND SEALS
[ ]	27		TRANS AUXILIARY	[ ]	67		RED LIGHTS, SIREN
[ ]	28		FRONT DIFFERENTIALS	[ ]	68		TANK AND COMPARTMENTS
[ ]	29		TRANSFER CASE	[ ]	69		VALVES, VALVE KIT
GROUP	30	THRU 39	ELECTRICAL	GROUP	70	THRU 79	BODIES AND VESSELS
[ ]	30		COMPUTERS	[ ]	70		
[ ]	31		ALTERNATOR	[ ]	71		SERVICE BODIES OF ALL TYPES
[ ]	32		STARTER	[ ]	72		TRAILERS
[ ]	33		REGULATOR	[ ]	73		
[ ]	34		LIGHTS	[ ]	74		VALVES ON TANKS
[ ]	35		BATTERY	[ ]	75		HOSE ON TANKS
[ ]	36		WIRE LOOM	[ ]	76		
[ ]	37			[ ]	77		
[ ]	38			[ ]	78		
[ ]	39			[ ]	79		

WORK CODES: R-Replaced, X-Repaired, A-Adjusted, /-OK, S-Serviced, L-Lubricated

HEAVY EQUIPMENT SAFETY INSPECTION CHECKLIST

This form is available in hard copy only

Exhibit 10 (Continued)

HEAVY EQUIPMENT SAFETY INSPECTION CHECKLIST

This form is available in hard copy only

Exhibit 10 (Continued)

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Exhibit 10

HEAVY EQUIPMENT SAFETY INSPECTION CHECKLIST

This form is available in hard copy only

LAND USE AGREEMENT FOR RENTAL OF TEMPORARY, EMERGENCY FACILITIES

DEPARTMENT/AGENCY:____

INCIDENT NAME:____________________**INCIDENT REQUEST NUMBER**:______________

INCIDENT ORDER NUMBER:____________**AGREEMENT NUMBER**:_________________

The owner of the property described herein, or the duly appointed representative of the owner, agree to furnish the facilities to the____________________________ for use as:_______________________
____

This Agreement shall remain in effect during the period from date of signature by the parties until____________________________ .

DESCRIPTION OF FACILITIES:

____
____
____
____
____
____

RATE: For each day, or portion thereof, that the facilities are used, the Government will pay the sum of $________. Said sum shall include all utility charges for which the owner would be liable. Payment will be due 30 calendar days after the termination of the emergency. Payment received later than that date are subject to interest charges under the Prompt Payment Act (31 USC1801).

ORAL STATEMENTS: Oral statements or commitments supplementary to, or contrary to, any provision of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

ALTERATIONS: The Government may make alterations, attach fixtures or signs, and/or erect temporary structures in or upon the facilities, all of which shall be the property of the Government.

CONDITION REPORTS: A joint pre- and post-use physical survey and inspection report of the facilities shall be made and signed by the parties; the purpose of the inspection shall be to reflect the site conditions existing at those times.

LOSS, DAMAGE, OR DESTRUCTION: The Government will assume liability for the loss, damage, or destruction of facilities furnished under this Agreement, provided that no reimbursement will be made for loss, damage, or destruction when due to (1) ordinary wear and tear, or (2) the fault or negligence of the owner or the owner's agent(s). The Government shall restore the owner's facilities to the condition as it was in prior to Government occupancy; restoration shall be performed to the extent reasonably practical. Claims for reasonable cost incurred by the owner in restoring facilities to their prior conditions shall be submitted to the Contracting Officer.

TERMS AND CONDITIONS: This Agreement is subject to the Prompt Payment Act (31 USC 1801) and to Office of Management and Budget Circular A-125. The following Terms and Conditions are incorporated by reference to 41 CFR:

(a.) (FAR 52.233-1) Contract Disputes Act of 1978 (41 USC 601-613)
(b.) (FAR 52.222-3) Convict Labor
(c.) (FAR 52.243-1) Changes
(d.) (FAR 52.249-8) Default
(e.) (FAR 52.249-4) Termination for the Convenience of the Government

If the amount exceeds $100,000 the following additional clauses are incorporated by reference:

(FAR 52.203-5) Covenant Against Contingent Fees
(FAR 52.215-2) Audit and Records - Negotiation

Rentor (Owner or Owner's Agent)	**Department/Agency**
By:______________________	By:______________________
Title:______________________	Title:______________________
Date:______________________	Date:______________________
Name:______________________	Name:______________________
Street Address:______________________	Street Address:______________________
Telephone (Day/Night)____________	Telephone (Day/Night)____________

Exhibit 11 (Continued)

LAND USE AGREEMENT FOR RENTAL OF TEMPORARY, EMERGENCY FACILITIES INSPECTION REPORT

PRE-USE INSPECTION

____
____
____
____
____
____

RENTOR (Owner or Owner's Agent):		**Department/Agency:**	
Signature:	____________________	Signature:	____________________
Title:	____________________	Title:	____________________
Date:	____________________	Date:	____________________

POST-USE INSPECTION

____
____
____
____
____
____

RENTOR (Owner or Owner's Agent):		**Department/Agency:**	
Signature:	____________________	Signature:	____________________
Title:	____________________	Title:	____________________
Date:	____________________	Date:	____________________

Exhibit 12a

INCIDENT PROCUREMENT RESOURCE ORDER LOG

______________________________ Incident Name

______________________________ Incident Location

RESOURCE ORDER NUMBER	ITEM	VENDOR	PROCUREMENT METHOD/NUMBER						WAYBILL ?	APPROXIMATE COST	AD 107 ?	Service To Be Terminated And/Or Item Returned Y/N and DATE	REMARKS If Item needs to be returned, list location. List whether property has been purchased or ented.
			IMPREST	BANKCARD	TPD	AD 838	BPA	EERA					

Exhibit 12b

EQUIPMENT LOG

INCIDENT NAME________________________________

INCIDENT NUMBER______________________________

E-NO	EQUIPMENT TYPE	VENDOR NAME	EQUIPMENT DRIVER	LICENSE NO. OR SN/VIN	DATE/TIME RELEASED	PAID INFO
E-						
E-						
E-						
E-						
E-						
E-						
E-						
E-						
E-						
E-						
E-						
E-						
E-						
E-						

Exhibit 12c

SUPPLY LOG

INCIDENT NAME___________________________________

INCIDENT NUMBER_________________________________

S-NO	GENERAL DESCRIPTION	ASSIGNED TO	VENDOR NAME	PAID INFO	AMOUNT	DSP TOLD
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						
S-						

Exhibit 13a

PHONE CARD LOG

RECORD OF TELEPHONE CREDIT CARD ORDERS			PERIOD ENDING (DATE)				PAGE OF PAGES	
NAME OF CARDHOLDER AS IT APPEARS ON CARD								
DATE ORDERED	NAME & ADDRESS OF SUPPLIER	SF-281	DESCRIPTION OF SUPPLIES	QTY.	ISS	UNIT PRICE	TOTAL PRICE	DELIVERED ON
REMARKS:								
SIGNATURE OF CARDHOLDER & DATE								

Exhibit 13b

CREDIT CARD LOG

RECORD OF CREDIT CARD ORDERS	FOR PERIOD ENDING:	PAGE OF PAGES

INSTRUCTIONS: This form is to document all orders to be paid using the Government-wide Commercial Credit Card. This form is to be submitted with your monthly billing statement	CARDHOLDER NAME:

DATE ORDERED	RESOURCE REQUEST NUMBER	FIRE NAME (if apply)	VENDOR'S NAME & TAX ID #	DESCRIPTION OF ITEMS	BUDGET OBJECT CODE	JOB CODE	COST	DATE REC'D

REMARKS:

SIGNATURE OF CARDHOLDER	DATE

Exhibit 14

CHECK LOG

RECORD OF CONVENIENCE CHECK ORDERS	FOR PERIOD ENDING:	PAGE OF PAGES

INSTRUCTIONS: This form is to document all orders to be paid using the Government-wide Commercial Credit Card. This form is to be submitted with your monthly billing statement	CARDHOLDER NAME:

DATE ORDERED	RESOURCE REQUEST NUMBER	FIRE NAME (if apply)	VENDOR'S NAME & TAX ID #	DESCRIPTION OF ITEMS	BUDGET OBJECT CODE	JOB CODE	COST	DATE REC'D

REMARKS:

SIGNATURE	DATE

Page ______

PURCHASE ORDER LOG

P.O. Number	Vendor	Date	Incident	Resource Order Number

Exhibit 16

BLANKET PURCHASE AGREEMENT
LOG SHEET

BPA #: ______________________________

FIRE NAME:____________________________

VENDOR NAME: _______________________

FIRE NUMBER __________________________

DATE	WAYBILL NO.	RESOURCE ORDER #s	COST	INITIALS	REMARKS

Exhibit 17

EMERGENCY EQUIPMENT RENTAL AGREEMENT LOG

AGREEMENT NUMBER	DATE/TIME VENDOR	ORDERED	EQUIPMENT INCIDENT NAME	# OPERATORS TYPE	ORDERED	ETA	RESOURCE ORDER NUMBER

Exhibit 18a

MEAL & LODGING LOG SHEET

VENDOR ___________________________________ INCIDENT________________________________

ADDRESS ___________________________________ RESOURCE ORDER NO. __________________

__________________________________ DATE ___________________________________

EMPLOYEE NAME/ID NUMBER	HOME UNIT	CREW NAME	TYPE MEAL*	LODGING

* B = BREAKFAST L = LUNCH D = DINNER SL = SACK LUNCH

U.S. GOVERNMENT IS TAX EXEMPT

Exhibit 18b

LODGING LOG SHEET

BPA___________________________________ **INCIDENT NAME:** ____________________________

VENDOR NAME: ____________________________ **INCIDENT NUMBER:** _________________________

DATE	TICKET NUMBER	RESOURCE ORDER	NAME OF EMPLOYEE OR CREW	# OF NIGHTS	COST	PLACED BY:	REMARKS

Exhibit 18c

MEALS LOG SHEET

BPA____ INCIDENT NAME: ___________________________

VENDOR NAME: ______________________________ INCIDENT NUMBER: _______________________

DATE	TICKET NUMBER	RESOURCE ORDER	NAME OF EMPLOYEE OR CREW	# OF PEOPLE	COST	PLACED BY:	REMARKS

Exhibit 19a

Letter Head

File Code: Date:

Subject: Claims

This guide is to assist you in your decision to file a claim for damages incurred while your equipment was being used on the ________________________________ Incident. You should review the situation which led up to the damages as it might relate to the Loss, Damage, or Destruction Clause.

If the damage did not occur due to ordinary wear and tear, or negligence of the Contractor or Contractor's agent you may decide to file a claim for the damage. The following is an outline to help you organize any claim filed so that it may be processed as quickly as possible.

1. A claim is a written demand for a sum certain, adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. See FAR Clause 52.233-1 Disputes.

2. State your agreement number. In this case your number is: _____________________________.

3. Describe the damage in detail.

4. Provide a detailed description of the events which led up to, and caused the damage.

5. Provide name, address, and phone numbers of all witnesses, and witness statements.

6. Give an estimate or the actual cost of repair for the damage.

7. State the reason(s) you feel the Government should make reimbursement for the damage.

8. Provide any other information you have that will support your claim, or will assist us in determining liability for your claim.

9. Submit your claim to the following address:

Contracting Officer

Exhibit 19b

DETERMINATION & FINDING

CONTRACTOR: ________________________________

AGREEMENT NO: ______________________________

The following equipment was used during the _________________________________ Incident on the ________________________ Unit: (equipment make, model, and year)______________________________

____

____

The equipment was hired by ________________________________ on ______________________________ to perform the following duty(s):____

____.

The Contractor claims that damage occurred as follows (summarize the event that caused the damage):

____

____

____

____

Resulting in the following damage (describe the equipment damage):

____

____

____

____

The claim amount requested is: $ ____________________________________

Contracting Officer's Finding:____

____

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Continue on attachment if necessary.

DETERMINATION

1. In accordance with OF-249, General Provisions, Clause No., 10 Loss, Damage, or Destruction; and/or

____

____

2. I hereby determine that____

____

____

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____

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____

3. A payment of $ ______________________________ is offered as payment in full for the damage claimed.

____ ______________________

Contracting Officer Signature **Date**

RELEASE

Contract release for and in consideration of receipt of payment in the amount shown in Item 3 or the Determination. Contractor hereby releases the Government from any and all claims arising under this agreement.

____ ______________________

Contractor Signature **Date**

REQUEST FOR BUYING TEAM INFORMATION

We would like your help in getting this Information for the arrival of the Buying Team.

Who is going to be the agency representative? ____________________________________
Who will be our local purchasing contact? ____________________________________
Where and when will the briefing take place? ____________________________________

Where does the Agency plan on having the Buying Team work?

- ¤ Will need workspace for 6 or more people
- ¤ Will need 4-6 phones with separate lines
- ¤ Is there someplace close to public access?
- ¤ Are there local runners available for Buying Team?

Do you have copies of these items available to the Buying Team?

- ¤ Telephone books of local area
- ¤ Agency Incident Service and Supply Plan
- ¤ Copies or List or Local BPA's
- ¤ GSA Catalogues

Please alert the Purchasing section that we will need upon arrival:

- ¤ Block of numbers for BPA's
- ¤ Block of numbers for PO's
- ¤ Block of numbers for Emergency Equipment Rental Agreements
- ¤ How do you handle meal tickets?
- ¤ How do you want to handle lodging? Per Diem or Agency pay?
- ¤ Any special Agency policies for purchasing?
- ¤ Do you want others besides the Buying Team making purchase?
- ¤ What is the paying Agency's address and telephone number:
- ¤ What is Agency's tax exempt number? Certificate if available.
- ¤ Is someone identified as a vehicle inspector for the Buying Team?

Please ask Dispatch for:

- ¤ Complete copy of Resource Orders for supplies and equipment