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NWCG Incident Position Standards for Procurement Unit Leader

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The *NWCG Incident Position Standards for Procurement Unit Leader* establishes national interagency standards for operating as a Procurement Unit Leader (PROC) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Procurement Unit Leader Position Page, <https://www.nwcg.gov/positions/procurement-unit-leader>, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of a Procurement Unit Leader.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

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General References

- *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277, <https://www.nwcg.gov/publications/pms277>
- *NWCG Position Task Book for Incident Contract Project Inspector (ICPI)*, PMS 311-49, <https://www.nwcg.gov/publications/position-taskbooks/pms311-49>
- *NWCG Position Task Book for Equipment Time Recorder (EQTR)*, PMS 311-51, <https://www.nwcg.gov/publications/position-taskbooks/pms311-51>
- *NWCG Position Task Book for Procurement Unit Leader (PROC)*, PMS 311-125, <https://www.nwcg.gov/publications/position-taskbooks/pms311-125>
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/pms461>
- *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600, <https://www.nwcg.gov/publications/pms600>
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, <https://www.nwcg.gov/publications/pms902>
- *NWCG Single Resource Casual Hire Information*, PMS 934, <https://www.nwcg.gov/publications/pms934>
- Incident Command System (ICS) Forms, <https://www.nwcg.gov/ics-forms>
 - Medical Plan (ICS 206)
 - General Message (ICS 213)
 - Activity Log (ICS 214)
 - Demobilization Check-Out (ICS 221)
 - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, <https://www.nwcg.gov/publications/pms902>
 - Crew Time Report (CTR), SF 261
 - Emergency Equipment Use Invoice, OF 286
 - Incident Time Report, OF 288
 - Vehicle/Heavy Equipment Pre-Use Inspection Checklist, OF 296
 - Emergency Equipment Shift Ticket, OF 297
 - Emergency Equipment Fuel and Oil Issue, OF 304
 - Emergency Equipment Rental-Use Envelope, OF 305
- Job Aids, <https://www.nwcg.gov/training/job-aids>
 - *PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261, J-001*
 - *PSM-002, How to Correctly Fill Out the Emergency Equipment Use Invoice, OF 286, J-002*
 - *PSM-003, How to Correctly Fill Out the Incident Time Report, OF 288, J-003*
 - *PSM-004, How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297, J-004*
 - *PSM-005, How to Calculate Equipment Breakdown Rates, J-005*
 - *Packing List for Wildland Fire Support Staff, J-102*
- Administratively Determined (AD) Pay Plans for Emergency Workers (United States Forest Service [USFS] and U.S. Department of the Interior [DOI]), <https://www.nwcg.gov/committee/incident-business-committee>
- e-ISuite, <https://www.wildfire.gov/application/eisuite>
- e-ISuite Quick Reference Cards, <https://www.wildfire.gov/page/eisuite-quick-reference-cards>

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- FireNet, <https://www.firenet.gov/>
 - Forest Service Incident Payment Guide, <https://www.fs.usda.gov/managing-land/fire/ibp/payments>
 - Guidance for Incident Finance Electronic File Management, <https://www.nwcg.gov/committee/incident-business-committee/correspondence>
 - InciWeb, <https://inciweb.nwcg.gov/>
 - *Interagency Procurement Unit Field Guide*, <https://www.nwcg.gov/committee/incident-business-committee>
 - Interagency Resource Ordering Capability (IROC), <https://www.wildfire.gov/application/iroc>
 - NWCG Position Task Book (PTB) website, <https://www.nwcg.gov/training/nwcg-position-task-books>
 - Risk Management Assistance (RMA) Dashboard, <https://experience.arcgis.com/experience/f9d7f7f920494c3db43a23a8dffe4664>
 - SIT-209, <https://www.wildfire.gov/application/sit209>
 - USFS Incident Business Practices Personnel, <https://www.fs.usda.gov/managing-land/fire/ibp/personnel>
 - USFS Incident Procurement, <https://www.fs.usda.gov/business/incident/>
 - U.S. General Services Administration (GSA) Travel Resources, <https://www.gsa.gov/travel>
 - Wildland Fire Application Portal — FAMAuth, <https://famauth.wildfire.gov/>
 - WildWeb, <http://www.wildcad.net/WildCADWeb.asp>

Agency-Specific References

- ***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*, <https://www.nifc.gov/standards/guides/red-book>
- ***National Interagency Standards for Resource Mobilization*, <https://www.nifc.gov/nicc/logistics/reference-documents>

*Leadership Level 3, Leader of People (Develop Intent)

Leaders of people have increasing challenges. They accept responsibility, not only for their own actions, but for those of their team. Leaders of people act to develop credibility as leaders: placing the team ahead of themselves, demonstrating trustworthiness, mastering essential technical skills, and instilling the values of the organization in their teams. For additional information, review the Level 3 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities <https://www.nwcg.gov/committee/leadership-committee/leadership-levels>.

Description

- Lead a large group or unit of people.
- Quickly assemble and lead a cohesive team to accomplish mission objectives.
- Provide an inclusive environment that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolutions of conflict.
- Continue to build personal leadership skills, and lead by example.

Behaviors

- Demonstrates expertise in job skills to provide guidance and training to team members.
- Develops credibility and reputation to increase one's personal sphere of influence.
- Uses experience and training to develop novel solutions to tactical problems.
- Directly mentors new leaders to develop counseling skills and ensure the organization has a leadership pipeline.
- Demonstrates an appropriate response and aftercare of a traumatic event involving a team member.
- Utilizes a risk-refusal process to ensure team safety while considering options for mission accomplishment.
- Conducts an effective briefing to ensure mission accomplishment and unity of action.
- Practices effective debriefing facilitation techniques to improve team performance and increase team cohesion.
- Demonstrates direct statements, active listening, and message confirmation, and allows effective feedback.
- Effectively demonstrates the five communication responsibilities and adapts to the unique needs of people and situations.
- Demonstrates risk management and recognition-primed decision making.
- Demonstrates the appropriate leadership styles to accomplish the mission and build the team.
- Identifies and manages acute and chronic fatigue to improve health and performance.
- Exercises appropriate sources of influence to ensure mission accomplishment and maintain team cohesion.
- Applies an appropriate leadership style (directing, delegating, or participatory) for a given team and situation to develop team members and increase team cohesion.

Knowledge

- Describe how core values, principles, and traits guide tactical and ethical decisions.
- Understand a leader's role in influencing decisions up and down the chain of command and knowing when to lead up.

- Understand application of various leadership styles to ensure high team performance and cohesion.
- Describe the traits and principles which guide a leader's role to ensure team performance and a positive work environment when responding to harassment, substance abuse, conflict resolution, and hazing.
- Identify the consequences and understand the positive use of position power and authority.
- Describe human stress reactions to understand the impact of stress on team performance and individual decision making.
- Define the leader's role in each phase of teambuilding to enhance cohesion, effectiveness, and trust.
- Establish or validate crew standards (standard operating procedures [SOP] or standard operation guide [SOG]) to ensure a common operating picture.
- Ensure a positive and healthy work environment, and promote team cohesion by dealing with conflict, harassment, and substance abuse.
- Understand various techniques for counseling and mentoring subordinates to ensure trust and open communication within the team.
- Define techniques for rapid teambuilding.
- Define characteristics of high-performing teams.
- Understand how to use the situation awareness cycle and how to evaluate whether a leader's perception matches the reality of the situation.
- Recognize and exercise the ability to control operational tempo.
- Analyze barriers to communication to establish and maintain open lines of communication.
- Develop and communicate leader's intent.
- Understand the error chain (i.e., Swiss Cheese Model) to promote a safety-conscious team.
- Understand how to integrate contingency planning into operations and anticipate upstream or systematic errors.
- Evaluate and update one's leadership individual development plan using peer feedback and self-assessment.
- Explain how building a positive command climate relates to team cohesion.
- Understand the importance of command and control.

Prepare and Mobilize

Ensure individual readiness.

When to start task: Prior to assignment.

Resources to complete task: *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; documents to build finance kit; USFS Incident Procurement website; Wildland Fire Application Portal; *Interagency Procurement Unit Field Guide*; *Packing List for Wildland Fire Support Staff*, J-102; *******Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Prepare for a 14-day assignment (virtual or on-site).
 - For on-site assignments, prepare to be absent from home and family. Refer to *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600 and *Packing List for Wildland Fire Support Staff*, J-102.
- Assemble the finance kit with necessary office supplies and a digital storage device (e.g., USB drive) containing digital copies of all necessary forms and references, including the following:
 - *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277
 - *IRPG*
 - *NWCG Standards for Interagency Incident Business Management*, PMS 902
 - General Message (ICS 213)
 - Standard (SF) and Optional (OF) Forms
 - Crew Time Report (CTR), SF 261
 - Emergency Equipment Use Invoice, OF 286
 - Incident Time Report, OF 288
 - Vehicle/Heavy Equipment Pre-Use Inspection Checklist, OF 296
 - Emergency Equipment Shift Ticket, OF 297
 - Emergency Equipment Fuel and Oil Issue, OF 304
 - Emergency Equipment Rental-Use Envelope, OF 305
 - Job Aids
 - *PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261*, J-001
 - *PSM-002, How to Correctly Fill Out the Emergency Equipment Use Invoice, OF 286*, J-002
 - *PSM-003, How to Correctly Fill Out the Incident Time Report, OF 288*, J-003
 - *PSM-004, How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297*, J-004
 - *PSM-005, How to Calculate Equipment Breakdown Rates*, J-005
 - AD Pay Plans for Emergency Workers
 - GSA Travel Resources page
 - Guidance for Incident Finance Electronic File Management
 - Finance Electronic Files Management Guidance
 - Finance Working Files and Folder Matrix for FireNet
 - Structure for Final Finance eDoc Box Provided in FireNet
 - Structure for Finance Working Files Provided in FireNet
 - *******National Interagency Standards for Resource Mobilization*



- Resource tracking applications guidance (e.g., e-ISuite Quick Reference Cards)
- Resource support tools (e.g., Virtual Incident Procurement [VIPR] and At-Incident Management Support [AIMS] on the USFS Incident Procurement website)
- Acquire physical copies of the following documents:
 - Crew Time Report (CTR), SF 261
 - Emergency Equipment Shift Ticket, OF 297
 - Emergency Equipment Fuel and Oil Issue, OF 304
- Acquire access to FireNet and resource ordering applications (e.g., IROC).
 - Note IROC requires FAMAAuth login through the Wildland Fire Application Portal.
 - If needed, request access to any of these resources.

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Resource order; agency-specific guidelines; geographic area incident business supplements; geographic area mobilization guides; fire status applications; situation status reporting applications (e.g., SIT-209).

How to accomplish task:

- Access and review the resource order.
 - Ensure the resource order contains the following information as a baseline, and request updates from the incident supervisor, if needed:
 - Incident/project name
 - Incident/project order number
 - Office reference number (cost code)
 - Descriptive location/response area
 - Incident base/phone number
 - Request number
 - Reporting date/time and location (e.g., Incident Command Post [ICP])
 - Special needs, which may include the following:
 - ❖ Laptop
 - ❖ Phone
 - ❖ Lodging and per diem
 - ❖ Mode of transportation
- Gather incident-specific references.
 - Agency-specific guidelines
 - Local administrative guidelines
 - Payment procedures
 - Geographic area incident business supplements
 - Obtained from your incident supervisor, the incident agency, or the website for each Geographic Area Coordination Center (GACC)
 - Geographic area mobilization guides
- Gain situational awareness about the assignment, including:
 - Jurisdictional agency.
 - Current number and types of assigned resources.
 - Current team assigned.
 - Familiar contacts.



- Situation report (SIT).
- Fire status applications (e.g., InciWeb, WildWeb, RMA Dashboard).

Travel to and check in at assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; *NWCG Single Resource Casual Hire Information*, PMS 934; GSA Travel Resources website; resource order; agency-specific agreement sheet; Incident Qualifications Card (Red Card).

How to accomplish task:

- Confirm your travel arrangements and expected time of arrival with dispatch.
 - Wear appropriate attire.
- Consider a normal daily working uniform.
- Model professionalism and a professional attitude.
- Upon arrival at the incident, complete the check-in process as described in the Incident Action Plan (IAP) or provided by the Status/Check-In Recorder (SCKN). Be prepared with your resource order; Incident Qualifications Card (Red Card); *NWCG Single Resource Casual Hire Information*, PMS 934; and agency-specific agreement sheet, if applicable.
- Identify and report to your incident supervisor or incident contact listed on the resource order to establish a line of communication.



Build the Team

***Obtain briefing from incident supervisor.**

When to start task: Upon arrival at the incident.

Resources to complete task: *IRPG*; local SOPs; local Incident Business Operating Guideline (IBOG); IAP; mobilization guides; transition documents.

How to accomplish task:

- Ensure the briefing with the Finance/Administration Section Chief (FSC) includes the following:
 - Access to applications (e.g., e-ISuite, Microsoft Teams)
 - Procurement support contacts (e.g., Buying Team [BUYT], local support)
 - Local incident business point of contact (POC)
 - Known issues
 - Priorities
 - Section shift start/end times
- Review the IAP(s) for the following:
 - Incident objectives
 - Leader's intent
 - Incident information
 - Current incident status
 - Incident jurisdiction
 - Operational period(s)
- Ask about the following to get fully oriented to the incident environment (if not included in the briefing):
 - Organizational chart
 - Camp layout
 - Location of your work area and equipment/personnel you will be managing
 - Specific duties/assignments
 - Meeting times and requirements
 - Workflow/process dictated by the jurisdictional agency
 - Safety considerations and emergency procedures

***Assemble and validate readiness of assigned personnel.**

When to start task: Upon assignment and throughout the incident.

Resources to complete task: *NWCG Position Task Book for Incident Contract Project Inspector (ICPI)*, PMS 311-49; *NWCG Position Task Book for Equipment Time Recorder (EQTR)*, PMS 311-51; NWCG PTB website.

How to accomplish task:

- Identify and anticipate staffing needs and request additional resources and/or replacements as needed.
- Assess the skill level and experience of assigned personnel.
 - Review and discuss any open PTBs.
 - Provide developmental opportunities.



- Brief assigned personnel.
- Maintain accountability of the Procurement Unit personnel.



Supervise and Direct Work Assignments

***Establish and monitor objectives, priorities, work assignments, and performance expectations.**

When to start task: Upon assignment and throughout the incident.

Resources to complete task: *NWCG Position Task Book for Incident Contract Project Inspector (ICPI)*, PMS 311-49; *NWCG Position Task Book for Equipment Time Recorder (EQTR)*, PMS 311-51; *NWCG Standards for Interagency Incident Business Management*, PMS 902; Incident Management Team (IMT) SOPs; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); *Interagency Procurement Unit Field Guide*.

How to accomplish task:

- Provide IMT SOPs.
- Establish and communicate the chain of command and reporting procedures.
 - Take the initiative to gather pertinent information.
 - Stay informed about the incident status and any changes in assignments or procedures.
- Monitor and evaluate performance.
 - Ensure workflow processes are understood and followed.
 - Provide constructive feedback throughout the assignment.
 - Ensure all assigned personnel have the tools required to support the expectations of the incident.
- Serve as the subject matter expert (SME) for anything related to incident equipment timekeeping.
- Establish and maintain relationships.
 - Ensure communication within the Procurement Unit includes both in-person and virtual personnel.
 - Ensure positive and cooperative interactions between the Procurement Unit and each section of the IMT.
 - Assign a qualified Procurement Unit member to work with any trainees within the unit, if applicable.
- Monitor well-being.
 - Ensure there is a safe and professional environment within the Procurement Unit.
 - Monitor for signs and symptoms of stress, fatigue, illness, or injury. Mitigate appropriately.
 - Encourage breaks when necessary.
 - Engage with assigned personnel throughout the day to ensure professional customer service and teamwork.
 - Address any concerns or issues that arise within the Procurement Unit.
- Review and approve assigned personnel Crew Time Report (CTR), SF 261 forms.
- Ensure assigned personnel follow the established demobilization process.



Perform Procurement Unit Leader-Specific Duties

***Establish finance workflows.**

When to start task: Upon assignment and throughout the incident.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; *NWCG Standards for Interagency Incident Business Management*, PMS 902; AD Pay Plans for Emergency Workers; agency-specific payment procedures; USFS Incident Business Practices Personnel website; Guidance for Incident Finance Electronic File Management; *Interagency Procurement Unit Field Guide*.

How to accomplish task:

- Determine documentation and payment processes for the incident agencies.
- Assess the current state of the documentation package.
- Create the following Procurement Unit workflows, if not already established:
 - Resource check-in
 - Resource document submission schedule
 - Resource folder creation
 - Resource folder management/maintenance
 - Resource documents (e.g., shift tickets, agreement, resource order)
 - Audit process
 - Issue tracking
 - Demobilization
 - Resource payment processes (e.g., batching)
- Create a method (e.g., Microsoft Excel spreadsheet, group chat, notes in the Finance View of Microsoft SharePoint) to track Procurement Unit tasks.

***Administer the terms and conditions of agreements/contracts.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; agreements/contracts; General Message (ICS 213); *Interagency Procurement Unit Field Guide*.

How to accomplish task:

- Ensure agreements/contracts are managed properly in accordance with terms and conditions, including:
 - Cooperative agreements.
 - Emergency Equipment Rental Agreements (EERAs) and preseason agreements/contracts.
 - Determine the current state of labor-intensive resource packages (e.g., portable toilets, fuel vendors, yurts, clerical trailers).
 - Land Use Agreements (LUAs).
 - Identify the location of agreements and how they are paid.
 - Identify who is tracking agreements.
- Contact the issuing Contracting Officer (CO) or appropriate representative to resolve issues (e.g., claims, performance) which may arise with contracted resources.
- Use the General Message (ICS 213) to complete supporting documentation for contract administration.



***Gather, analyze, and validate information pertinent to the Procurement Unit.**

When to start task: Throughout the assignment.

Resources to complete task: Resource ordering applications (e.g., IROC); USFS Incident Procurement website; AIMS tracker in Microsoft SharePoint; *Interagency Procurement Unit Field Guide*.

How to accomplish task:

- Use relevant situational information to make better informed decisions.
- Identify missing agreements/contracts (e.g., LUA, Service and Supply [S number]).
- Review excessive shift lengths and ensure mitigation measures are documented.
- Audit resource packages periodically for accuracy.
 - Ensure required documentation (e.g., resource order, contract, inspection) is included.
 - Confirm the agreement/contract aligns with the ordered resource.
 - Confirm the received resource matches the ordered resource.
 - Ensure additions and deductions are applied and documented.

***Prepare and submit invoices for payment.**

When to start task: Throughout the assignment.

Resources to complete task: USFS Incident Procurement website; local IBOG; Forest Service Incident Payment Guide; other agency payment procedures guides.

How to accomplish task:

- Determine incident payment needs and procedures.
 - Identify the type of agreement/contract.
 - Identify payment agency requirements.
- Review each invoice using the established auditing process.
- Create a payment package after each invoice passes review.
- Batch payment package(s) for submission based on payment agency requirements.
 - Determine the number of invoices per batch and any required additional information.
 - Complete the batch log.
 - Submit the batch.
- Ensure all batches are submitted to the payment POC within a timely manner.
- Ensure the batches are filed within the incident finance documentation package.

***Finalize resource folders for records retention.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; Guidance for Incident Finance Electronic File Management; other documentation needed per agency payment procedures.

How to accomplish task:

- Complete a final resource folder audit.
- File resource folders in the final finance documentation location.
- Send contractor performance evaluations to the designated collection point.



Communicate and Coordinate

***Communicate and coordinate with assigned resources and pertinent Incident Management Team (IMT) functional areas.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; General Message (ICS 213); Activity Log (ICS 214); *Interagency Procurement Unit Field Guide*.

How to accomplish task:

- Provide updates regularly to the FSC, including:
 - Issues (e.g., staffing, major vendor concerns).
 - Trends (e.g., excessive shift hours, unsigned shift tickets).
 - Work status.
- Attend and participate in incident briefings and meetings as directed.
- Coordinate with incident procurement support (e.g., BUYT, local support) regarding any procurements at the incident.
- Maintain situational awareness by continually communicating with the Planning, Logistics, and Operations Sections.
- Provide contract administration guidance to other functional areas.
- Ensure the Activity Log (ICS 214) is updated daily with key information/decisions.
- Brief replacement/incident agency personnel assigned to the next operational period, your replacement, or when closing out with the incident agency on:
 - Work status.
 - Issues.
 - Problems.
 - Concerns.
 - Necessary follow-up.
- Use established ordering procedures (e.g., General Message [ICS 213]) to request the following:
 - Materials and supplies
 - Equipment (e.g., telephones, computers, scanners)
 - Additional personnel to support the unit



Manage Risk

***Ensure compliance with all safety practices and procedures for yourself and those around you.**

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NWCG Standards for Interagency Incident Business Management*, PMS 902; IAP; Medical Plan (ICS 206).

How to accomplish task:

- Account for the location, health, safety, and welfare of assigned personnel.
- Report all accidents to your incident supervisor.
 - Refer to the Emergency Medical Care section of the *IRPG*.
 - Complete the Medical Incident Report within the Medical Plan and Medical Incident Report (ICS 206 WF) as appropriate.

Demobilize

***Plan for incident demobilization and transition.**

When to start task: Upon notification of demobilization from the incident.

Resources to complete task: Demobilization schedule; transition documents; IAP.

How to accomplish task:

- Anticipate incident demobilization.
 - Identify excess resources.
 - Coordinate with Operations to prepare the demobilization schedule.
 - Communicate with your supervisor.
- Obtain the demobilization schedule.
 - Ensure assigned personnel are adequately briefed on the demobilization schedule for incident resources.
- Complete Procurement Unit transition documents.
 - Outline any issues or any unresolved items.
 - Document any follow-up actions for the jurisdictional agency.
- Coordinate an efficient transfer of your position duties.
- Notify frequent incident contacts of your imminent departure and the name/contact information of your replacement.

Complete demobilization check-out process before being released from the incident.

When to start task: Upon notification of demobilization from the incident.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; Demobilization Check-Out (ICS 221); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Incident Time Report, OF 288.

How to accomplish task:

- Coordinate with the Demobilization Unit to arrange and document travel to your home unit or reassignment.
- Obtain your Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) from your supervisor.
- Review and sign your Incident Time Report, OF 288.

The *NWCG Incident Position Standards for Procurement Unit Leader* is developed and maintained by the Incident Business Committee (IBC), an entity of the National Wildfire Coordinating Group (NWCG).

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Submit comments, questions, and recommendations to the appropriate agency program manager assigned to the IBC using the NWCG Publication Review Form, <https://www.nwcg.gov/publications/publication-review-form>. View the complete roster at <https://www.nwcg.gov/committee/incident-business-committee/roster>.

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