S-260: Interagency Incident Business Management

UNIT 4 - COMMISSARY

Even though *casuals*, regular government employees, and all other assigned personnel should be equipped to be self-sufficient for a minimum of 14 days, we can all be forgetful.

This unit covers everything you'll need to know about commissaries, including:
- Responsibilities, types, and entitlement
- Ordering, processing, and posting

Medical supplies like lip balm, sunscreen, and moleskin are supplied for your safety, but what about your comfort? You can purchase boots, socks, sweatshirts, bandanas, and toiletries to help you perform on the job.

This topic covers the details:
- Responsibilities
- Types of commissaries
- Entitlement and authorization

Establishing a commissary isn't quite as "easy as apple pie." A number of personnel are involved in authorizing, ordering, managing, and accounting for purchases made.

Those responsible for commissary operations include:
- Incident agency
- Finance/administration section chief (FSC)
- Time unit leader
- Procurement unit leader
- Home unit

Incident Agency

The incident agency is responsible for providing direction to the incident management team regarding availability of a commissary and agency-specific requirements regarding commissary items and documentation.

These agency-specific requirements are discussed in the "Ordering, Processing, and Posting" topic.

FSC

The FSC is responsible for:
- Establishing and overseeing the commissary operation
- Determining the need for commissary

Time Unit Leader

The time unit leader is responsible for:
- Posting commissary issues to the appropriate pay document

Procurement Unit Leader

The procurement unit leader is responsible for ensuring commissary issues are posted to the appropriate vendor pay documents.

Home Unit

The home unit is responsible for processing payroll deductions posted on the Emergency Firefighter Time Report, OF-288, in accordance with agency policy.

In the SIIBM, locate Chapter 10, Responsibilities. This section details the responsibilities associated with commissary personnel.

How do you know if you are authorized to purchase items from the commissary?

If you are entitled to payroll deduction, you'll first need to obtain the Conditions of Hire page from the Emergency Firefighter Time Report, OF-288, supplied by the time unit on the incident.

Identify the terms BEST completing the following sentence:

Agency-provided commissaries can accept ONLY _____ and _____ as forms of payment.

- payroll deduction, contractor invoice
- IOUs, debit card
- cash, credit card
- emergency equipment invoice, tax-exempt ID

We also pinned down the details for each including:
- Responsibilities
- Types of commissaries
- Entitlement and authorization

If an agency-provided commissary has been established and you are authorized personnel, then you're going to need to know the exact procedures in order to actually make your purchase.

This topic describes:
- Ordering
- Processing and posting

Largely, it is the crew boss's responsibility to make a list of the items needed by the crew. Based upon this list, the need for a commissary will be determined.

Not only that, crew bosses also have other commissary responsibilities.

Agency-Provided Commissary

For an agency-provided commissary, the crew boss will:
- Identify the type and size of the item needed
- Make a list by individual name
- Submit the list to the commissary manager or time unit leader

No Commissary Provided

If a commissary is not provided, then the crew boss can:
- Assure crew members their needs will be met if possible
- Communicate that items can be purchased on a case-by-case basis
- Talk to an agency representative to obtain needed items

The order is in. Your bandana, your boots, and your socks are waiting for you in the commissary. These next steps instruct you on the methods of processing and posting the required forms in order to make the purchase.

Just as multiple personnel are involved in establishing a commissary, there are multiple personnel and forms involved in purchasing items.

Commissary Issue Record

Authorized purchases will be documented on the Commissary Issue Record, OF-287, or on the Contracted Commissary Issue Record, OF-284B. Items are listed by:
- Quantity
- Descriptive name
- Unit price
- Total value

Individuals print their name and sign for purchases. These forms are grouped by crews, overhead, contractors, and cooperators to facilitate posting processes.

Balance Inventory

The commissary manager completes the Commissary Accountability Record, OF-284, to document all items received, transferred, or issued. If it's an agency-provided commissary, the commissary manager balances the issues against beginning and ending inventory on a daily basis and submits the information to the time unit leader.

Time Unit

Commissary issue records are then submitted to the time unit for daily posting on the Emergency Firefighter Time Report, OF-288, and to the procurement unit to document the deductions(s) on

the appropriate invoices. Documented postings are returned to the commissary manager for inclusion in the incident finance package. See Chapter 10 in the SIIBM.

Contractor Purchases

Commissary purchases made by contractors are summarized and posted to invoices just before demobilization. Issues are tallied and a final amount posted to Block 26 of the Emergency Equipment Use Invoice, OF-286.

Purchases Cut Off

Payroll deduction commissary purchases will be cut off at least one operational shift before demobilization to provide adequate time for posting.

What form is used to record commissary purchases by incident personnel?

- Commissary Issue Record, OF-287
- Conditions of Hire, OF-288
- Commissary Accountability Record, OF-284
- Emergency Equipment Use Invoice, OF-286

This topic covered:
- Ordering
- Processing and posting

This unit also covered:
- Introduction to commissary
- Responsibilities
- Entitlement