

ALASKA INCIDENT BUSINESS COMMITTEE



Date: May 16th, 2023

Subject: Interagency Incident Business Audit Team – Participation Announcement

To: Alaska Incident Business Community

From: The Alaska Incident Business Committee

The Alaska Incident Business Committee is announcing a new program to increase assistance to the home unit for the 2023 fire season.

This announcement outlines the process to join the Interagency Incident Business Audit Team. The primary objective of this team, upon the request from the home unit, is to mobilize a team of 3-7 members. The audit team works for the home unit coordinator and will focus on assisting with the auditing and preparing of payment packages to move forward for payment.

Interagency Incident Business Audit Team Structure:

Each team will be comprised of the following:

- **Team Leader:** Qualified as a Time Unit Leader, or Procurement Unit Leader, or Finance Section Chief Type 1/2/3/Complex. Technical Specialist (THSP) is also an option if the person can demonstrate skills at this level. Knowledge of both equipment and personnel time is required.
- **Team Member:** Qualified as a Personnel Time Recorder or Equipment Time Recorder. THSP is also an option if the person can demonstrate skills with processing payments, administrating contracts or administrative skills that lead to the ability to perform the objectives required for team membership.

Applicants who are currently trainees in the any of the positions listed above, should consider applying. All trainees will be considered for membership.

All applicants must have an incident qualification card and have a profile within the Interagency Resource Ordering Capability (IROC) by May 28th, 2023.

Important Dates:

The application period for all team positions will open on May 18th, 2023.

The team membership commitment begins May 28th, 2023. All applicants are required to discuss participation with your supervisor prior to applying.

05/11/2023

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Selection Process:

Based on the number of responses, applicants will be placed into a pool of interested applicants available for mobilization with teams when a request is received.

Applicants who are rostered members of incident management teams may still apply, however incident management team membership mobilizations will remain the applicant's priority for mobilization.

All applicants will be contacted prior to May 28th, 2023, regarding the status of their application.

How to Apply:

All applications will be submitted by using this link: <https://forms.office.com/g/fS4rVS9zcS>

Questions:

Applicants or supervisors with questions, please contact:

- Alaska Division of Forestry & Fire Protection:
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