

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**CHAPTER 3
COMMISSARY**

In Alaska, commissary is agency provided rather than contractor provided. Items are limited to those which enable personnel to remain productive while working in remote areas. This chapter deals with agency provided commissary only. Refer to the Interagency Incident Management Handbook for further information on contract commissary.

EFF are responsible to be prepared with their own footwear, clothing, personal hygiene items, prescription medications, and other personal items (including tobacco products) sufficient for a 14-day incident assignment, exclusive of travel. Crew Bosses should ensure that crew members have all necessary items before mobilization. Well-fitting and serviceable boots are a must and should be checked by Crew Bosses and hiring officials before the crew is hired.

Locals or persons working at their point-of-hire cannot buy commissary unless they are actually camped at the incident and cannot go home. The Incident Agency is responsible for providing direction to the Incident Management Team (IMT) regarding availability of emergency commissary and agency-specific requirements regarding commissary items and documentation.

To that end, commissary items must be pre- approved by the Incident Commander (IC)/Safety Officer. Any other items require approval by Regional Administrative Officer before ordering.

All commissary will be purchased through payroll deduction and posted to the employee's Emergency Firefighter Time Report OF-288 prior to their release from the assignment. Commissary items will be sold at actual cost. Commissary will not be allowed for anyone scheduled for demobe.

When commissary is delivered, the Commissary Manager or the individual elected to distribute the commissary will immediately inventory the items to verify quantities and store the commissary in a secure location until it is issued.

Emergency Commissary

When environmental conditions cause excessive wear on required personal gear or if personal gear is burned over by wildfire or damaged such that they are no longer serviceable, the IC or in the case of crew mobilization to the Lower-48, the IARR, with IC approval may authorize emergency purchases on an individual basis. This written justification should be given only when the condition of personal gear creates an unacceptable working condition for the employee, and once in hand emergency commissary will be ordered when the employee's name, crew name, and item requested (note size if appropriate) are provided to those procuring the items. Once an employee has made an order, he or she will be obligated to purchase the ordered items unless there is an error in size or a gross misunderstanding. Brand name may be considered but will not be guaranteed. For other items brand name, color, and style should not be included.

Prescription drugs may be ordered as Emergency Commissary only with a valid prescription. Prior approval for the order must be obtained from the Medical or Supply Unit Leader, Logistics Section Chief, or IC. The employee should bring sufficient prescribed medicine to last a minimum of 16 days.

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

Non-prescription drugs and vitamins may not be purchased through commissary. The Medical Unit will make available, upon request, aspirin, eyewash, and cold medicines at no charge. Other non-prescription drugs and vitamin supplements may be made available through the Medical Unit Leader at his/her discretion. There will be no charge for any such items obtained through the Medical Unit.

Miscellaneous items such as film, batteries, radios, tape recorders, postage stamps, postcards, etc., are not considered necessary personal gear and cannot be purchased through commissary. Food and beverages cannot be purchased through commissary as these items are provided by the employing agency.

Procurement of Commissary

Purchase and Delivery

The order may be filled locally by the Area, Finance Unit at the fire, or by the Regional office – whichever is the more efficient option. When purchasing commissary, retain all invoices and receipts, and write the commissary IRIS Template NTF002 for Northern Region and Template NTF003 for Coastal Region. and fire number (Function). This information must be recorded on the Commissary Accountability Record (Form 2) before the receipts will be given to the Area administrative staff or Regional Accounting Technician for vendor payment, while copies will be kept as part of the final fire package.

Inventory

Items are inventoried prior to distribution to verify quantity. Prices are then marked on the merchandise to be distributed.

Distribution

Effective and efficient distribution of commissary requires consideration and implementation of the following:

- Appropriate distribution location
- Appropriate time (after crews are off shift)
- Notify/coordinate with Crew Bosses on distribution location and times
- Make transportation arrangements for items and issuing personnel ASAP in advance of distribution

Other things to bear in mind:

- Have the original order from the Crew Boss in hand in case any questions arise
- Individuals should examine items when they are received
- Boots should be tried on to ensure proper fit
- All employees must sign the Commissary Issue Record

Returns

Returns are the exception, not the rule, and should only be made in rare instances such as when there is an error in size or a gross misunderstanding. If an individual has been released before the commissary arrives, the commissary can either be sold to another individual (requires an additional Commissary Issue Record, see Form 1), or returned to the vendor.

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

Accountability

The Commissary Manager (or designee) is responsible for all commissary stock issued to the unit. This responsibility includes the security of the commissary items as well as the reconciliation of all commissary paperwork.

The Commissary Accountability Record (Form OF-284, Form 2) is the method by which all commissary stock is tracked and accountability is documented. This record should be filled out after all commissary activity, or at a minimum, on a daily basis. After completion, this record is signed by the Commissary Manager (or designee) and the Finance Section Chief. This daily record keeping will ensure that discrepancies or missing stock are found in a timely manner. All commissary documentation is maintained by the Commissary Manager (or designee) and reviewed by the Finance Section Chief as appropriate.

Commissary will need to be closed out or returned upon demobe or team rotation. When closing out commissary, originals of all records, including invoices, should be submitted to the overseeing Area/Region with copies of all documentation kept in the final fire package. Any outstanding issues, problems, concerns, unusual occurrences, or issues requiring explanation should be documented and forwarded to the overseeing Area/Region with a copy of the documentation kept in the final fire package.

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

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