



EASTERN AREA COORDINATING GROUP INCIDENT BUSINESS WORKING TEAM

Date: March 31, 2025

To: Eastern Area Interagency Wildland Fire Community

Subject: Eastern Area National Buying Team Recruitment

The Eastern Area Incident Business Working Team (EA-IBWT) is recruiting for the Eastern Area National Buying Team for the 2025-2026 fire seasons. Recruitment is open for all Buying Team positions: Buying Team Members and trainees, Buying Team Leaders and trainees, Spreadsheet Specialists and Alternates for all positions. Recruitment is open to both Federally Warranted Contracting Officers and Contracting Specialists and Micro-purchasers. **Current EA BUYT members will need to reapply.**

The application period will open March 31, 2025, and close April 21, 2025. **This will be a 2-year commitment.** Persons must have approval from their immediate supervisor, be in good standing and current with reconciliation of recent purchases. Please click on the following link to access the recruitment form – [Link](#). Please complete the Microsoft form and email a copy of your current IQCS/IQS Master Record to erin_lally@firenet.gov.

A Buying Team supports incident acquisition, procuring a wide range of services and supplies, as well as renting land and equipment. Each National Interagency Buying Team has seven people consisting of a leader, and team members. One member may be assigned as an assistant or deputy leader. One member must be a Contracting Officer.

Candidates must complete the mandatory required training to qualify for a position as a Buying Team Member or Buying Team Leader or Alternate Member/Leader.

Mandatory Training

- S-260, Interagency Incident Business Management
- IS-100, Introduction to Incident Command System
- IS-700, National Incident Management System, an Introduction
- IS-800, National Response Plan, an Introduction

Recommended Supplemental Training

- I-200, Basic Incident Command System

- D-110, Dispatch Recorder
- S-261, Applied Interagency Incident Business Management
- Incident Procurement Training (NTC 1500-60)
- Geographic Area Buying Team Workshops
- Geographic Area Incident Finance Meetings
- Purchase Card and Convenience Check training

Annual Review Training Requirements

- Review [NWCG Standards for Interagency Incident Business Management](#) Ch. 20, 30, 40, 70 and 90
- Review [National Interagency Buying Team Guide](#)
- Review [Forest Service Government Purchase Card \(GPC\) Program Guide](#), 15.2 Incident Procurement (Forest Service employees only). Purchase cardholders from other agencies are encouraged to review their own purchase card program guidance for incident purchasing.

Additional Recommended Training for Buying Team Leaders and Alternate Leaders

- L975, NIMS ICS All-Hazards Finance/Administration Unit Leader
- National Buying Team Leader Meeting or Incident Acquisition Workshop or Geographic Area Incident Procurement/Buying Team Workshop

In addition to the National Interagency Buying Team Guide, Buying Team qualifications and composition are addressed in the following documents:

- Responsibilities: [NWCG Standards for Interagency Incident Business Management](#), Chapter 20
- Coordination: [NWCG Standards for Interagency Incident Business Management](#), Chapter 40
- Qualifications: [National Interagency Standards for Mobilization](#), Chapter 20

All interested personnel must complete the online application and email a current IQCS/IQS master record to erin_lally@firenet.gov **no later than April 21, 2025. This will be a 2-year commitment.** Candidates will be notified when selected for membership after May 4. Please direct questions regarding the application process to Erin Lally at 406-531-8357. Specific questions pertaining to BUYT operations, please contact Karie Linn at 715-482-0438.

On behalf of the Eastern Area Incident Business Working Team,

Thank you

EACG Coordinating Group