



EASTERN AREA COORDINATING GROUP

Date: April 7, 2015

To: Eastern Area Interagency Wildland Fire Community

Subject: Eastern Area National Buying Team 2015 Membership

The Eastern Area Coordinating Group (EACG) is now accepting applications for the 2015 Eastern Area National Buying Teams. Membership is open to increase our Eastern Area resource pool for permanent and alternate Buying Team members to stand up two national teams. Only Federal personnel with micro-purchasing and warranted authorities would be considered for the EA Buying Teams. Persons who were members of the 2014 Eastern Area Buying Team (Thompson) will need to re-apply to be considered for the 2015 season. Applications are now being accepted from April 7th to April 24th, 2015.

The Buying Teams support incident acquisition through the local administrative staff, procuring a wide range of services and supplies, as well as renting land and equipment. Each National Interagency Buying Team has seven people or less consisting of a leader, and team members. One of the Team members may be assigned as an assistant or deputy leader. Two members shall have warrant authority.

Agency micro-purchase authority (\$2500) is a minimum pre-requisite for membership. Persons must have approval from their immediate supervisor, and be in good standing and current with reconciliation of recent purchases. Candidates must complete the mandatory required training to qualify for a position as a Buying Team Member or Alternate Buying Team Member.

1. Required Training (Mandatory)

- S-260, Interagency Incident Business Management
- I-100, Introduction to Incident Command System
- IS-700, National Incident Management System, an Introduction
- IS-800, National Response Plan, An Introduction (only required for Leaders)
- Purchase Card and Convenience Check training (bi-annually)

2. 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)
- Agency Purchase Card and Convenience Check Training
- On-the-Job Training

ADDITIONAL RECOMMENDED TRAINING for Buying Team Leaders and Alternate Leaders:

S-360, Finance/Administration Unit Leader
National Buying Team Leader Meeting or Incident Acquisition Workshop

3. Annual Review Training Requirements

- a. Review Interagency Incident Business Management Handbook, Chapter 20
- b. Review Interagency Incident Business Management Handbook, Chapter 30
- c. Review Interagency Incident Business Management Handbook, Chapter 40
- d. Review Interagency Incident Business Management Handbook, Chapter 60
- e. Review National Interagency Buying Team Guide, see hyperlink:
http://fsweb.wo.fs.fed.us/agm/incident/buying_teams/
- f. Review FSH 6309.32 Part 4G13.301-74 Emergency Incident Use

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

- Responsibilities: Interagency Incident Business Management Handbook, Chapter 20
- Coordination: Interagency Incident Business Management Handbook, Chapter 40
- Qualifications: National Interagency Mobilization Guide, Chapter 20

All interested personnel must complete the enclosed application and return it to Laura McIntyre-Kelly, Center Manager, Eastern Area Coordination Center (EACC), via e-mail to **wieacc@fs.fed.us** or fax at **414-944-3838 no later than April 24th**. Candidates will be notified when selected for membership and details for a preseason conference call with Team Leader and EACC will be provided.

Refer all questions to Laura McIntyre-Kelly, EACC at 414-944-3811.



Glen Stratton, Chair
Eastern Area Coordinating Group

Enclosures: EA Team Application