



EASTERN AREA COORDINATING GROUP

Date: March 15, 2021

To: Eastern Area Interagency Wildland Fire Community

Subject: Eastern Area National Buying Team 2021 Membership

The Eastern Area Coordinating Group (EACG) is now accepting applications for the 2021 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. Federal personnel with micro-purchasing and warranted authorities will be considered for the EA Buying Teams as well as Technical Specialists (THSP) to do specific data spreadsheet management. Persons who were members of the 2019 - 2020 Eastern Area Buying Teams (Linn/Northrop) will need to re-apply to be considered for the 2021 season. Applications are now being accepted from March 15 to April 15, 2021. Please click on the following link: [2021 Eastern Area Buying Team Application](#) to complete the online application. Before your application will be considered complete, a copy of your current IQCS/IQS Master Record will need to be emailed to jennifer.parrish@usda.gov.

A Buying Team supports 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 member may be assigned as an assistant or deputy leader. One member must be a Contracting Officer.

Agency micro-purchase authority (\$10,000) is a minimum. 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.

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

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)
- Geographic Area Buying Team Workshops
- Geographic Area Incident Finance Meetings
- Purchase Card and Convenience Check training

3. Annual Review Training Requirements

Review Interagency Incident Business Management Handbook, Chapters 20, 30, 40, 70 and 90.

Review Geographic Area Supplements, Chapters 20, 30, 40, 70 and 90.

Review National Interagency Buying Team Guide, see hyperlink:

<http://fsweb.wo.fs.fed.us/aqm3/pages/incident/?tab=processes>

Review Forest Service Government Purchase Card (GPC) Program Guide, Chapter 7, Section 7.6 Using the Purchase Card for Emergency Incidents

4. 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 Geographic Area Incident Procurement/Buying Team Workshop

The only required training for the data management spreadsheet position (THSP) is:
IS-700 National Incident Management System, an Introduction
I-100, Introduction to Incident Command System

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 online application and email a current IQCS/IQS master record to jennifer.parrish@usda.gov **no later than April 15, 2021**. Candidates will be notified when selected for membership after April 15. **Team membership is a one-year commitment.** Details for a pre-season conference call with Team Leaders and EACC is to be determined. Refer all questions to Jennifer Parrish and Laura McIntyre-Kelly, EACC at 414-944-3811.

Patrick Pearson
EACG Coordinating Group Chair