

Great Basin Interagency Buying Team Guide Supplement

April 2020



Table of Contents

Preface	2
II. ORGANIZATION, QUALIFICATIONS AND TRAINING	3
A. Organization	3
B. Qualifications and Training	3
C. Team Selection Process	5
D. Trainee Prioritization	5
III. MOBILIZATION AND DEMOBILIZATION	6
A. Rotation Process	6
B. Availability	7
C. Substitution Process	8
IV. BUYING TEAM KIT	8
A. Internet/Intranet Website References	8
B. National BUYT Spreadsheet	8
V. RESPONSIBILITIES	8
A. Incident Business Advisor (INBA)	8
VII. EXHIBITS	10
Exhibit 15 Great Basin Buying Team Organization and Principles Guide	11
Exhibit 16 GBCG Interagency Incident Business MGMT Handbook Supplement CH. 40	15

Preface

Standard Operating Guidelines (SOGs) are developed by the Great Basin Incident Business Committee (GBIBC) as guidance for Buying Teams (BUYT) during incidents.

This guide is not intended to replace guidance incorporated by reference, but merely act as a supplement to the National BUYT Guide for the Great Basin (GB). The format of this guide follows the National Interagency BUYT Guide organizationally. Therefore, not all levels will be addressed.

Updates will be made to this guide as necessary. Users are advised to utilize the most current version of this document.

Reference Acronyms:

NIBTG= National Interagency Buying Team Guide

NIMG= National Interagency Mobilization Guide

GBMG= Great Basin Mobilization Guide

SIIBM= NWCG Standards for Interagency Incident Business Management

FSH 6309.32= Forest Service Handbook 6309.32-2011-4

The GBIBC has approved this document as supplemental guidance for Great Basin Buying Team (national and geographic) members.

Refer to the local or geographical agency incident business representatives for questions. A list of geographical representatives can be found at: <https://gacc.nifc.gov/gbcc/business.php>.

This publication is available for download at <http://gacc.nifc.gov/gbcc/business.php>

II. ORGANIZATION, QUALIFICATIONS AND TRAINING

A. Organization

National BUYT— Each National Interagency BUYT is comprised of seven personnel consisting of a Buying Team Leader (BUYL) and six team members. One of the six members may be assigned as an assistant or deputy leader. Two members shall have delegation of procurement authority; i.e., warrant. In addition to the seven-member team, personnel from the incident agency, alternate buying team members may be added, as needed, to supplement the primary team. All GB National BUYTs will roster at least one trainee per assignment from the Great Basin Trainee Priority Program as part of the team. The GB National BUYT will be identified within the GB numerically as “Team 1”.

Geographic BUYT—The GB supports three (3) Geographic BUYTs who operate on a geographic rotation. Each team has at least two (2) procurement officials with a minimum \$25,000 warrant authority. In addition to the five-member team, personnel from the incident agency or alternate BUYT members may be added as needed to supplement the primary team. All geographic BUYTs will roster at least one trainee per assignment from the Great Basin Trainee Priority Program as part of the five-member team. The Geographic BUYTs will be identified within the GB numerically, as “Team 2”, “Team 3” and “Team 4”.

Each Geographic BUYT consists of five (5) positions; a BUYL and four team members:

- Two (2) qualified procurement personnel (i.e., procurement warrant \$25,000 or greater)
- Two (2) personnel support positions. These positions must hold government purchase authority, at a minimum a government Purchase card at the micropurchase level.
- One (1) trainee from the Great Basin Trainee Priority Program

The BUYT Trainee position will not have a pre-rostered person assigned. As the BUYT is dispatched, the BUYL will submit a request for a trainee from the GB Priority Trainee list through the BUYT Coordinator (BUYC). The Great Basin Priority Trainee Program will select an available trainee from the list. Upon selection and confirmation of the trainee’s availability, the BUYL will be notified of the name for the BUYT roster.

Virtual BUYT members may be used. The number of virtual BUYT members used is at the discretion of the BUYL and BUYC, as long as the team has enough on-site members to fulfill its needs. However, a BUYL cannot be a virtual position; there is no exception to this rule (see V. National (H) on Page 7).

Current-year team members for both National and Geographic BUYTs are listed on the following web page: <http://gacc.nifc.gov/gbcc/overhead.php>

B. Qualifications and Training

To become a BUYM Trainee in the Great Basin, adhere to the following steps:

Step 1 Training:

Follow training requirements listed in the NIBTG:

https://gacc.nifc.gov/eacc/management_admin/incident_business/documents/Interagency_Buying_Team_Guide.pdf

Step 2: Initiate a Taskbook

In addition to required training, a BUYT trainee is required to complete a taskbook to become a qualified BUYM or BUYL. A trainee cannot be assigned to an incident unless they are designated as a trainee on their Incident Qualification Card or other agency certification. BUYM and BUYL Taskbooks can be accessed as follows:

<https://www.nwcg.gov/publications/position-taskbooks>

Step 3: IQCS (For Red Card)

The Incident Qualifications and Certification System (IQCS) is an information system that tracks training and certifications for agency employees for fire and all-hazard incidents. The local agency Fire Training Officer provides information regarding IQCS certification.

Step 4: Set Up ROSS Account

The Resource Ordering and Status System (ROSS) is the program in which dispatching occurs and status of available/unavailable. The local dispatch center has the responsibility to establish accounts, The ROSS (Resource Statusing System) can be accessed as follows:

<https://famit.nwcg.gov/applications/ROSS>

Upon activation of an account, utilize the following link to log in and status availability, as well as update contact information:

<https://rossweb.nwcg.gov/webapp/rossApp/WebStatusHTML>

Step 5. Apply to the Great Basin Priority Trainee Program

GB BUYT trainees must submit an application to the Great Basin Priority Trainee program by April 1 (annually), with assistance from their Fire Training Officer. A priority trainee list is produced from the submitted applications and subsequently approved by the GBIBC. Refer to Step 6 for personnel applying after the April 1 deadline.

The GB Trainee Priority Program priority list can be accessed as follows:

<https://sites.google.com/a/firenet.gov/gbptp/priority-trainee-list?authuser=0>

Step 6: Contact BUYT Coordinator

Contact the Geographic BUYC to assure all the steps have been completed and receive confirmation of position on the applicants list. If a trainee misses the April 1 deadline, they can contact the BUYC to be added to the GB BUYT Priority Trainee list. Once approved for the season, the GB BUYT Priority Trainee list will not be re-prioritized. Any trainee applying after the deadline will be added to the bottom of the priority list.

C. Team Selection Process

Nominations for BUYTs are submitted via the Incident Command Application System (ICAP). These nominations are typically due in January, annually. The most current GB team application information can be found at: <https://gacc.nifc.gov/gbcc/overhead.php>.

Applicants should read the ICAP instructions thoroughly prior to applying. Instructions for application can be accessed via the website listed in the aforementioned paragraph.

Based on GB guidelines, and in the same manner as Incident Commanders, BUYLs will be selected based on a three-year commitment. This guideline allows for BUYLs to retain their Leader status for three years without reapplying. While this provides consistency for each team, the guideline can be circumvented for arising circumstances such as retirements, changes in job, or performance issues. Remaining BUYMs or BUYM trainees will be on a one-year commitment requiring re-application annually.

Proposed team rosters will be submitted by the BUYL on an annual basis to the BUYT Coordinator. During team selection, BUYLs will select team members to achieve the best possible mix of highly qualified and diverse candidates; which may require adjustments after initial team selection.

- A. Candidates must meet all pre-requisites for training, experience and physical fitness (if applicable). Failure to meet all qualifications requirements will preclude selection.
- B. BUYM must hold government purchase authority, at a minimum a government purchase card with the micropurchase threshold. Since ADs cannot obtain government purchase authority, an AD cannot be a BUYM. ADs may be used as BUYL if previously qualified while working for one of the interagency partners.
- C. Agency personnel will be utilized before AD personnel or Supplemental, to ensure continued development of agency employees.

Upon GBIBC approval of rosters, the GBCC will coordinate with the BUYC to update team rosters. Applicants not selected for teams will be placed on an alternate list. Approved rosters, alternate, and Trainee lists can be found here:

<http://gacc.nifc.gov/gbcc/overhead.php>

D. Trainee Prioritization

Trainees for the BUYTs will utilize the Great Basin Priority Trainee Program. The following link provides information on the program: <http://gacc.nifc.gov/gbcc/overhead.php>. In addition to the Great Basin's criteria for trainee prioritization, BUYT trainees may be prioritized based on current geographic area needs (i.e. warrant level).

III. MOBILIZATION AND DEMOBILIZATION

In addition to what is stated in the NIBTG, refer to the Great Basin Mobilization Guide, Chapters 10 and 20 for mobilization and demobilization guidelines.

A. Rotation Process

BUYT status and ROSS rosters will be maintained by the GBCC.

- A. The BUYL will ensure the GBCC has a current roster prior to on-call status.
- B. BUYMs are responsible to know the on-call schedule and be available during the on-call period. Additionally, they shall inform their BUYL and local dispatch of availability during the assigned rotation so replacements can be identified, if necessary.

National

- A. BUYTs will remain on call for a maximum of fourteen (14) days.
- B. At the time a BUYT is requested from the rotation, the next eligible BUYT in rotation will be notified and will remain in call status for the next 14-day period. The next two (2) National BUYTs in rotation will also be notified of the schedule change.
- C. Geographic Areas unable to provide a BUYT when ordered for a national assignment will be listed as unavailable on the rotation and will not be considered until their geographic area slot rotates into position again.
- D. Geographic areas with more than one BUYT may decide which team responds to a national call. Geographic areas must pass if no eligible BUYT can meet the 24-hour call. Geographic areas maintain a combined rotation schedule for internal mobilization.
- E. The National Interagency Multi-Agency Coordinating Group (NMAC) retains the authority to adjust the BUYT rotation list when necessary to achieve team experience objectives or for other reasons.
- F. The call-out schedule is a year-round rotation.
- G. GBCC will post the national rotation list. It can be found at: <https://gacc.nifc.gov/gbcc/overhead.php>.
- H. In the event the BUYL is unable to accept the assignment and the Deputy BUYL will be taking the team out, the BUYL will notify the National BUYT Coordinator.

The National Buying Team Coordinator is:

Jamie Wade
Work: 602-225-5256
Cell: 602-531-9611
Email jamie.wade@usda.gov

Geographic

- A. BUYTs will remain on call for a maximum of fourteen (14) days.
- B. At the time a BUYT is requested from the rotation, the next eligible BUYT in rotation will be notified by the GBCC and will remain in on-call status for the next 14-day period.
- C. The 3rd team listed in rotation is available for in-GACC assignments only.
- D. In the event the BUYL is unable to accept the assignment and the Deputy BUYL (if assigned) will be taking the team out, the BUYL will notify the BUYT Coordinator.
- E. The call-out schedule will start at 0001 hours approximately April 6 (MDT) and end 2400 hours (MDT) on approximately October 4. This rotation schedule coincides intentionally with the geographic incident management team rotations.
- F. GBCC will maintain the Geographic BUYT rotation list. It can be found at: <https://gacc.nifc.gov/gbcc/overhead.php>.

The Great Basin Geographic Buying Team Coordinator is:

Rhonda Shay
Work (435)781-4422
Cell (435)650-0011
Email rshay@blm.gov

B. Availability

Rostered BUYT members are committed to their team and are unavailable for single resource assignments, unless the team stands down. BUYT Leaders have the option of standing their team down at any time. If a team stands down, the members may be available for single resource assignment.

Geographic Areas will internally mobilize their National BUYT, local Geographic Area BUYTs, or ad-hoc BUYTs before requesting a National BUYT from NICC. Agencies are expected to support small incident needs (smaller than Type 2) using local purchase card holders.

BUYTs will be considered unavailable for assignment if more than one (1) procurement position cannot be filled with a substitute (See VII. Substitution Procedures for further explanation).

Alternate BUYT members may accept single resource assignments or assignments with established BUYTs.

C. Substitution Procedure

If any rostered BUYM is unavailable, for both national and geographic BUYTs, a substitute can be filled from the Alternate BUYM list provided by the BUYC. The BUYL may contact the BUYC for assistance in finding a substitute. It is the responsibility of the BUYL to provide substitutions and an updated roster to the GBCC. Substitutes must be rostered prior to mobilization and will be assigned to the team for that call-out period.

Every effort will be made to substitute BUYT personnel within the GB geographic area. In the event sufficient resources are not available within the geographic boundary to fill all team positions, the resources may be filled from other geographic areas.

If an alternate leader is not available to substitute, the affected team will be removed from rotation and the next team in rotation will move up to on-call status. If a substitute is unavailable, the entire team is unavailable. The next team in rotation will move up to on-call status.

IV. BUYING TEAM KIT

A. Internet/Intranet Website References

Additional websites:

Great Basin Coordination Center Incident Business Management:

<https://gacc.nifc.gov/gbcc/business.php>

BLM Fire & Aviation

<https://www.blm.gov/programs/fire-and-aviation>

B. National BUYT Spreadsheet

The GB BUYTs will solely utilize the BUYT Spreadsheet, and will not utilize any other documentation processes (i.e., the BUYT Database). If a GB BUYT is directed to use the database on out-of-GACC assignments, the incident agency must provide a full-time database expert to complete the database for the team. If they cannot, the BUYT may turn down the assignment

V. RESPONSIBILITIES

A. Incident Business Advisor (INBA)

The role of the INBA is to relay expectations and logistical information from the Agency Administrator to the BUYL via a Delegation of Authority (DOA). It is the BUYL's responsibility to decide the methodology the BUYT uses to accomplish those expectations.

The INBA should immediately notify the BUYL leader of any performance issues; notification should not be withheld until the performance evaluation at the end of the assignment. The

BUYL should be given an adequate opportunity to remedy the issue. The issue should also be reported by the INBA to the local agency incident business lead and the BUYC immediately. The BUYC will notify the GBIBC BUYT Core Group of any reported performance issues as soon as possible. This Core Group will discuss if what (if any) action is needed, or if escalation to the Coordinating Group should occur. This will be determined on a case-by-case basis, depending on the severity of the issue

VII. EXHIBITS:

Exhibit 15. Great Basin Buying Team Organization and Principles Guide

Exhibit 16. GBCG Interagency Incident Business MGMT Handbook Supplement Ch. 40

Exhibit 15

GREAT BASIN BUYING TEAM ORGANIZATION and PRINCIPLES

Great Basin Buying Team (BUYT) personnel are valued and respected in the National Wildfire Coordinating Group (NWCG) community, while consistently delivering incident mission results that are timely, accurate and complete. Teamwork and Partnership elements displayed by Great Basin BUYTs demonstrate diligence and professionalism that contributes to the success of fireline and incident based resources.

The following principles exist to result in the safety and well-being of Great Basin BUYT personnel, while also achieving cohesiveness, legitimacy and protection for BUYT members.

HOME UNIT RESPONSIBILITIES

- Work performed in a BUYT member capacity while on fire assignments is considered “other duties as assigned”, and is approved by an employee’s supervisor of record. Participation in fire assignments is dependent upon completion of home unit work priorities, including workload, mandatory training, etc. It is also dependent on supervisory approval.
- Utilizing home unit days between assignments allows for completion of home unit work responsibilities prior to accepting new assignments.
- Assignments can, and sometimes should, be declined without recourse; whether work or personal based. A fire assignment is not a valid reason for incomplete workload at the home unit.
- Anticipated absences should be communicated to leaders prior to team rotation, as soon as possible. This allows BUYT leaders to ensure continuity of operations for rotation and assignment.
- Fire seasons can be long and complex. Therefore, honest, open communication regarding personal and professional based commitment between supervisors, BUYT leaders, and members is essential.
- On average, the heaviest volume of incident acquisition support occurs during “the field season,” or between July 1 and September 30; as does non-fire mission critical support. Therefore, it is imperative that BUYT personnel establish clear, communication expectations with home unit supervisors for utilization while on fire assignment. This will allow home unit supervisors to plan and execute home unit mission critical work delivery, as well as assist with expectations for individual home unit work completion.

DAYS OFF

- GB BUYTs follow the same policies for mandatory days off between assignments as other NWCG interagency fire resources. This includes 2 mandatory days off after a 14 day assignment. Note: 14 days does not include travel days. It is 14 full working days. Refer to the NWCG Standards for Interagency Incident Business Management (PMS 902), pages 10-14 through 10-16 for clarification.

- In 2018 the Great Basin Coordinating Group (GBCG) adopted a recommendation from the Great Basin Incident Business Committee (GBIBC) that BUYT personnel have 5 days off between 14-day assignments (2 mandatory NWCG mandated days off; with 3 days at the home unit dedicated to home unit work completion). This principle exists to build resiliency both in the home unit organization, as well as individual BUYT members.
- Deviations to the 3 days for accomplishment of home unit work are the exception, and will be addressed by the Great Basin BUYT Coordinator, BUYT Leader, BUYT Members and home unit supervisor. BUYT Members will communicate with home unit supervisors prior to negotiating a reduction of days off between assignments, and they will communicate their supervisor's decision to the BUYT Leader. The BUYT Leader and BUYT Coordinator will discuss the team's overall availability and potential reduction of days. The official decision to reduce these 3 days will be made by the BUYT Core Group after these discussions. Reduction decisions would be based on variations, such as home unit supervisor approval, complexity of previous assignment, workload, etc. However, the minimum days between 14-day assignments will be no less than 3 days—2 mandatory personal days off and 1 home unit. Weekends will be at the discretion of the BUYL and his/her team needs and will not be managed by the BUYT Core Group.
- Assignments of less than 14 working days are not entitled to the 2 mandatory days off; however, there may be a need for 2 days at the home unit between assignments. This will be discussed on a case-by-case basis with the BUYT members and their supervisors, and subsequently the BUYT Leader and BUYT Coordinator. The decision will be communicated to the BUYT Core Group. Whatever the result of the discussion regarding days off between assignments, BUYT members should ensure they are properly rested and home unit workload is satisfied prior to acceptance of a new assignment.

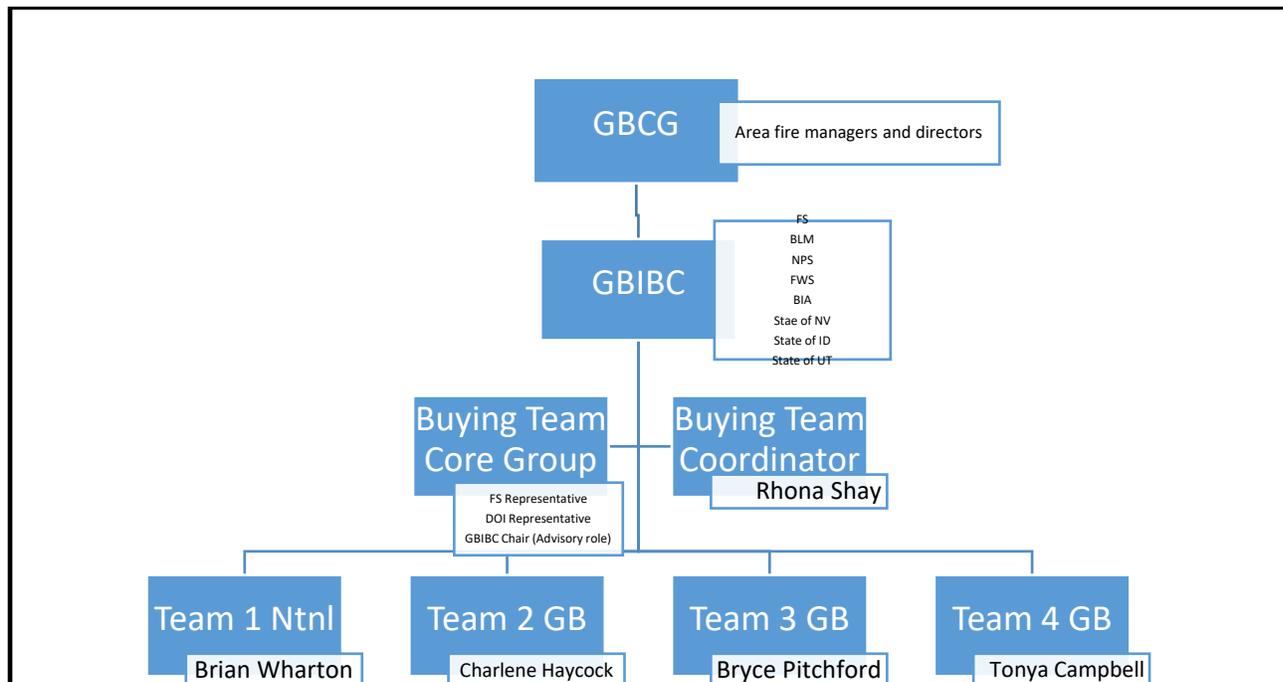
EXTENSIONS

- Requests for extension will be brought to the Great Basin BUYT Coordinator's attention prior to acceptance by the BUYT Leader, as soon as the Leader is made aware of the request.
- The BUYT Leader will work with the IBA and BUYT Coordinator to get approval for the BUYT to extend, following the official extension documentation and process.
- All BUYT members shall obtain home unit supervisor approval, via the BUYT extension form, prior to acceptance of an extension. This is only a request to the supervisor. Supervisors have the option to deny the extension request, if home unit work requires the member to return. An official extension form must be signed by the home unit supervisor or they are not permitted to extend.
- BUYTs may be extended, even if one or more members do not receive approval to extend. The BUYT Leader will make appropriate adjustments if members are not approved for extension (see next section).
- Final status of requests for extension will be sent the BUYT Coordinator after all approvals/disapprovals have been received and will be documented on the Incident Extension form through the dispatch channels

INCIDENT ADJUSTMENTS

- It is the goal of the BUYT Core Group, BUYT Coordinator and GBIBC to support and ensure each BUYT has a successful assignment each and every time they are mobilized. With this in mind, it is sometimes necessary to adjust the size of BUYT assigned to an incident. Many considerations are factored into this decision, including current or future BUYT support needs, current fire activity, etc.
- If an Agency Administrator or IBA request an increase or decrease the size of the BUYT, the BUYT Leaders will communicate requests to the BUYT Coordinator. They should also provide the nexus for the need; (e.g., changes in incident management team level while assigned to the incident, complex logistical situations, decrease in workload, etc.). The BUYT Leader and BUYT Coordinator will then work together, in coordination with the IBA, to adjust the size of the team.
- BUYT leaders are asked to communicate plans for transition and/or critical execution needs to the BUYT Coordinator, including the intended demobilization date.
- Any unusual needs that are an exception to the above, such as replacement or splitting of a team, will be coordinated with the Agency Administer (AA) and IBA through the BUYT Core Group. While anticipated to be rare, the BUYT Core Group is tasked by the GBCG with assuring the Great Basin incident procurement needs are met at all times and will make the recommendation if the situation necessitates. Depending upon needs within the Great Basin, coupled with the complexity/size of the incident and availability of alternates, the BUYT Coordinator and the BUYT Core Group will discuss options with the BUYT Leader, assigned IBA(s) and AA. Recommendations for change to the existing assigned BUYT will be communicated by the BUYT Core Group to GBIBC, the GBCG Representative, and the Great Basin Coordination Center. Decision rationale will be documented and communicated so that Great Basin stake holders can support and understand decisions collectively for the corporate interest of the Great Basin. If this rare situation arises, a recommendation will be made to the AA, who will have the ultimate decision.

2020 GREAT BASIN BUYT ORGANIZATION CHART



GBCG—Consists of Area Fire Directors and Managers from each of the primary cooperating Federal and State Agencies within the Great Basin. This group has overall responsibility for allocating and prioritizing resources during times of multiple incidents, overseeing the mobilization of emergency resources as a whole, developing and managing Incident Management Teams (IMT), and coordinating information and intelligence.

GBIBC – With delegation from the GBCG, BUYTs are coordinated through the Great Basin Incident Business Committee. Fire Season 2019 charter will be revised to include language specific to the roles and responsibilities of the GBIBC in correlation to the GB BUYT organization. The GBIBC approves final annual BUYT rosters and Geographic BUYT rotations, reduction in days, extensions, etc.

BUYT Coordinator – This is a 2-year position. This position is the primary coordinator for GB BUYTs. This position coordinates with the leaders, members, trainees, alternates, the BUYT Core Group and the GBCC. This position reports to the GBIBC and attends all meetings and conferences, providing information regarding the GB BUYTs.

BUYT Core Group – The Core Group was established to be the liaison between the GBIBC and the BUYT Coordinator. The Core Group assists the Coordinator in resolving issues that could not be resolved between the Coordinator and the BUYL(s) or those issues that require more authority. The Core Group also assists in communication regarding team composition changes.

Team 1 (National) –This team is a national team, and rotations are assigned by the national BUYT coordinator and the team adheres to the National BUYT Guide. The roster is approved by the GBIBC. The leader coordinates with the GB BUYT Coordinator on assignments, extensions and availability. The Coordinator may assist with substitutions when requested. While the rotations are assigned at the national level, days in between fire assignments should follow the language in this document whenever possible to ensure the well-being of all members of the team.

Teams 2,3,4 (Geographic) – These teams are coordinated by the GBIBC. Their primary mission is to serve the Great Basin GACC. Requests for participation outside the geographic area can be entertained when the GB is at PL levels 1 and 2. Requests for outside participation when the GB is in PL levels 3, 4 and 5 will be decided on a case-by-case basis.

Exhibit 16

GREAT BASIN

CH40 – Incident Business Management Coordination

Buying Team Utilization

Upon arrival at the incident agency, buying teams shall report to the Agency Administrator or their acting and receive a Delegation of Authority (DOA). The DOA should relay expectations and logistical information to the buying team from the incident agency perspective. The DOA shall also include the name and phone number of the supervisory official who will oversee the buying team's interaction and performance and include a date and time whereby the incident agency will transition incident purchasing to the buying team.

The buying team shall complete all purchasing transactions that were assigned to them in their duration on the incident. The buying team documentation, including copies of receipts, shall remain in the buying team fire package. All purchases/business reconciled or resolved outside of the buying team's duration on the incident shall be transmitted to the incident agency and included in the buying team's fire package.

Upon demobilization from the incident the buying team shall prepare a transition document for the incoming buying team (if transitioning to a new team) or the incident agency (if no buying team will be incoming) to communicate any outstanding purchases, standing orders, or other issues of interest. They shall also participate in a closeout meeting with the incident agency. The Great Basin utilizes a narrative Buying Team Evaluation form. This form shall be completed at the end of each buying team assignment. The form shall be reviewed by the agency representative with the buying team leader and both parties shall sign the form. Any issues or concerns raised during the incident shall be discussed during the evaluation to ensure that they have been resolved to the best of the parties' abilities. A copy of the form shall be submitted to Sierra Hellstrom, GB Buying Team Coordinator per the instructions at the bottom of the form. The form can be obtained at: https://gacc.nifc.gov/gbcc/admin/docs/BUYT_Evaluation_Form.pdf