

**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT
SUPPLEMENT**

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Approved:

/s/ Bryce Rogers

BRYCE ROGERS

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New Document	NR-2025-5	4 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2024-5 (5/1/2024)	3 Pages

Digest:

- Updated link and contact information.
- Added language related to Buying Team ordering process

BUYING TEAM COORDINATION

Only authorized individuals with appropriate delegated procurement authority shall procure equipment, goods and services for the incident within the limitations of their delegated authority. Buying Teams shall follow standard operating procedures set forth in the NWCG Standards for Interagency Incident Business Management (SIIBM), the Mobilization Guide, agency acquisition handbooks and guides (e.g., agency purchase card procedures) and the National Interagency Buying Team Guide. Geographic Area Buying Teams shall comply with the operating procedures section of the National Interagency Buying Team Guide.

The Interagency Buying Team Guide can be found:

<https://www.fs.usda.gov/business/incident/static/Interagency%20Buying%20Team%20Guide%20042019.pdf>

- The Northern Rockies Coordinating Group (NRCG) information, including the Northern Rockies SIIBM supplements can be found on the Business Committee website.

1. Buying Team Coordinator

The USFS Regional Incident Business Coordinator is the Northern Rockies lead for Buying Team coordination. For 2025, the Buying Team point of contact shall be Melissa Swain, (541)786-1275, melissa.swain@usda.gov.

- a. Certify team leaders and members are qualified and meet training standards.
- b. Ensure effective communication flow between the national level and the local level.

2. Buying Team configuration

- a. Northern Rockies National Buying Teams will comply with the National Buying Team Guide configuration. The Northern Rockies has one National Buying Team and one Geographic Area Buying Team.
- b. A list of the alternate, shared, and trainee buying team members will be maintained by the Buying Team Leaders.

3. Mobilization

- a. Buying Teams are ordered by the incident agency and coordinated with the Buying Team Coordinator, as needed.
- b. National Buying Teams are prioritized for large incidents and are available for dispatch nationally.
- c. Geographic Area Buying Teams are used for smaller incidents and may be available for dispatch nationally if there are no needs within the geographic area for their services.
- d. Buying Team Leaders should make every effort to provide training opportunities for applicant trainees and host unit trainees as appropriate based on the host agency's needs.

4. Mobilization Ordering Process

- a. Incident agency host unit identifies that a Buying Team (BUYT) is needed.

- 1 b. Incident agency host unit contacts the NRG A IBC BUYT Coordinator to discuss
2 the need.
- 3 c. NRG A IBC BUYT Coordinator contacts the National BUYT Coordinator to
4 discuss options for filling.
- 5 d. Once discussed and approved by the National BUYT Coordinator and confirmed
6 which BUYT will fill the order, the NRG A BUYT Coordinator will request the
7 incident agency host unit place the order to be filled with the identified BUYT as
8 described below:
- 9 i. BUYT supporting multiple interagency incidents across multiple dispatch
10 zones:
- 11 1. NRCC will order the BUYT on NRG A Fire Support incident in
12 IROC.
- 13 2. NRCC will fill the order with internal NRG A BUYT or NRCC
14 will place the order to NICC for filling with an external BUYT.
- 15 ii. BUYT supporting multiple interagency incidents out of a single dispatch
16 zone:
- 17 1. The host unit dispatch center will order the BUYT on the NRG A
18 Fire Support Incident in IROC.
- 19 2. The host unit dispatch center will place order to NRCC for filling
20 with internal NRG A BUYT of NRCC will place order to NICC for
21 filling with an external BUYT.
- 22 iii. BUYT supporting one incident or Agency:
- 23 1. The host unit dispatch center will order the BUYT on the specific
24 incident in IROC.
- 25 2. The host unit dispatch will place order to NRCC for filling with
26 internal NRG A BUYT of NRCC will place the order to NICC for
27 filling with an external BUYT.

28 5. Responsibilities

29 The responsibilities and authorities for the Buying Team and its members are detailed in
30 the current National Interagency Buying Team Guide.

- 31 a. The Buying Team works for the incident Agency Administrator or other
32 designated personnel and must abide by the unit's Incident Business Operating
33 Guidelines provided them by the incident Agency Administrator.
- 34 b. Interagency Buying Teams supporting the Northern Rockies should access local
35 Source Lists. Connect with the host unit Incident/Fire Business Specialist and/or
36 Dispatch to ensure the Source list is provided.
- 37 c. The Agency Administrator, or other designated personnel, shall complete the
38 Buying Team performance evaluation for all incidents within their jurisdiction.
39 One copy of the completed performance evaluation will be given to the Buying
40 Team Leader and one copy will be forwarded to the Buying Team Coordinator.

- 1 d. The Buying Team Leader should be in communication with the Incident Business
2 Advisor and Incident Management Teams (especially the Finance and Logistics
3 Sections).
- 4 e. The Buying Team is expected to handle all EERA and LUA requests.
5 Procurement Unit Leaders (PROC) with appropriate procurement authority may
6 assist with LUAs or EERAs (or modifications); however, their primary duty is to
7 manage their unit and administration of agreements on the incident. It should not
8 be assumed that additional contracting support to the Buying Team will be
9 provided by an assigned PROC.