

BUYING TEAM APPLICATION / AUTHORIZATION STATEMENT FOR CY 2025

Application Deadline 12/17/2024

Buying Team Applicant Name: _____
Agency/Organizational Unit/Duty Station: _____
Job Title, Series, Grade: _____
Primary Email Address: _____
Secondary Email Address: _____
Work Phone: _____
Cell Phone: _____
Supervisor Phone: _____
Home/Family Member Phone: _____

AUTHORIZATION: *It is agreed that if this applicant is selected for a Buying Team position, selectee will be available to perform their team duties, except in cases of utmost emergency at his/her home unit. Supervisor attests that the applicant is in good standing and current with reconciling their purchase card transactions.*

THIS AUTHORIZATION STATEMENT MUST BE APPROVED ANNUALLY.

Buying Team Applicant Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

For final selection, and to meet buying team position competency, you must be a government purchase cardholder, and complete the following required/mandatory training by the time you submit your application. Most are on-line classes you can take at your leisure. Submit a copy of your Red Card and current IQCS record listing completed courses (or for any course not listed, provide certificate of completion) along with your application form. You may apply even if you do not have the required mandatory training but must take the online classes by end of calendar year 2024. Fill out the date each training session was completed, below:

Refer to pages 68-69, [Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1](#) for list of mandatory and recommended supplemental training. Here is the link to the FEMA website for online mandatory training: <https://training.fema.gov/nims/>.

Required, MANDATORY Training:

S-260, Interagency Incident Business Management, **Date Completed:** _____
ICS-100, Introduction to Incident Command System, **Date Completed:** _____
IS-700, National Incident Management System, an Introduction, **Date Completed:** _____
IS-800, National Response Plan, an Introduction, **Date Completed:** _____
Purchase Card and Convenience Check training, **Date Completed:** _____

In addition, the following are recommended courses to take if selected as a Buying Team member. If you have taken, ensure it is listed on your IQCS report, or provide certificate of completion.) Fill out the date each training session was completed, below:

Recommended SUPPLEMENTAL Training:

I-200, Basic Incident Command System, **Date Completed:** _____
D-110, Dispatch Recorder, **Date Completed:** _____
S-261, Applied Interagency Incident Business Management, **Date Completed:** _____
Procurement Incident Training, **Date Completed:** _____
Other (course name/date completed): _____

**PLEASE INDICATE THE POSITION(S) THAT YOU WISH TO BE CONSIDERED FOR ON THE BUYING TEAM:
(Must be listed on your Red Card/IQCS record):**

Buying Team Leader (BUYL) – Must be a GS-1105 or 1102 _____
Alternate BUYL – Must be a GS-1105 or 1102 _____
Buying Team Leader Trainee (BUYL-T) – Must be a GS-1105 or 1102 _____
Buying Team Member (BUYM) _____
Buying Team Member- Trainee (BUYM-T) _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Warranted Personnel - Authority Threshold:

(provide your SF-1402 form)

Supplies: \$ _____
Services: \$ _____
Construction: \$ _____

Non-Procurement Series / Micro-Purchasers – Authority Threshold:

Supplies: \$ _____
Services: \$ _____
Construction: \$ _____

Please submit via email, to maria.laboy@usda.gov, by COB on December 17, 2024:

- Completed application form, with all signatures, and the following attachments:
- Red Card (showing up to date, relevant fire qualifications and if trainee as well)
- IQCS Fire Training Report
- Certificate of Training Completion (if course not listed on your most recent IQCS report)
- If warranted, attach copy of your SF-1402.

THANK YOU for applying.

You will receive acknowledgement of receipt of this Buying Team Application Form from Maria Laboy, Southern Area Buying Team Coordinator. If you have questions, feel free to reach out to her at maria.laboy@usda.gov. For advice on Buying Team positions and how to complete training, contact your agency's (region/unit) Fire Training Officer.

We plan to announce selections by mid-January. Selectees will be rostered and should be available to deploy as necessary during Calendar Year 2024. Final roster will be published on the Southern Area Coordination Center's website.