



Southern Area Coordinating Group

Date: November 1, 2024

Memorandum

To: All Interested Applicants

From: Southern Area Coordinating Group

Subject: Southern Area Buying Team (SA-BUYT) Membership Announcement

APPLICATION PERIOD: November 5, 2024 through December 17, 2024

REPLY DUE: December 17, 2024

The Southern Area Coordinating Group is soliciting for applications to those personnel who are interested in being on the CY 2025 roster as a Buying Team Leader (BUYL), Member (BUYM) or trainee. Individuals who are currently serving in these positions will need to re-apply for the Calendar Year 2025 roster. Applications will be accepted until **December 17, 2024**.

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 BUYT has seven people consisting of a leader and six team members. One of the six members may be assigned as an assistant or deputy leader. Two members of the buying team shall have delegation of procurement authority. In addition to the seven-member team, personnel from the incident agency or rostered buying team member trainees may be added to supplement a team, to allow for the development of skills, and to address successional staffing requirements for the future. While not required, it is highly recommended that those selected as trainees apply to the Southern Area Priority Trainee Program as well.

Buying Team qualifications and composition are addressed in the following documents:

Responsibilities and coordination: Refer to chapters 20 and 40 of the [NWCG Standards for Interagency Incident Business Management, PMS 902](#), and [National Interagency Buying Team Guide \(nwcg.gov\)](#)

Qualifications: [Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1](#) (pages 68-69)

A purchase card with a minimum of micro purchasing authority is a pre-requisite for qualification to be considered for inclusion on the roster. Individuals must have pre-approval from their immediate supervisor and be in good standing with their purchase card transactions to be approved.

Along with the application, individuals must provide an up-to-date copy of their incident qualification card (red card) and Incident Qualification and Certification System (IQCS) record. Individuals may obtain these from their local fire training officer.



To serve as a qualified BUYL or BUYM, all individuals must complete the mandatory required training and experience listed on pages 68-69 of the [Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1](#).

This document also lists additional training (not mandatory upon application but recommended to be taken as soon as feasible) to support development of knowledge and skills for effective and optimal performance. These include incident procurement training.

For those applying as “trainees” (per Red Card), if they do not have a particular mandatory training at the time they submit their application, we may still consider them, pending completion of those on-line classes as soon as possible, and before end of this calendar year.

Although we encourage any government purchase cardholder to apply, a focus this year is on recruiting additional warranted personnel, to afford the Southern Area the opportunity to have more than one buying team ready for deployment when there is high level of fire and/or all-hazard incident activity within and/or outside our geographic area. As fires become more complex, and when buying teams are asked to manage more than one fire, it becomes necessary to have enough warranted personnel on a team.

The Incident Business Committee has implemented position task books (PTBs) for BUYMs and BUYLs. New or continuing trainees must complete the PTB to become a member or leader. Anyone interested in initiating a task book should consult with their local fire training officer. These task books are located at <https://www.nwcg.gov/publications/agency-taskbooks>.

All interested individuals will need to complete the enclosed application and return a legible scanned/signed copy by the due date above to Maria Laboy, Southern Area Buying Team Coordinator, at maria.laboy@usda.gov. Along with the application, include legible copies of your incident qualification card (red card), IQCS record and/or certificate of course completion, and a copy of your warrant (if applicable). You will be notified whether your application has been approved. Thank you for your interest.

If you have questions, please direct them to Maria Laboy, SA Buying Team Coordinator at maria.laboy@usda.gov or 404-309-5286.

Reese Kerbow
Chair, Southern Area Coordinating Group

Enclosure: 2025 SA Buying Team Application-Authorization Form

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.