



**File Code:** 5100; 6300 **Date:** October 6, 2021  
**Route To:** All Employees  
**Subject:** 2022 Southern Area Buying Team Participation  
**To:** Forest Supervisors, Forest Manager, Area Supervisor, Directors

### OPTIONAL REPLY DUE NOVEMBER 12, 2021

The Southern Region, in partnership with the Department of Interior agencies which are members of the Southern Area Coordinating Group, is soliciting for applications to those personnel who are interested in being on the 2022 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 2022 roster. Applications will be accepted until **November 12, 2021**.

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 Buying Team 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. In addition to the seven-member team, personnel from the incident agency or rostered buying team members/trainees may be added, as needed, to supplement the primary team. Two members of the Buying Team shall have delegation of procurement authority.

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 purchase card and convenience check training, and incident procurement training.



We want to make the opportunity to join the Southern Area Buying Teams appealing and reachable to the widest pool of candidates possible, including DOI partners. For that reason, we want to advise that if an applicant does not have a mandatory required training at the time the application is submitted, the application will still be accepted with the condition and commitment by the applicant that the missing training will be taken as soon as it is available, and before they are rostered (usually done in January). The applicant could possibly still go out on assignment with the Buying Team if the need arose, and if their red card indicates “trainee”.

The Incident Business Committee has implemented position task books 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 copy by the due date above to Maria Laboy, Regional Incident Administrative Coordinator, at [maria.laboy@usda.gov](mailto:maria.laboy@usda.gov). Only include legible copies of your IQCS record, incident qualification card (red card), and a copy of your warrant (if applicable) with your completed application. You will be notified whether your application has been approved. Thank you for your interest.

A handwritten signature in blue ink, appearing to read "Kendrick Arney", with a small "(et)" to the right.

KENDERICK ARNEY  
Regional Forester

Enclosure

cc: Maria Laboy, Dave Martin, Jason Demas, Tracy Robinson