

BUYING TEAM AUTHORIZATION STATEMENT FOR CY 2022

Application Deadline 11/12/2021

Micro-Purchase authority is an absolute pre-requisite for qualification.

AUTHORIZATION: It is agreed that if _____ is selected for a Buying Team
(Buying Team Applicant)
position, that he/she will be available to perform these duties, except in cases of utmost emergency at his/her home unit.

UNIT/LOCATION: _____

JOB TITLE, SERIES, & GRADE: _____

E-MAIL ADDRESS: _____

PHONE NUMBER (Work): _____ **(Home):** _____
(Cell phone): _____ **(Other):** _____

Buying Team Applicant: _____
Signature Printed Name Date

Immediate Supervisor: _____
Signature Printed Name Date

The cardholder listed above is in good standing and current with reconciling their purchase card transactions.

Local Area Program Coordinator (Purchase Card) _____
Signature Date

THIS AUTHORIZATION STATEMENT MUST BE APPROVED ANNUALLY.

TRAINING: Please indicate the last date training was completed or when you anticipate taking the training.
Submit a copy of your current IQCS record and Red Card along with your application.

INDICATE LATEST DATE COMPLETED:

- 1. Required Training (Mandatory)**
S-260, Interagency Incident Business Management, _____
ICS-100, Introduction to Incident Command System _____
IS-700, National Incident Management System, an Introduction _____
IS-800, National Response Plan, an Introduction _____
Purchase Card and Convenience Check training _____
Procurement Incident Training _____

- 2. Recommended Supplemental Training**
I-200, Basic Incident Command System _____
D-110, Dispatch Recorder _____
S-261, Applied Interagency Incident Business Management _____
As applicable, list other from lists on pages 68-69 of the [Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1](#).

**PLEASE INDICATE THE POSITION(S) THAT YOU WISH TO BE CONSIDERED FOR ON THE BUYING TEAM:
POSITIONS (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 Member (BUYM)

PLEASE PROVIDE THE FOLLOWING INFORMATION:
As applicable, please provide a copy of your SF 1402 (Certificate of Appointment)

Authority Threshold:
Warranted Individuals – Level _____; Supplies: \$ _____; Services: \$ _____; Construction: _____

Non-Procurement Series/Micro-Purchaser - Supplies: \$ _____; Services: \$ _____; Construction: _____

Approved / Accepted _____
Southern Area Buying Team Coordinator

Send completed application to: Maria.laboy@usda.gov