



# Southwest Geographic Area Buying Team Guidelines

(Last Update Sept 2019)

## Mission Statement of SWA Buying Teams

The mission of Buying Teams in the Southwest Geographic Area (SWA) is to provide Agency Administrators and their administrative staffs with organized and qualified personnel to support incident acquisition for procuring a wide range of services and supplies, as well as renting land and equipment during emergency events.

Each SWA Buying Team will be responsible for providing essential and critical incident support, to include:

- Procuring services, supplies, and equipment consistent with federal and state acquisition policies, as well as incident directions and requirements.
- Providing expertise to establish and assist with entering land-use and other related agreements.
- Supporting emergency responders and the public (*ensuring the safety of incident responder and the public is the highest priority and consideration*).
- Adhering to guidance as outlined in the *National Interagency Mobilization Guide* and the *Southwest Area Mobilization Guide*.

## Relationships among Agency Administrators, SWCG, and SWA Buying Teams

Southwest Area Buying Teams work for Agency Administrators as outlined in their delegation of authority from the agency administrator. The Southwest Coordination Group (SWCG) will provide direction, guidance, and oversight for any nationally or geographic (“local”) recognized and sponsored Buying Team within the Southwest.

Each Buying Team Leader will be selected by the Southwest Coordination Group (SWCG). SWCG has established a goal of hosting five SWA sponsored Buying Teams, of which two of those teams that will be BUYTs and part of the national Buying Team rotation.

## Team Oversight

1. Oversight and coordination of the Buying Teams are provided collectively by the SWCG. These principles along with guidelines supplement the information in the *Southwest Area Mobilization Guide* - Chapter 20, Overhead and Teams will provide further guidance and direction.
  - Buying Team activities and availability will be coordinated through the Southwest Coordination Center (SWCC).
  - At higher national preparedness levels, the National Multi-Agency Coordinating Group (NMAC) may provide specific direction, guidance, and coordination.

## **SWCG Handbook – Appendix V – Buying Team Management**

2. Buying Team members will be invited to participate during the SWA Incident Management Team meetings held annually prior to each fire season. The SWCG along with the SWA Incident Business Committee (SWA-IBC) will be responsible for providing updated direction, guidance, and expectations at the team meeting(s).
3. The SWCC, along with the assistance and support of the SWCG and the SW-IBC, will be responsible for implementation of the buying team recruitment process.
4. Each team should be interagency in nature (i.e. not comprised from a single agency).
5. A letter of expectation from the SWCG will be prepared for each Southwest Buying Team Leader to sign annually. This letter will clearly express the expectation the SWCG has of the Buying Team Leader and what the Buying Team Leader can expect of the SWCG.
6. Southwest Buying Teams are encouraged to carry and develop trainees, especially those that are progressing toward filling future Southwest team needs long-term.
7. Each SWA Buying Leader shall be committed to managing their team to the highest standard and to the best of their ability.
8. Following each assignment, Buying Team Leaders will provide copies of their team/individual evaluations (as well as provide any information concerning any issues, usual events and/or controversies encountered) to the SWA-IBC Chair, who will provide the information to the SWCG.
9. Individual performance or conduct issues should be directed to the respective agency representative on SWCG. This is to ensure agencies promptly address performance/conduct issues and to ensure the SWCG and Buying Team Leaders have documentation on specific individuals during team selections in the future.

### **Safety and Welfare**

1. The Southwest Coordinating Group (SWCG) and agency administrators are committed to safe and mindful actions by all personnel involved in fire and incident management.
  - The commitment and accountability for safety are the responsibility of each team member and agency administrators. Only fully qualified individuals, with qualifications documented on their incident qualification card, will be assigned on incidents.
  - The SWCG encourages all team members to be able to voice any safety concerns without negative repercussions.
2. All Buying Team Leaders will ensure that each team member under their supervision is provided a safe work environment free from any form of harassment or hostile work conditions. The highest standards of ethics and conduct will be maintained.
3. Buying Team Leaders are responsible working the Agency Administrator for ensuring that each team complies with established work/rest and length of assignment guidelines.

## **SWCG Handbook – Appendix V – Buying Team Management**

- Guidelines for work/rest and assignment length can be found in the *Interagency Incident Business Management Handbook* (“Yellow Book”), Chapter 10.
  - Buying Team Leaders may make their team unavailable for longer than the standard two days off following an assignment, especially during busy seasons.
4. Team members will be personally responsible for their own performance.
  5. It is important that no team member be supervised directly by a relative or a member of their household. “Relatives” are defined as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister (5CFR310.102).

### **National Buying Team Configuration Standards**

1. SWCG has established a goal to maintain at least two (2) national Buying Teams in the SWA.
  - Each geographic area is responsible for training and providing a minimum of one Buying Team to be available for national dispatching annually.
  - All SWA Buying Teams, which meets the national team standards and availability period (as defined below), will be recommended to be part of the national Buying Team rotation and be listed in the *National Mobilization Guide*.
2. Nationally recognized SWA Buying Teams will comprise of 9-10 core team positions, including one (1) qualified BUYL, six (6) primary support buying team members, and two or three (2-3) trainees.
  - Two (2) primary buying team members (may include the Buying Team Leader) must have at least \$100,000 warrant authority.
  - Additional primary team members should comprise of three (3) members with Purchase Card authority, and one (1) support personnel.
  - Trainees should be incorporated into every assignment (depending on availability). Trainees will be added to each roster at the time of mobilization based on availability from the SWA priority trainee list.
  - One member may be as assigned as the deputy or assistant leader.
3. National SWA Buying Teams shall be available from early March through Mid-November.
4. Whenever a team is ordered, the Buying Team Leader may negotiate with the Agency Administrator's approval for adding additional qualified members and/or trainees from the SWA Priority Trainee List.
5. Virtual team members may be used; however, the Buying Team Leader cannot be a virtual position.

### **SWA “Local” Buying Team Configuration Standards**

## SWCG Handbook – Appendix V – Buying Team Management

1. Any SWA recognized Buying Team that cannot fully meet the requirements and availability period of a National Buying Team will be status-ed as an SWA “local” Buying Team.
2. The SWCG and SWA-IBC have established composition standards for each SWA “local” team; these teams will comprise of 5-6 core positions, including one (1) qualified BUYL, three (3) primary support buying team members, and one or two (1-2) trainees.
  - One (1) primary buying team member (may include the Buying Team Leader) must be procurement official with a minimum of \$50,000 warrant authority.
  - Two (2) additional members must have Purchase Card and completed any applicable agency training requirements.
  - At least one trainee should be incorporated into every assignment; trainees will be added to each roster at the time of mobilization based on availability from the SWA priority trainee list.
3. All “local” SWA (non-national) recognized teams shall be committed to supporting incidents from April 1 to August 31.
4. Whenever a team is ordered, the Buying Team Leader may negotiate with the Agency Administrator's approval for adding additional qualified members and/or trainees from the SWA Priority Trainee List.
5. Virtual team members may be used; however, the Buying Team Leader cannot be a virtual position.

### Qualifications and Training

The following training requirements are mandatory for all Buying Team members, including alternates.

1. Required Training:
  - S-260, Interagency Incident Business Management
  - I-100, Introduction to Incident Command System
  - IS-700, National Incident Management System, An Introduction
  - IS-800B, National Response Framework
2. Recommended Supplemental Training/Review Requirements:
  - I-200, Basic Incident Command System
  - D-110 Dispatch Recorder
  - S-261, Applied Interagency Incident Business Management
  - Incident Procurement Training
  - Review *Interagency Business Management Handbook*, Chapters 10, 20, 30, and 40.
3. Additional Recommended Training for BUYT Leaders and Alternate Leaders

## SWCG Handbook – Appendix V – Buying Team Management

- S-360, Finance/Administration Unit Leader
- National or Geographic Interagency BUYT/BUTL Meeting/Workshop

In addition to the above training requirement, BUYM and BUYL trainees are also required to complete the appropriate position taskbook (to be recommended as a qualified BUYM or BUYL). Trainees cannot be assigned to an incident unless they are designated as a trainee on their Incident Qualification Card or other agency proof of certification.

1. The Certifying Official from the home unit/agency has administrative authorization to manage the qualification system for that home unit/agency.
2. BUYM and BUYL taskbooks can be available on the NWCG Publications website at: <http://www.nwcc.gov/publications/agency-taskbooks>

### Team Rotations and Team Roster Management

1. Team rotations and dispatching will be maintained and coordinated by the SWCC.
  - Each Buying Team Leader will identify a “Team Coordinator” to work with SWCC for maintaining the team’s roster and a list of alternates.
  - Once SWCG approves each team’s roster (after team selections are completed), the Buying Team Leader and/or Team Coordinator will work with SWCC to publish a final roster of the team’s primary members.
  - SWCC will be responsible for the identification of each team; each team will be identified numerically, as “SW BUYT #1,” “SW BUYT #2,” etc.
  - Team roster and rotation information will be posted on the SWCC website at: [http://gacc.nifc.gov/swcc/dispatch\\_logistics/overhead/overhead.htm](http://gacc.nifc.gov/swcc/dispatch_logistics/overhead/overhead.htm)
2. National Buying Teams will be committed to a 2-week on-call/2-week off-call rotation schedule.
3. Local (geographic) Buying Teams rotation will be managed by SWCC.
4. The roster will follow the guidelines in the *SWA* and *National Mobilization Guides*.
5. If critical positions cannot be filled and maintained, the SWA Incident Business Committee may recommend to the SWCG that the Buying Team is stood down.
6. Team members must regularly update and maintain their availability in the Resource Ordering and Status System, (ROSS status), per SWCC and team dispatch procedures. Members must maintain status as “available local.” Failure of individual team members to properly maintain their status can result in delayed mobilization for the team.
7. Additional information for ordering a team is found in the *Southwest Area Mobilization Guide* (Chapter 20- Overhead and Teams).

### Selection Process for Buying Team Leaders

## **SWCG Handbook – Appendix V – Buying Team Management**

1. SWCG will advertise through the SWA-IBC for the recruitment of Buying Team Leaders and Buying Team Leader trainees in August/September of each year. Applications will be collected by the SWA-IBC Chair. The SWCG will work the SWA-IBC to review each application and select Buying Team Leaders prior to the recruitment for team members.
  - All prospective Buying Team Leaders must be: a regular agency employees (no Administrative Determined employees will be considered), must be fully qualified (“red carded”) as a BUYL by their agency (to include meeting any additional agency-specific certification requirements), demonstrate through supporting documentation of their past work experience on Buying Teams, and have approval from their supervisor and line officer stating that he/she will make the necessary commitment to meet the National and GACC schedule, assignments, and meetings.
  - Buying Team Leaders will be selected on an annual basis, however, tenures may be extended from year to year (contingent on satisfactory performance and SWA need).
  - To help increase the SWA Buying Team capacity, Buying Team Leaders from neighboring Geographic Areas (i.e. outside the SWA) are encouraged to apply. Out of Geographic Area applicants must have the approval of the Geographic Area that they reside in, as indicated by the out of Geographic Area approval signature line on the application.
  - Any substitute Buying Team Leader must be approved by the SWCG or the Buying Team will be removed from the rotation.
  - SWCG will consider having shared or alternate Buying Team Leaders to lead a given team; any “shared position” will need to be pre-arranged and clearly communicated as such within their applications.
  - In the event a Buying Team Leader cannot complete their tenure, the SWCG will appoint an interim Buying Team Leader (if feasible) to complete the season.
  - Trainee Buying Team Leaders will also be recruited annually and prioritized by the SWCG according to several factors. To facilitate assignments with multiple teams and broadens the trainee’s experience and assignment opportunities, Buying Team Leader trainees will not be permanent members of a particular roster.

### **Selection Process for Team Members**

1. SWCG will distribute application announcement guidance for prospective buying team membership annually during the month of November.
  - Buying Team Leaders are encouraged to recruit prospective team members for their individual teams during this time.
2. Nomination submissions for all buying team primary members (and trainees) are the responsibility of the individual and supervisor; applications collected through ICAP recruitment process will be provided to each Buying Team Leader in early December.

## SWCG Handbook – Appendix V – Buying Team Management

- Team members are required to re-apply each year.
  - Each application must be signed by the employee and their supervisor stating that he/she will make the necessary commitment to meet the National and GACC schedule, assignments, and meetings.
  - Applicants will be given the opportunity to identify their preference of which BUYT they would like to serve on.
  - No primary member shall be on multiple rosters (one person, one team, one roster).
  - The SWA-IBC and the selected Buy Team Leaders will meet in conjunction with the SWA Incident Management Team selection meeting (held in mid-January), to finalize and approve each proposed team roster; SWCG input, if needed, will be sought to reconcile any disputes/conflicts.
3. Selections of primary team members will strive for the best possible mix of highly qualified and diverse agency candidates (for each team), thus some adjustments within team selections may be required.
- Candidate must meet all prerequisites for training and experience requirements; failure to meet all qualification requirements will preclude selection.
  - A broad-based diversity of agencies, experience, and skills are sought for the most flexible, adaptable, and balanced teams.
  - Each Buying Team Leader should consider a successional planning in their team selections, to ensure there are qualified individuals being prepared to fill current as well as future SWA team needs.
  - The following guidelines will be used by the SWCG and ICs when prioritizing selection of IMT members:
    - 1) Agency employees (includes Federal, State, permanent FD/local agency, tribal employees) within SWA.
    - 2) Federal/State Agency employees from outside the SWA.
    - 3) Members with late applications.
  - Out of GACC team members will be considered if no qualified SW agency candidates are available. Out of Geographic Area applicants must have the approval of the Geographic Area that they reside in, as indicated by the out of Geographic Area approval signature line on the application.