



# Southwest Area Buying Team Operating Guide

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## **Mission Statement of Southwest Buying Teams**

The mission of Buying Teams in the Southwest (SW) Area 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 SW Area Buying Team (SWA-BUYT) 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 responders and the public are the highest priority and consideration).
- Adhering to guidance as outlined in the Southwest Interagency Standards for Resource Mobilization.

## **Relationships: Agency Administrators, SWCG, and SW Area Buying Teams**

- SWA-BUYTs work for Agency Administrators as outlined in their delegation of authority from the affected Agency Administrator. The Southwest Coordination Group (SWCG) will provide direction, guidance, and oversight for any National or SW Area (“local”) recognized and sponsored BUYTs within the SW Area.
- Each SW Area Buying Team Leader (SWA-BUYL) will be selected by the SWCG. The SWCG has established a goal of hosting three (3) SW BUYTs, of which, two of the SW BUYTs will be considered part of the national Buying Team rotation.

## **Team Oversight**

- Oversight and coordination of the SWA-BUYTs are provided collectively by the SWCG. These principles, along with guidelines supplement the information in the Southwest Interagency Standards for Resource Mobilization Chapter 20, Overhead and Teams, and will provide further guidance and direction.
- SWA-BUYT 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.
- BUYT members will be invited to participate during the SW Area Incident Management Team meetings held annually before the start of the fire season. The SWCG along with the SW Area Incident Business Committee (SWA-IBC) will be responsible for providing updated direction, guidance, and expectations at the team meeting(s).
- The SWCC, along with the assistance and support of the SWCG and the SWA-IBC, will be responsible for the implementation of the SWA-BUYT recruitment process.

- Each team should be interagency (i.e., not comprised of a single agency).
- A letter of expectation from the SWCG will be prepared for each SWA-BUYL to sign annually. This letter will clearly express the expectation the SWCG has of the BUYL and what the BUYL can expect of the SWCG.
- SWA-BUYTs are encouraged to carry and develop trainees, especially those that are progressing toward filling future Southwest team needs long-term.
- Each SWA-BUYL shall be committed to managing their team to the highest standard and the best of their ability.
- Following each assignment, SWA-BUYLs will provide copies of their team/individual evaluations (as well as provide any information concerning any issues, usual events, and/or controversies encountered) to Southwest Coordinating Group.
- The respective agency representative on the SWCG should be made aware of any individual performance or conduct issue. This is to ensure that the SWCG and SWA-BUYLs have documentation on specific individuals during team selections in the future.

### **Safety and Welfare**

- The 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 to an incident.
  - The SWCG encourages all team members to be able to voice any safety concerns without negative repercussions.
- All SWA-BUYLs 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.
- SWA-BUYLs are responsible for working with the Agency Administrator to ensure that each team complies with established work/rest and length of assignment guidelines.
  - Guidelines for work/rest and assignment length can be found in NWCG Standards for Interagency Incident Business Management (SIIBM), Chapter 10.
  - SWA-BUYLs may make their team unavailable for longer than the standard two days off following an assignment, especially during busy seasons.
- BUYMs will be personally responsible for their performance.
- No team member shall 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

- The SWCG has established a goal to maintain at least two (2) BUYTs in the SW Area.
  - Each geographic area is responsible for training and providing a minimum of one Buying Team to be available for national dispatching annually.
  - All SWA-BUYTs, which meet the national team standards and availability period (as defined below), will be recommended to be part of the National Buying Team rotation.
- Nationally recognized SWA-BUYTs will comprise of 9-10 core team positions, including one (1) qualified Buying Team Leader (BUYL), six (6) primary support Buying Team Members (BUYM), and two or three (2-3) trainees.
  - Two (2) primary BUYMs (may include the BUYL) must have at least \$100,000 warrant authority.
  - Additional primary team members should be comprised 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 SW Area Priority Trainee List.
  - One BUYM may be as assigned as the Deputy or Assistant Buying Team Leader.
- National SWA-BUYTs shall be available from early March through Mid-November.
- 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 SW Area Priority Trainee List.
- Virtual team members may be used; however, the Buying Team Leader cannot be a virtual position.

## SW Area "Local" Buying Team Configuration Standards

- Any recognized SW Area Buying Team that cannot fully meet the requirements and availability period of a National Buying Team will be stasured as a "Local" SW Area Buying Team.
- The SWCG and SWA-IBC have established composition standards for each SW Area "local" team; these teams will comprise of 5-6 core positions, including one (1) qualified BUYL, three (3) primary support BUYMs, and one or two (1-2) trainees.
  - One (1) primary BUYM (may include the BUYL) must be a procurement official with a minimum of \$50,000 warrant authority.
  - Two (2) additional members must have Purchase Card and complete 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 SW Area priority trainee list.
- All "local" SW Area (non-national) recognized teams shall be committed to supporting incidents from April 1 to August 31.

- 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 SW Area Priority Trainee List.
- 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 BUYMs, including alternates.
- 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
- 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 Incident Business Management Handbook](#), Chapters 10, 20, 30, and 40.
- Additional Recommended Training for BUYT Leaders and Alternate Leaders
  - 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 Task Book 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.
  - The Certifying Official from the home unit/agency has administrative authority to manage the qualification system for that home unit/agency.
  - BUYM and BUYL Position Task Books are available at [NWCG Publications](#).

### Team Rotations and Team Roster Management

- 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](#).

- National Buying Teams will be committed to a 2-week on-call / 2-week off-call rotation schedule.
- Local (geographic) Buying Teams rotation will be managed by SWCC.
- The roster will follow the guidelines in the Southwest Interagency Standards for Resource Mobilization.
- If critical positions cannot be filled and maintained, the SW Area Incident Business Committee may recommend to the SWCG that the Buying Team is stood down.
- Team members must regularly update and maintain their availability status in the Incident Resource Ordering Capability (IROC), per SWCC and Team dispatch procedures. Members must maintain status as “Available Local.” The failure of individual Team members to properly maintain their status can result in delayed mobilization for the entire team.
- Additional information for ordering a team is found in the Southwest Interagency Standards for Resource Mobilization, Overhead and Teams.

### Selection Process for Buying Team Leaders

- SWCG will advertise through an annual recruitment notice for the SW Area BUYLs and BUYL Trainees in November of each year. The SWCG will work with the SWA-IBC to review each application and select SW Area BUYLs as well as the SW Area BUYMs.
  - All prospective SW Area BUYLs must be:
    - A regular agency employee [an Administrative Determined (AD) employee will only be considered if there is no other viable leadership option].
    - Fully qualified (“Red-Carded”) as a BUYL by their agency/sponsoring agency (to include meeting any additional agency-specific certification requirements),
    - Demonstrate through supporting documentation their past work experience on BUYTs.
    - Have written approval from their supervisor and line officer stating that he/she will make the necessary commitment to meet the National and SW Area schedules, assignments, and meetings.
  - SW Area BUYLs will be selected on an annual basis; however, tenures may be extended from year-to-year contingent on satisfactory performance and SW Area needs.
  - To help increase the SWA-BUYT capacity, BUYLs from neighboring Geographic Areas (i.e., outside the SW Area) are encouraged to apply.
    - Any selected Out of Geographic Area applicant must have the concurrence and support to do so from their residing Geographic Area.
  - Any alternate or substitute BUYL must be approved by the SWCG or the BUYT will be removed from the rotation.

- The SWCG will consider having shared or alternate BUYLs to lead a given team; any “shared position” will need to be pre-arranged and communicated as such within their applications.
- In the event a BUYL cannot complete their tenure, the SWCG will appoint an interim BUYL (if feasible) to complete the season.
- Trainee BUYLs will be recruited annually and prioritized by the SWCG. To facilitate assignments with multiple teams to broaden the trainee’s experience and assignment opportunities, BUYL Trainees will not be permanent members of a single team roster.

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

- SWCG will advertise through an annual recruitment notice for the SW Area BUYLs and BUYL Trainees in November of each year. The SWCG will work with the SWA-IBC to review each application and select SW Area BUYLs as well as the SW Area BUYMs.
  - BUYLs are strongly encouraged to recruit prospective team members for their team during the open recruitment period.
    - Team members MUST re-apply annually.
    - Applicants must verify that their supervisor will honor and support their commitment as a primary or alternate during the fire season.
    - Applicants can identify their preference of which BUYT (or type) they would like to serve on.
- General selection Criteria/Guidelines:
  - No primary member shall be maintained on multiple rosters (one person, one team, one roster).
  - Selections of primary team members will strive for the best possible mix of highly qualified and diverse agency candidates (for each team).
    - Candidates must meet all prerequisites for training and experience requirements; failure to meet all qualification requirements will preclude selection.
    - Each BUYL should consider successional planning in their team selections, to ensure qualified individuals are being prepared to fill current as well as future SW Area team needs.
    - Out-of-GACC team members will be considered if no qualified SW agency candidates are available.
      - All selected Out-of-GACC applicants must have the concurrence and support of their residing Geographic Area.
    - Late or provisional applications will be only considered if there is no other viable option found within the applicant pool who applied during the open recruitment period.
- Applications collected during the open recruitment process will be provided to each BUYL in early December.
- BUYLs MUST submit their proposed team rosters in early January for review.

- The SWA-IBC is responsible for reviewing proposed rosters and providing feedback to SWCG and BUYLs on any issues or concerns.
- BUYLs will meet with SWCG in conjunction with the SW Area Incident Management Team selection meeting (held in mid-January), to finalize and approve their team rosters for the upcoming fire season.