



File Code: 5100; 6300
Route To: All Employees

Date: October 11, 2022

Subject: 2023 Southern Area Buying Team Participation, Application Period

To: Forest Supervisors, Forest Manager, Area Supervisor, Directors

REPLY DUE NOVEMBER 4, 2022

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 2023 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 2023 roster. Applications will be accepted until **November 4, 2022**.

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. 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 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.



KENDERICK ARNEY
Regional Forester

Enclosure: 2023 SA Buying Team Application-Authorization Form

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

