



# Rocky Mountain Coordinating Group

## NWCG Interagency Standards for Incident Business Management - Supplement

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This document provides direction for the Rocky Mountain Geographic Area and supplements the NWCG Standards of Interagency Incident Business Management, PMS 902.

### **CHAPTER 40 - INCIDENT BUSINESS MANAGEMENT COORDINATION**

Supplement No.: RMCG-2020-40

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**Duration: Effective until superseded or removed**

**Approved: Brian Achziger, Chair, Rocky Mountain Coordinating Group**

**Posting Instructions:** Supplements are numbered consecutively by chapter number and calendar year. Post by document; remove entire document and replace with this Supplement. Retain this transmittal as the first page of this document.

**New Document:** RMCG -2020-40, 5/1/2020, 4 pages

**Superseded Document:** RMCG -2019-40, 5/17/2019, 4 pages

**Digest:**

- Updated ROSS to IROC
- Removed ICAP

## **BUYING TEAM COORDINATION**

Interagency Buying Teams are established by the RMIBC to provide acquisition support to the incident agency.

## **BUYING TEAM COORDINATOR**

The Buying Team Coordinator manages the program and participates as a subject matter expert with the RMIBC. The Buying Team Coordinator for the Rocky Mountain Geographic Area is listed in Chapter 20 of the Rocky Mountain Mobilization Guide.

- Facilitates Buying Team recruitment and selection, in coordination with Buying Team Leader(s) and Incident Business Committee. Makes recommendations for annual rosters and configurations based on available resources and qualified applicants.
- Coordinates Buying Team Webinar/Workshop for the Rocky Mountain Geographic Area.
- Works with National Buying Team Coordinator maintaining and disseminating information beneficial to the Buying Teams.
- Maintains contact with the Rocky Mountain Buying Team Leader(s).
- Coordinates with Leader(s) to fill vacancies.
- Monitors trainee progress and manages assignments to ensure qualification standards are met in a timely manner.
- Reports Buying Team performance and utilization to the RMIBC.

## **APPLICATION PROCESS**

BUYT Leader commitment is for 3-years; however, nominations will be solicited annually for member, alternate, and trainee positions.

Announcement for Buying Team Member applications will be issued annually by RMCG.

## **TRAINING**

The following is required for all BUYT members or leaders, including alternates and trainees:

- Buying Team Member (BUYM) Position Task Book  
<https://www.nwcg.gov/publications/agency-taskbooks> under Agency Specific Task Books.
- Buying Team Leader (BUYL) Position Task Book  
<https://www.nwcg.gov/publications/agency-taskbooks> under Agency Specific Task Books.
- I-100, Introduction to Incident Command System.
- S-110, Wildland Fire Suppression Orientation.
- S-260, Interagency Incident Business Management.

The following training is recommended for all Buying Team members, including alternates and trainees:

- Buying Team Workshop.
- Incident Procurement Training.
- D-110, Dispatch Recorder.
- I-200, Basic Incident Command System.
- S-261, Applied Interagency Incident Business Management.
- IROC experience.

## TEAM CONFIGURATION

Rocky Mountain Geographic Area has established (1) Geographic Buying Team. Support personnel from the incident agency may be used in addition to the established roster as needed. Additional *ad hoc* buying teams may be assembled by the Buying Team Coordinator as needed to support incidents inside the Rocky Mountain Area.

Refer to the National and Rocky Mountain Buying Team Guides for Team configurations.

## TEAM SELECTION

- Teams will be configured aiming for an interagency mix. Buying Team Coordinator will:
  - Recommend Buying Team Leader(s) to the RMIBC from applications.
  - Contact Leader(s) to confirm availability and to get input on preference for team members.
  - Develop a prioritized list of trainees.
  - Submit Buying Team roster(s) and prioritized list of trainees to RMIBC for approval. Once approved the team(s) will be submitted to RMCG for approval, after which they will be published in the RMA Mobilization Guide. Individuals may be assigned to only one team at a time.

Nothing in this plan or in Zone plans will prohibit individuals committed to a roster from responding to incidents within their local area, provided they respond to the normal team call-up, except in cases of extreme emergencies. Trainees who become qualified and are available to commit to a team may be given the opportunity to fill vacant positions.

## ROLES AND RESPONSIBILITIES

Responsibilities of the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315 at <https://www.nwcg.gov/publications/315>, the NWCG Standards for Interagency Incident Business Management and the Rocky Mountain Buying Team Guide [http://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](http://gacc.nifc.gov/rmcc/incident_busn_management.php).

## ROTATION, MOBILIZATION, AND SUBSTITUTION

Team rotation, mobilization and substitution procedures are outlined in the National and Rocky Mountain Buying Team Guides.

## **PERFORMANCE**

The Agency Administrator or other designated personnel shall complete the Buying Team Performance Evaluation (Exhibit 01) for all incidents within their jurisdiction. One copy of the completed performance evaluation will be given to the Buying Team Leader and one copy will be forwarded to the Buying Team Coordinator [http://gacc.nifc.gov/rmcc/overhead\\_teams.php](http://gacc.nifc.gov/rmcc/overhead_teams.php).