Buying Team Procedure

The USFS Region 10 sponsors one (1) National Interagency Buying Team in Alaska. AICC will mobilize this team or ad hoc buying team for use within Alaska before requesting a National Interagency Buying Team from NICC. The Regional Fire Management Officer determines Buying Team need and submits an order with AICC for mobilization.

Buying Teams are ordered by the incident agency and report to the DOF Regional Administrative Officer or other designated Regional personnel. The Regional Administrative Officer may assign incident agency acquisition staff to assist the Buying Team.

The Buying Team will adhere to the State of Alaska's local policies and procedures outlined in the State of Alaska Incident Business Management Handbook, Chapter 14 (All Risk Emergency Procurement), and within the delegated authorities.

Each Buying Team member will meet all mandatory training requirements. The Buying Team composition will be based on incident needs. The incident agency may assign a liaison between the Regional Administrative Officer and the buying Team who will provide guidance regarding State of Alaska purchasing procedures and local purchasing.

Buying Teams will not be utilized as payment teams. The DOF incident agency will order an Administrative Payment Team if the incident situation warrants.

Upon arrival the Buying Team will obtain an in-briefing by the Regional Admin Officer or their liaison. This includes obtaining a delegation of authority, the incident agency's operating guidelines, status of all resource orders completed and outstanding to date, as well as initiating procedures for the handling of new acquisitions by the Buying Team.

The Buying Team will maintain records in accordance with the NIBTG (PMS 315, VI, C). The Buying Unit Team Leader (BUYL) will provide daily cost information to the designated Finance Section/s. In addition to incident costs, the daily cost reports will include buying team cost (i.e., payroll, lodging, etc.). The BUYL will prepare a transition/closeout report and participate in the close-out meetings with the Regional Admin Officer and/or their liaison and other interested parties in the incident agency. The BUYL will prepare the close out documentation file to be consistent with the NBTG (PMS 315, VI, M).

MOBILIZATION AND DEMOBILIZATION: Refer to the National Interagency Mobilization Guide, Chapter 20, Section 22.10.1 and Chapter 60, Section 64.1.2 for mobilization and demobilization guidelines. The DOF Region Administrative Officer will discuss release arrangements with the BUYL and will consult with the IMT, warehouse, and expanded dispatch regarding Buying Team mobilization and demobilization.