



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
AMENDMENT**

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

Supplement No: NR-2009-1

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Approved:

/s/ Len Dems

**LEN DEMS
Chair**

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document. The last supplement to the Northern Rockies Supplements was NR-2008-9.

New Document	NR-2009-1 (NWCG HB2_40)	3 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2008-6	2 Pages

Digest:

43 – Northern Rockies Buying Team coordination updated.

47 – Exhibit 05 - The Northern Rockies Payment Package Review Checklist has been updated for 2009.

43 - BUYING TEAM COORDINATION

Authorized individuals with delegated procurement authority shall make all purchases. Buying Teams shall follow procedures set forth in the National Interagency Buying Team Guide. Review the Incident Agency's Operating Guidelines prior to establishing any filing system to make sure the Buying Team (BT) is following local procedures and requirements.

1. Buying Team Configuration.

a. National Buying Teams are seven-member teams. The composition of these teams shall be a leader, six members and a trainee. Additional members may be added as needed. The Northern Rockies has one National Buying Team.

b. Short Buying Teams are at a minimum three-member teams. The composition of these teams shall be a leader and two members. The leader shall have a minimum of \$25,000 authority and the members will have a minimum of \$3,000. Host Agencies may choose to establish short teams and a coverage schedule.

A list of alternate short team members will be available. Requests for members are made through dispatch to Debby Wesselius in Missoula, MT at (406) 329-3333.

2. Mobilization. Buying Teams are ordered by the Incident Agency, as needed:

a. National Buying Teams are for large incidents and are available for dispatch nationally.

b. Short Buying Teams are for incidents within the Northern Rockies geographic area only.

3. Responsibilities. The Buying Team works for the Incident Agency Administrator and must abide by the Operating Guidelines provided them by the Incident Agency Administrator.

The Buying Team Leader should be in communication with the Incident Business Advisor and Incident Management Teams (especially the Finance and Logistics Section).

Buying Teams are not Payment Teams.

The responsibilities and authorities for the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315. Buying Team Guide can be found at: www.nwcg.gov/pms/pubs/buying_guide.pdf

The Forest Service national buying team resources information, the Forest Service National Buying Team Guide, fire regulations and policies, and qualifications – incident procurement positions can be found at: http://fsweb.wo.fs.fed.us/aqm/incident/buying_teams/

The Northern Rockies Coordinating Group (NRCG) information, including the Northern Rockies IIBMH supplements can be found at: <http://www.fs.fed.us/r1/fire/nrcg/>

47 – Exhibit 05

The Northern Rockies Payment Package Review Checklist can be found at: http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm