

## 64 Incident Support Teams

**Teams will be ordered using an Overhead Group request in ROSS, with the exception of Aviation Safety Assistance Teams.**

### 64.1 National Interagency Buying Teams (BUYTs)

There are eleven (11) National Interagency Buying Teams. The teams are dispersed as follows.

Northern Rockies	1
Rocky Basin	1
Eastern	1
Southwest	2
California	2
Northwest	2
Southern	1
Alaska	1

#### 64.1.1 BUYT Configuration

National Interagency BUYTs are comprised 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 host agency or alternate buying team members may be added as needed, to supplement the primary team. One (1) member of the team must be a Contracting Officer.

National Interagency BUYTs will consist of the following positions:

- A. Three (3) qualified procurement personnel.
- B. Three (3) personnel support positions.
- C. One (1) procurement or leader trainee.

#### 64.1.2 BUYTs Rotation Process

- A. BUYTs will remain on-call for a maximum fourteen (14) days.
- B. At the time (clock hour and day of week) a BUYT from the BUYT Rotation list is requested, the next eligible BUYT in rotation will be notified and will remain in call status for the next fourteen (14) day period. The next two (2) BUYTs in rotation will also be notified of the schedule change. Geographic Areas unable to provide a BUYT when ordered for a National assignment will be listed as unavailable on the BUYT Rotation and will not be

considered until the designated Geographic Area slot rotates into position again.

C. Geographic Areas with more than one (1) BUYT may decide which “eligible” team responds to a National call. Geographic Areas must pass if no “eligible” BUYT can meet the 24-hour call.

D. BUYTs will be considered unavailable for a National assignment if more than one (1) procurement position is to be filled with a substitute.

E. The National Interagency Multi-Agency Coordinating Group (NMAC) retains the authority to adjust the BUYT Rotation list when necessary to achieve team experience objectives or for other reasons.

The National rotation and current assignment history can be found at the following web site:

[http://www.nifc.gov/nicc/logistics/teams/buy\\_rotate.pdf](http://www.nifc.gov/nicc/logistics/teams/buy_rotate.pdf).

## **64.2 Administrative Payment Teams (APTs)**

There are three (3) National Park Service Administrative Payment Teams.

### **64.2.1 Administrative Payment Teams Configuration**

National Park Service APTs consist of the following positions:

- A. One (1) Team Leader.
- B. One (1) Contracting Officer.
- C. Two (2) Administrative Assistants.

Actual team composition will be determined by the Team Leader and the ordering unit’s administrative staff.

### **64.2.2 National Administrative Payment Team Schedule Process**

- A. Administrative Payment Teams will remain on-call for a maximum fourteen (14) days.
- B. The schedule will change on alternate Tuesdays, at 2400 Mountain Time.

Team 1: 01/28/2009 – 02/10/2009  
 03/11/2009 – 03/24/2009  
 04/22/2009 – 05/05/2009  
 06/03/2009 – 06/16/2009  
 07/15/2009 – 07/28/2009  
 08/26/2009 – 09/08/2009  
 10/07/2009 – 10/20/2009  
 11/18/2009 – 12/01/2009  
 12/30/2009 – 01/12/2010

Team 2: 12/31/2008 – 01/13/2009  
 02/11/2009 – 02/24/2009  
 03/25/2009 – 04/07/2009  
 05/06/2009 – 05/19/2009  
 06/17/2009 – 06/30/2009  
 07/29/2009 – 08/11/2009  
 09/09/2009 – 09/22/2009  
 10/21/2009 – 11/03/2009  
 12/02/2009 – 12/15/2009  
 01/12/2010 – 01/25/2010

Team 3: 01/14/2009 – 01/27/2009  
 02/25/2009 – 03/10/2009  
 04/08/2009 – 04/21/2009  
 05/20/2009 -- 06/02/2009  
 07/01/2009 – 07/14/2009  
 08/12/2009 – 08/25/2009  
 09/23/2009 – 10/06/2009  
 11/04/2009 – 11/17/2009  
 12/16/2009 – 12/29/2009

Team 1: Rose Pollard TX-LAP SWCC, Albuquerque, NM  
 (505) 842-3473

Team 2: Debra Ledford SC-KMP SACC, Atlanta, GA  
 (678) 320-3000

Team 3: Chuck Shoemake AR-FSP SACC, Atlanta, GA  
 (678) 320-3000

The NPS APT contingency plan includes an alternate team leader who will put together a fourth team if needed.

Alternate Team Leader:

Connie Dworak AK-AOP AICC, Fort Wainwright, AK  
 907-356-5600