

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Incident Contracting Officer Training

DD: 04/01/04

After having the Incident Contracting Officer (ICO) warrant authority suspended during the Fiscal Year 2003 fire season, the Department of Interior (DOI) has reinstated the Bureau of Land Management's authority for these warrants. Warrant maintenance is now required every 3 years.

Therefore, it is mandatory for Incident Contracting Officers to attend this ICO training in order to become current with their warrants as per DOI policy. After attending this training, ICOs will be required to attend maintenance training every 3 years.

The ICO training will be offered in Billings as follows:

Name of Course: Incident Contracting Officer Training

Dates and Time: April 20-21, 2004, from 8:30 to 3:30 each day

Location: Hampton Inn, 5110 Southgate Drive, Billings, MT 59101

Price: \$199 each based on at least 20 attendees

Description of the Course:

The Bureau of Land Management Director may delegate acquisition authority for emergency incidents to nonprocurement personnel to award OF-294, Emergency Equipment Rental Agreements (EERAs). To obtain this authority nonprocurement personnel are required to successfully complete BLM's 16-hour Incident Contracting Officer (ICO) Training course before applying for an ICO warrant. Personnel with an ICO warrant may sign EERAs where the equipment is listed and priced in the Geographic Area Supplement. This training can also be used as maintenance training if you already have an ICO warrant.

The ICO Training course is conducted in three units:

1. Authorities and Responsibilities of an ICO
2. Preparation and Maintenance of the local Service and Supply Plan
3. How to establish an Emergency Equipment Rental Agreement and all other associated forms

Before applying for the ICO warrant, the applicant must also complete the 16-hour S-260 Interagency Incident Business Management Training Course.

Target Audience:

Nonprocurement personnel, who could include fire management officers, station managers, initial attack bosses, and dispatchers. Purchasing agents and contract specialists in the GS-1102/1105 series, and other warranted contracting officers who support emergency incidents should also attend the ICO course.

Registration:

Students attending this class must register directly with the vendor, Northwest Procurement Inc. (NPI), by calling (425) 776-0414. Make your payment directly to NPI. Please make your registration **no later than April 1, 2004**. Your salary, travel, and per diem are to be paid by your home office.

The Hampton Inn also has sleeping rooms at government rate if you wish to stay at this hotel. Please call (406) 248-4949 to make your reservations. The price is \$55.00 plus tax for a single room.

If you have any questions, please contact Mary Clark, Procurement Analyst, at (406) 896-5205.

Signed by: Sandra L. Guches

Authenticated by: Aleta Zahorodny (MT-930)

Distribution

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