

## Chapter 20 Overhead and Teams

### National Incident Management System (NIMS) Positions

(Refer to NMG 20)

### Incident Qualifications and Certification System (IQCS) Position Codes

(Refer to NMG 20)

The Incident Qualifications and Certification System (IQCS) is a federal information management system that tracks training and certifications for Wildland Firefighters. For a complete list of all IQCS recognized Position Codes, refer to the following web site:

<http://iqcs.nwcg.gov>.

The Incident Qualifications System (IQS) is the state system of record.

### Overhead Mobilization & Demobilization

(Refer to NMG 20)

To manage fatigue, every effort will be made to conduct mobilization and demobilization travel between 0500 hrs. and 2200 hrs.

All personnel should carry some form of valid photo identification while traveling to and from incident assignments. This is required if mobilizing/demobilizing by commercial airlines. All personnel are required to carry a current Incident Qualification Card (red card) reflecting the position they are being mobilized for.

### Name Request Orders

(Refer to NMG 20)

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between NPS agencies).

Per the NMG, the ordering unit must confirm availability for the individual being requested prior to placing the request.

Name requests for Geographic Area Priority Trainee positions will be justified within special needs as being approved by the Geographic Area Priority Training Coordinator (GATR) and will be processed without delay.

To assist the RMACC in processing name requests, the following information is needed:

- Resource requested should be statused available so that the order is not inadvertently returned UTF by the sending unit.
- Verify the name request has appropriate qualifications and meets any special needs and inclusions/exclusions requested on the order.
  - Examples include federal only, host agency only, no ADs, no contractors, correct financial code, etc.
- Justification/Documentation to be included in Special Needs.

- Examples include primary team member, currency assignment, assignment needed to meet IFPM, Priority Trainee, identifiable special skills, line qualified, state certification, etc.

All name requests processed through the RMACC require that the RMACC Center Manager and/or the Coordinator-on-Duty (COD) approve the resource order. If the name request is not filled by the sending unit, it will be returned to the requesting unit by the NICC as UTF, per the NMG.

### **Interagency Wildland Fire Modules (WFM)**

(Refer to NMG 20, PMS 430-Interagency Standards for Wildland Fire Use Module Operation, Interagency Standards for Fire and Fire Aviation Operations-Red Book)

Orders for Interagency Wildland Fire Modules will be placed through established ordering channels in ROSS using an Overhead Group Request (Module, Wildland Fire, Type 1 or Module, Wildland Fire, Type 2) and configured according to Chapter 20 of the NMG.

The RMA has eleven Interagency Wildland Fire Modules. Start dates indicate the first day for the module and not necessarily the modules availability date.

<b>WILDLAND FIRE MODULE</b>	<b>UNIT</b>	<b>DISP</b>	<b>LOCATION</b>	<b>TYPE</b>	<b>START</b>	<b>END</b>
Alpine	CO-RMP	FTC	Estes Park, CO	1	10/16	5/8
Black Hills	SD-WCP	GPC	Hot Springs, SD	1	3/8	10/31
Black Tooth	WY-BHF	CDC	Buffalo, WY	1	6/15	10/31
Columbine	CO-SJF	DRC	Bayfield, CO	1	5/2	10/31
Southern Rockies	CO-COI	FTC	Loveland, CO	1	4/1	10/31
Storm Peak	CO-RTF	CRC	Steamboat Springs, CO	1	5/2	10/31
Unaweep	CO-GJD	GJC	Grand Junction, CO	1	4/20	10/16
White River	CO-WRF	GJC	Rifle, CO	1	5/25	10/16
Bear Peak	CO-RMKX	FTC	Boulder, CO	2	4/11	11/15
Platte Canyon	CO-PLAX	PBC	Bailey, CO	2	5/2	10/31
Rocky Mountain	CO-RMP	FTC	Estes Park, CO	2	5/8	9/30

### **Interagency Wildland Fire Module Mobilization**

(Refer to the NMG 20)

#### **Ordering Considerations for WFM which should be noted in Special Needs:**

- With transportation
- ATVs needed
- Current Certification (Type 1 or 2)

If requested, WFMs can be configured and mobilized with less than the standard WFM configuration, but only after agreement between the requesting and sending units. Any negotiated configurations must be identified within the original request.

**Smokejumpers**

(Refer to NMG 20)

The RMA has a BLM contingent of 12 smokejumpers and one aircraft. The smokejumpers will be dedicated RMA resources from approximately June 1 through September 30.

When the RMA contingent is located in Boise, the RMACC Center Manager or COD will coordinate with the Colorado and/or Wyoming BLM Duty Officer and the Smokejumper Duty Officer in Boise for pre and post season movement of the smokejumpers. The RMACC will monitor the RMA severity and fire situation closely and preposition smokejumpers as necessary in coordination with the RMA Tactical Group.

Adjacent dispatch centers may order smokejumpers for initial attack directly from the unit hosting the smokejumpers. If smokejumpers are not available, the ordering unit will place the smokejumper order with the RMACC. If an initial attack smokejumper order has to be filled through the NICC due to lack of resources in RMA, the order will be placed through the RMACC according to national guidelines.

Initial Attack orders for smokejumpers are done on an Aircraft Resource Order in the RMA.

**Ordering:****Initial Attack Load**

When smokejumpers are needed jump-ready for initial attack with aircraft, they are to be requested in ROSS as “Load, Smokejumper, Initial Attack” on an Aircraft request. The sending unit will fill the request in ROSS and will forward a manifest form, with name and agency identification, through the established ordering channels. This information can be acquired after the jump ship is airborne. Any intent to retain smokejumpers which have not been utilized as an IA load will be negotiated between the RMACC and the NICC.

If the RMACC pre-positions smokejumpers when multiple starts are occurring or predicted, they need to specify the anticipated duration. If not deployed during this period, smokejumpers will be made available for higher priorities, unless longer duration is negotiated between the RMACC and the NICC. This will be identified in special needs as “Preposition”.

Aircraft delivering Initial Attack smokejumpers will return to the sending base or a designated airport before the end of the pilot’s daily flight or duty limitations. Any intent or necessity to retain the aircraft will be negotiated between the NICC and the RMACC. If the aircraft is retained past the first operational period, it will be placed on an Aircraft request through established ordering channels.

**Booster Load / Individual Smokejumper Pre-position:**

Boosters may be ordered from one individual base or could be filled by individuals from multiple bases. When requesting a booster or pre-positioning individual smokejumpers, they will be ordered by individual Overhead requests through the RMACC. Requests may specify a desired delivery system (round or square parachutes). Booster load/individuals may be kept up to 14 days. The NICC, GACCs and the local dispatch center should communicate with the hosting and potential sending smokejumper base(s) before the order(s) are placed and filled.

Smokejumper aircraft must be ordered separately if the aircraft is needed beyond delivery of the smokejumpers.

Smokejumpers held as boosters after release from the first IA assignment will be placed on an Overhead order using individual Overhead requests. Smokejumpers recovered and mobilized to another assignment, internally or across Geographic Area boundaries, will also be placed on an Overhead order.

**Booster:** When a contingent is jumped out and there are no internal like-agency jumpers available, a load is ordered out-of-area, through the NICC, that may or may not come jump ready, depending on aircraft availability. They are ordered on O numbers.

**Backfill:** When a contingent is jumped out, re-enforcements are brought in from the Hosting Base, if available. No order is necessary.

**Smokejumper Numbers**

(Refer to NMG 20)

**Smokejumper Gear, Weights and Volume**

(Refer to NMG 20)

**Pilots – Lead plane, Aerial Supervision Module and Smokejumper**

(Refer to NMG 20)

**RMA Pilots**

NAME	UNIT ID	Mission Type
Grace Moore	CO-R02	Insect & Disease Mapping
Rick Gicla	CO-R02	Supervisory Lead Pilot (L-28)

1 **Helicopter Modules** (Refer to NMG 20, IHOG Ch. 2)

2 The RMA requires that a qualified Helicopter Module be attached to all CWN helicopters  
3 used on interagency incidents within the RMA. Any trainees would be in addition to the  
4 qualified module. Staffing for standard category aircraft used in a limited capacity must  
5 be authorized by the Agency Aviation Manager at the state or regional level.

6 CWN helicopters and modules will “marry up” **prior** to going to an incident at an  
7 identified, specific location (i.e., airport, FBO, etc.). From Ch. 2 of the IHOG:

8  
9 **Chart 2-1: Minimum Daily Staffing Requirements for Fire Helicopters**

10

TYPE HELICOPTER	FAA STANDARD/TRANSPORT CATEGORY	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use or FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager only	Manager only
2	Manager plus Three (3) Helicopter Crewmembers	Manager only	Manager only
3	Manager plus Two (2) Helicopter Crewmembers	Manager only	Manager only

11 CWN Helicopter and Module should meet up away from incident(s) or fire operations.  
12 The minimum required staffing levels must be filled with fully qualified personnel.  
13 Trainees may be ordered in addition to the standard module configuration.

14 Units requesting helicopter modules for CWN helicopters will do so using an Overhead  
15 support request for each position. Helicopter module requests should be coordinated with  
16 anticipated helicopter delivery time and location. Ordering a helicopter module for a  
17 CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module  
18 positions internally first.

19 If the intended use is for initial attack, the HMGB request must specify that a fitness level  
20 of arduous is required. Any other qualification requirements (ICT4, etc.) must also be  
21 specified. If helicopter personnel/modules are required to arrive with special needed  
22 items (flight helmets, radios, tools, helicopter support kit, etc.), it must be specified at the  
23 time of request.

24 **Helicopter Rappellers**

25 (Refer to NMG 20)

26  
27 **Rappeller & Helicopter Manager Gear, Weights and Volume**

28 (Refer to NMG 20)

29  
30

1 **Non-Standard Overhead Groups** (Refer to NMG 20)

2  
3 **Communications Coordinator** (Refer to NMG 20)

4 A Frequency Coordinator will be ordered in the RMA during Preparedness Levels 4 -5  
5 and could be ordered during Preparedness Levels 2-3.

6 Refer to National Incident Radio Support Cache (NIRSC) Users Guide.

7  
8 **Incident Meteorologist (IMET)** (Refer to NMG 20)

9 An IMET will be ordered by each Type 1 Incident within the RMA. When an IMET is  
10 needed for an incident, the request will be placed up to the RMACC who will follow the  
11 procedures outlined in the NMG.

12  
13 **Cache Support Positions** (Refer to NMG 20)

14 More information can be found in the RMK Cache Operating Plan located on the  
15 RMACC webpage at [http://rmacc.info/logistics/cache/RMK\\_OpPlan.pdf](http://rmacc.info/logistics/cache/RMK_OpPlan.pdf).

16  
17 **Human Resource Specialist**

18 (The following applies to incidents on USDA-Forest Service lands only).

19 A Human Resource Specialist (HRSP) will be ordered for Forest Service incidents with  
20 300 or more people. Incident Commanders should evaluate the need for this position on  
21 incidents with less than 300 people and order one if needed.

22  
23 **Union Representative**

24 Per Article 28.2 (d) of the National Federation of Federal Employees (NFFE) Master  
25 Agreement: “When a staffing level of 300 individuals on a Forest Service incident or 300  
26 Forest Service employees on other than a Forest Service incident is reached and a  
27 command post has been established, the Council Vice-President (CVP) or designee will  
28 be notified within 24 hours after the staffing reaches 300. That notification will inform  
29 the CVP or designee of the location of the incident and the name of the Incident  
30 Commander (IC). The IC will be notified of the name and contact information of the  
31 CVP or designee.”

32  
33 Council Vice President

34 Region 2

35 Karen Mora

36 Fort Collins, CO

37 970-295-5715

38  
39 **Incident Business Advisor (IBA)**

40 An Incident Business Advisor should be ordered for all Type 1 or Type 2 incidents on all  
41 federal incidents. Trainees will be negotiated with the hosting unit prior to mobilization.

## 1 **National Incident Management Teams (IMT)**

2 (Refer to NMG 20)

### 4 **All Teams:**

5 The Rocky Mountain Area (RMA) sponsors one Type 1 IMT and two Type 2 IMTs. The  
6 Type 2 IMTs are referred to as Black and Blue.

8 IMTs will be ordered using standard resource ordering processes using an Overhead  
9 Group request in ROSS and filled with a roster.

11 Qualified team members are assigned to their team and will not accept miscellaneous  
12 overhead assignments (freelance), unless pre-approved by the Incident Commander (IC).  
13 The IC is not permitted to freelance.

15 IMTs that are on incidents are expected to participate on daily RMA “IC conference calls”  
16 so that the RMA MAC Group, RMACC staff, RMCG Fire Duty Officer and RMA  
17 Tactical Group representatives can better anticipate resource needs and movement within  
18 the RMA.

### 20 **Definition of an IMT assignment:**

21 IMT/IC receives a delegation of authority.

23 **On-call time schedules** for the RMA IMT rotations (which may be adjusted by the  
24 RMACC Center Manager as the situation dictates) include:

25 1<sup>st</sup> position on the rotation list      2 hour on-call  
26 2<sup>nd</sup> position on the rotation list      8 hour on-call

28 ICs will inform the RMACC of IMT availability upon release and demobilization from  
29 an assignment. Return to call-up status will be negotiated with the RMACC Center  
30 Manager. IMTs will normally be provided 24 hours between assignments and such time  
31 as required to adequately meet work/rest guidelines.

### 33 **IMT Member Availability**

34 IMT members are expected to monitor their IMTs on-call rotation schedule and will be  
35 considered available and expected to respond to dispatches. Dispatch Centers will not  
36 alter an IMT member’s status when performing a weekly or bi-weekly ROSS status  
37 sweep. **Availability within ROSS must reflect “Available – Local”.**

39 Notification of any unavailability for on-call periods must be made as far in advance as  
40 possible, to IC or designee through appropriate channels. IMT members will make  
41 unavailability notification, via electronic mail, to their Dispatch Center, the RMACC, and  
42 their IC. If notification cannot be made electronically, IMT members can make  
43 notification via telephone through their Dispatch Centers to the RMACC. Unavailability  
44 notification must include their name, team, unavailability dates, and the reason for  
45 unavailability.

1 Dispatchers will not contact IMT members to verify availability during routine IMT  
2 rotations. In the event that an IMT is placed on-call outside of the regular rotation dates,  
3 the appropriate dispatch center will verify each team member's availability.

4  
5 IMT rotations, primary rosters and current on-call rosters will be posted to the RMACC  
6 webpage at [http://rmacc.info/overhead\\_teams.php](http://rmacc.info/overhead_teams.php).

### 7 **IMT Ordering Considerations which should be noted in Special Needs:**

8 What is the Requesting Unit's "Preferred Transportation" for IMT? Fly or Drive? What  
9 is the closest jetport if flying?

- 10 • When is the initial team briefing to be held? Where is it to be held? Get the address.
- 11 • Are "Rental Cars, POVs, Cellphones, Laptops" authorized? If yes, for whom?
- 12 • Is the "Date and Time needed" negotiable?
- 13 • When POV is authorized and will be used, a cost comparison must be completed and  
14 submitted to the resource's dispatch center.
- 15 • When rental vehicles are authorized, if a specific type of vehicle is required for the  
16 position, it must be noted within Special Needs.
- 17     o All "OFF-ROAD" type of vehicles need to be clearly identified in Special  
18 Needs
- 19 • Are ADs authorized? Are there any limitations? Example: California will not allow  
20 incoming teams to have ADs on the command and general staff.
- 21 • Trainees:
- 22     o How many are authorized to accompany team?
- 23     o Are trainees authorized for miscellaneous Overhead?
- 24 • Are there special conditions? Example: IMT member meeting up with the IMT  
25 several days later.
- 26 • If request is for a Type 1 IMT within the RMA, have the 5 additional positions been  
27 rostered?
- 28 • Short or long IMT if request is for outside of the Rocky Basin Area.
- 29 • Agency Administrator – name and contact information.

### 30 **Rocky Basin Type 1 IMT**

31  
32 The Great Basin (GB) Geographic Area and the Rocky Mountain Geographic Area  
33 (RMA) have three Type 1 IMTs on both a combined Great Basin/Rocky Mountain  
34 rotation and the national rotation, referred to as the "Rocky Basin". These IMTs are  
35 available for dispatch internally between the GB and RMA, and externally, nationally.  
36 The Great Basin IMT configuration will be accepted within the RMA.

37  
38  
39 When mobilizing a Type 1 IMT between the RMA and GB areas, the team requests may  
40 initially be placed direct (GACC to GACC), however, once complete, a copy of the order  
41 must be sent to the NICC.

42  
43 The Great Basin Coordination Center (GBC) is responsible for coordination of the Rocky  
44 Basin IMT national rotation. GBC will serve as the primary contact for the NICC for the  
45 on-call status of the Rocky Basin IMTs.

1 All three Type 1 IMTs may be committed within the Rocky Basin Geographic Areas  
2 before the coordination centers can order from the NICC to obtain additional team(s)  
3 from the national rotation. If there is a pre-positioned Type 1 IMT in the area, it will be  
4 assigned first.

5  
6 The RMA IMTs Standard Operating Guides are modified annually and available through  
7 the RMA IMT ICs and Operations Committee. The RMACC will retain a current copy  
8 of each IMT's current Standard Operating Guide.

### 9 10 **Type 1 IMT Rotation and Assignment**

11 Type 1 IMTs will maintain year-round availability. Approved primary rosters for Type  
12 1 IMTs will be effective and posted to the web in February each year to account for annual  
13 selection updates. All IMT member qualifications must be current before a mobilization  
14 can occur using the new roster. The three Rocky Basin Type 1 IMTs will be on one-week  
15 on-call rotations for the RMA and GB areas.

16  
17 GB/RMA Type 1 rotation and availability within the areas will be simultaneous with the  
18 national on-call rotation. The national rotation will have three slots identified as "Rocky  
19 Basin" representing the two Great Basin IMT and the one RMA IMT. The IMT on-call  
20 internally between the two areas will be the IMT up on national call.

21  
22 Once a Type 1 IMT has been mobilized, the next IMT on rotation will fill the remainder  
23 of that on-call period and their own scheduled on-call period, so that the scheduled  
24 rotation remains the same. If an IMT is mobilized and demobilized within their on-call  
25 period, that IMT will resume their on-call status, unless otherwise notified.



### Rocky Basin Type 1 IMT Rotation Schedule 2016 – 2017

The one week call-up period will begin at 0001 hours (Mountain Time) on Wednesday and continue through 2400 hours (Mountain Time) on Tuesday.

ALERT DATES	TEAM
Feb 3 – Feb 9, 2016	Great Basin Team 2 - Martin
Feb 10 – Feb 16*	Great Basin Team 1 – Lund
Feb 17 – Feb 23	Rocky Mountain Team - Pechota
Feb 24 – Mar 1	Great Basin Team 2 - Martin
Mar 2 – Mar 8	Great Basin Team 1 – Lund
Mar 9 – Mar 15	Rocky Mountain Team - Pechota
Mar 16 – Mar 22	Great Basin Team 2 - Martin
Mar 23 – Mar 29	Great Basin Team 1 – Lund
Mar 30 – Apr 5	Rocky Mountain Team - Pechota
Apr 6 – Apr 12	Great Basin Team 2 - Martin
Apr 13 – Apr 19	Great Basin Team 1 – Lund
Apr 20 – Apr 26	Rocky Mountain Team - Pechota
Apr 27 – May 3	Great Basin Team 2 - Martin
May 4 – May 10	Great Basin Team 1 – Lund
May 11 – May 17	Rocky Mountain Team - Pechota
May 18 – May 24	Great Basin Team 2 - Martin
May 25 – May 31*	Great Basin Team 1 – Lund
June 1 – June 7	Rocky Mountain Team - Pechota
June 8 – June 14	Great Basin Team 2 - Martin
June 15 – June 21	Great Basin Team 1 – Lund
June 22 – June 28	Rocky Mountain Team - Pechota
June 29 – July 5*	Great Basin Team 2 - Martin
July 6 – July 12	Great Basin Team 1 – Lund
July 13 – July 19	Rocky Mountain Team - Pechota
July 20 – July 26	Great Basin Team 2 - Martin
July 27 – Aug 2	Great Basin Team 1 – Lund
Aug 3 – Aug 9	Rocky Mountain Team - Pechota
Aug 10 – Aug 16	Great Basin Team 2 - Martin
Aug 17 – Aug 23	Great Basin Team 1 – Lund
Aug 24 – Aug 30	Rocky Mountain Team - Pechota
Aug 31 – Sept 6*	Great Basin Team 2 - Martin

Sept 7 – Sept 13	Great Basin Team 1 – Lund
Sept 14 – Sept 20	Rocky Mountain Team - Pechota
Sept 21 – Sept 27	Great Basin Team 2 - Martin
Sept 28 – Oct 4	Great Basin Team 1 – Lund
Oct 5 – Oct 11*	Rocky Mountain Team - Pechota
Oct 12 – Oct 18	Great Basin Team 2 - Martin
Oct 19 – Oct 25	Great Basin Team 1 – Lund
Oct 26 – Nov 1	Rocky Mountain Team - Pechota
Nov 2 – Nov 8	Great Basin Team 2 - Martin
Nov 9 – Nov 15*	Great Basin Team 1 – Lund
Nov 16 – Nov 22	Rocky Mountain Team - Pechota
Nov 23 – Nov 29*	Great Basin Team 2 - Martin
Nov 30 – Dec 6	Great Basin Team 1 – Lund
Dec 7 – Dec 13	Rocky Mountain Team - Pechota
Dec 14 – Dec 20	Great Basin Team 2 - Martin
Dec 21 – Dec 27*	Great Basin Team 1 – Lund
Dec 28 – Jan 3, 2017*	Rocky Mountain Team - Pechota
Jan 4 – Jan 10	Great Basin Team 2 - Martin
Jan 11 – Jan 17*	Great Basin Team 1 – Lund
Jan 18 – Jan 24	Rocky Mountain Team - Pechota
Jan 25 – Jan 31	Great Basin Team 2 - Martin

\* Denotes Holidays

1  
2  
3

## Type 2 IMTs

The RMA Type 2 IMTs (Black and Blue) have an unrestricted service area and time period availability.

### Type 2 IMTs Rotation and Assignment

The RMA Type 2 IMTs will participate in an assignment rotation from approximately April 1<sup>st</sup> through October 15<sup>th</sup>. The rotation will apply to assignments within the RMA as well as out-of-area. Approved primary rosters for Type 2 IMTs will be effective when posted to the web each year to account for annual selection updates.

When one Type 2 IMT is assigned outside of the RMA, the remaining Type 2 IMT may be required to remain in the RMA based on conditions, preparedness level and the RMCG Duty Officer approval. When the RMA IMT assigned out of the area returns and becomes available, the IMT that stayed within the RMA would then be made available nationally.

If an IMT turns down an assignment or is unavailable for any reason during their scheduled rotation period, the next IMT in the rotation will be offered any new assignment if available.

In an effort to maintain currency, functionality, and viability of the RMA Type 2 IMTs, the geographic rotation will be followed until such time as there becomes a disparity of two assignments between the Type 2 IMTs annually. To make up for the disparity of assignments, the IMT(s) with the disparity will be given the opportunity for an assignment prior to the IMT on-call.

### Type 2 IMTs Rotation 2016 Schedule

The two week call-up period will begin at 0001 hours (Mountain Time) on Wednesday and continue through 2400 hours (Mountain Time) on Tuesday.

<b>Black-Greer</b>	<b>Blue-Esperance</b>
April 6 – April 19	April 20 – May 3
May 4 – May 17	May 18 – May 31*
June 1 – June 14	June 15 – June 28
June 29 – July 12*	July 13 – July 26
July 27 – Aug 9	Aug 10 – Aug 23
Aug 24 – Sept 6*	Sept 7 – Sept 20
Sept 21 – Oct 4	Oct 5 – Oct 18
Oct 19 – Nov 1	Year Round

\* Denotes Holidays

IMTs are mobilized on a first and second IMT out basis. Once an IMT is mobilized, or if an IMT is unavailable for dispatch, the next IMT in order of rotation will assume their position until they are mobilized or the rotation period ends. If an IMT is released to their home unit, has time left in the rotation period and are available, they will enter the rotation in the last position.

## **RMA Type 2 IMT Availability during the Off-Season**

The State of South Dakota maintains a Type 2 IMT (Blue) which will be available year-round for non-Stafford Act, all hazard incidents and will be mobilized by GPC. For all other incidents including wildland fire and Stafford Act all hazard incidents, RMA IMTs will be mobilized by the RMACC.

## **RMA IMT General Operating Guidelines**

Refer to the RMA IMT Selection and Operating Guidelines document located on the RMACC website at <http://rmacc.info/>.

## **Tracking and Mobilization of IMTs**

The RMACC will coordinate the mobilization of the IMTs for the RMA.

### **Step 1: Before Roster**

- The RMACC will maintain the Type 2 IMT rotations. The Type 1 IMT rotation is maintained by GBC.
- The RMACC notifies appropriate IC of changes in current-on-call status outside of established rotation dates.
- The IC will identify and designate 2-3 team members to receive specific ROSS training. ICs will coordinate the training with the RMACC. Individuals that maintain rosters in ROSS will need to have a thorough understanding of ROSS and the roster function in ROSS.

### **Step 2: Build Roster**

- The IC or designee will coordinate with the RMACC in maintaining the IMT roster in ROSS, as well as the current on-call roster.
- The IC or designee will confirm IMT member availability and job share positions.
- The IC or designee, in coordination with Section Chiefs, will fill vacancies with identified substitutions.
- The IC or designee, in coordination with Section Chiefs, should search ROSS to fill vacancies. IC will make direct calls to individuals. Assistance in filling vacancies is also available from local centers, the RMACC and the RMA GATR.
- The IC will roster nine (9) trainees.
- The IC will coordinate with the RMA GATR to identify three (3) critical shortage trainee positions to be rostered for the on-call period. These positions will be filled at the time of the IMT mobilization with resources identified by the RMA GATR using the RMA Priority Trainee list or through coordination with the GATRs in other geographic areas.
- The IC and the RMACC Center Manager will determine if IMT listing meets minimum staffing. The RMACC will place orders for vacancies in rostered positions through the NICC at time of mobilization.
- The RMACC will post the current-on-call roster on the RMACC website.

### 1 **Step 3: Getting an Order**

#### 2 **Potential Order**

- 3 • The RMACC notifies IC and Dispatch Centers/Center Managers of potential IMT  
4 order. The ICs and Dispatch Centers/Center Managers MAY implement internal  
5 “Phone Trees” and contacts based on “Potential Order”.
- 6 • **The IC emphasizes that order is “potential” and no action is taken until “official”**  
7 **order is received.**
- 8 • NO mobilization actions occur. No phone calls to Dispatch Centers by IMT members  
9 should occur.
- 10 • The IC or team designee needs to assure that ROSS roster is the final one in order for  
11 the RMACC to fill the ROSS order.

#### 12 **Official Order**

- 13 • To meet work/rest guidelines, no IMT notification or mobilization will occur between  
14 the hours of 2300 and 0500.
- 15 • Between the hours of 2200 and 2300, the IC and Dispatch Centers/On-call Dispatcher  
16 will be notified, but no mobilization will occur.
- 17 • The RMACC will notify the IC and Dispatch Centers/Center Managers of placed  
18 order for IMT.
- 19 • The IC will contact the host agency official and coordinate a reasonable needed date  
20 and time and agree upon mode of travel, report to location (in brief), and  
21 authorizations: Rental, POV, AOV, laptop, cellphone, etc.
- 22 • The IC/Host Dispatch needs to advise the RMACC what has been  
23 authorized/approved and the name and contact information for the hosting Agency  
24 Administrator.
- 25 • The IC will then advise the RMACC of arrangements made with requesting unit. This  
26 is the **“official finalized”** order. The RMACC now passes on the date and time  
27 needed, as well as the travel mode, to the Dispatch Centers/Center Managers.
- 28 • If decision is to fly the IMT, the RMACC will coordinate with the dispatch centers  
29 regarding charter flights.
- 30 • The RMACC will complete the IMT mob checklist and relay to dispatch centers.
- 31 • The ICs will implement internal IMT “phone tree”.
- 32 • After one hour has passed since the RMACC has received the **“official finalized”**  
33 order, it is permissible for an IMT member to contact his/her dispatch office to gather  
34 information on what is known about the outstanding resource order, pass travel  
35 itinerary, etc., and then begin travel.
- 36 • All travel is to be in close coordination with home dispatch center. While enroute to  
37 the incident, the individual and dispatch center will maintain contact to confirm the  
38 request number and any other outstanding information, as it becomes available.
- 39
- 40
- 41

## 1 Checklist for Official Orders

### 2 (Ordering considerations - Add to Special Needs as appropriate)

- 3 • What is the Requesting Unit's "Preferred Transportation" for IMT? Fly or Drive?
- 4 What is the closest jetport if flying?
- 5 • When is the initial team briefing to be held? Where is it to be held? Get the address.
- 6 • Is the date and time needed negotiable?
- 7 • Are rental cars, POVs, cellphones, laptops authorized? If yes, for whom?
- 8 • When POV is authorized and will be used, a cost comparison must be completed and
- 9 submitted to the resource's dispatch center.
- 10 • When rental vehicles are authorized, if a specific type of vehicle is required for the
- 11 position, it must be noted within the Special Needs.
- 12 ○ All "OFF-ROAD" type of vehicles need to be clearly identified in Special
- 13 Needs
- 14 • Are ADs or Supplemental Resources authorized? Are there any limitations?
- 15 Example: California will not allow incoming IMTs to have ADs on the command
- 16 and general staff.
- 17 • Trainees:
- 18 ○ Have the nine (9) trainee positions been filled and rostered as identified by
- 19 the IC?
- 20 ○ Have the three (3) RMA critical shortage trainee positions been filled and
- 21 rostered as identified by the GATR?
- 22 ○ Are additional trainees authorized to accompany the team?
- 23 • If request is for a Type 1 IMT within the Rocky Basin, have the 5 additional positions
- 24 been rostered?
- 25 • Are there special conditions? Example: an IMT member meeting up with the IMT
- 26 several days later.
- 27 • Has the Deputy IC been approved if the request is for outside the Rocky Basin Area?
- 28 • Short or long IMT if request is for outside the Rocky Basin Area.

### 30 Step 4: Travel

- 31 • Document and relay "Mode of Travel" to Dispatch Centers (via checklist).
- 32 • Work/Rest ratios will be followed by individual IMT members and will be
- 33 documented in team SOPs.
- 34 • **There will be no travel** before "**official finalized**" resource order is received at the
- 35 RMACC.
- 36 • Dispatch Centers will call the RMACC to get verbal authorization to travel if the
- 37 official team order has not been processed after one hour.
- 38 • Team members will notify home Dispatch Center of travel plans before leaving. This
- 39 includes vehicle IDs, ETD, ETA, RON locations (RON = remain overnight) and cell
- 40 phone #'s.
- 41 • Receiving unit is responsible for the return travel.

**NIMO IMT Type of Assignments**

(Refer to NMG 20)

**NIMO IMT Rotation Process**

(Refer to NMG 20)

**IMT Configuration**

Guidelines for the configuration of the RMA Type 1 IMT and the Type 2 IMTs will follow direction specified in the NMG 20, with the following exceptions:

- Both RMA Type 1 & 2 IMTs are required to carry a qualified Deputy IC,
- RMA IMTs may substitute a Cost Unit Leader (COST) for a Compensation/Claims Unit Leader (COMP).
- RMA IMTs will carry 12 trainees. (6 previously were referred to as S420/520 Command & General Staff Mentees).

Units within the RMA will order teams by Type (1, 2). A long team configuration for both Type 1 and Type 2 will be the standard response within RMA, unless the requesting unit specifically requests a short team.

- IMTs dispatched outside the RMA will follow the configuration as stated in the NMG 20. The mobilization of additional positions at the time of dispatch will only be made with the authorization of the receiving Agency Administrator after consultation with the Incident Commander.
- The Great Basin IMT configuration will be accepted within the RMA.
- If a short IMT is mobilized, the remaining long IMT members (Type 1 & 2) will be kept on-call for a period of 24 hours. After 24 hours, these members will be made available for single resource assignments with IC approval.

**NIMO/Type 1 or 2 Short Team Members (Total of 9 positions)**

ICT1/ICT2	Incident Commander Type 1 or 2
SOF1/SOF2	Safety Officer Type 1 or 2
PIO1/PIO2	Public Information Officer Type 1 or 2
OSC1/OSC2	Operations Section Chief Type 1 or 2 ( <b>2 each</b> )
AOBD	Air Operations Section Branch Director
PSC1/PSC2	Planning Section Chief Type 1 or 2
LSC1/LSC2	Logistics Section Chief Type 1 or 2
FSC1/FSC2	Finance/Administration Section Chief Type 1 or 2

**NIMO/Type 1 or 2 Long Team Members (17 positions for a Total of 26 with above 9)**

DIVS	Division/Group Supervisor* ( <b>4 Each</b> )
ASGS	Air Support Group Supervisor
ATGS	Air Tactical Group Supervisor
SITL	Situation Unit Leader
RESL	Resource Unit Leader* ( <b>2 Each</b> )
FBAN	Fire Behavior Analyst
COML	Communication Unit Leader
SPUL	Supply Unit Leader

1	FACL	Facilities Unit Leader
2	GSUL	Ground Support Unit Leader
3	TIME	Time Unit Leader
4	COST	Cost Unit Leader
5	PROC	Procurement Unit Leader

6

7 Per NMG standard configuration there are twenty-six (**26**) positions identified on the  
 8 Long Team configuration. Interagency IMTs may have a maximum of seventeen (**17**)  
 9 positions to be negotiated and approved by the Incident Commander and the Agency  
 10 Administrator from the requesting unit.

11

12 RMA ICs may roster up to nine (**9**) trainee positions.

13

14 **RMA Critical Shortage Trainee positions:**  
 15 (formerly S420/520 Command General Staff mentees)

16 The RMA GATR will provide three (**3**) Priority Trainees in coordination with the IC. In  
 17 the event that the IC cannot fill their allotted number of trainees nine (9), the GATR may  
 18 fill more positions. If the GATR cannot fill their three (3) allotted priority trainees, the  
 19 IC may fill more than nine (9) trainee positions **for a total of twelve (12) Trainees**. These  
 20 positions are identified by the IMTs and not by the receiving unit.

21

22 Unless notified otherwise, these trainees will be mobilized for incidents on Federal lands.

23

24 This equals fifty-five (**55**) team positions altogether as identified in the NMG standard  
 25 configuration.

26

27 **RMA IMT Exceptions:**  
 28 RMA IMT's are required to carry a qualified Deputy IC.

29

30 This exception equals a total of fifty-six (**56**) team positions within the Rocky Basin Area.

31

32 **RMA T1 IMT Exceptions:**

33 For assignments within the Rocky Basin, the RMA Type 1 IMT will roster five (5)  
 34 additional non-negotiated positions in addition to the seventeen (17) negotiated positions.

35

36 This exception for the RMA T1 IMT equals a total of sixty-one (**61**) team positions for  
 37 assignments within the Rocky Basin.

38

39 **Type 1 IMT Substitutions**

- 40 • Type 1 IMTs will be considered unavailable for an assignment if either of the  
 41 following occur :
  - 42 ○ The primary IC and Deputy IC are unavailable,
  - 43 ○ It is necessary to have more than two substitutes to fill C&G staff positions.
- 44 • Substitution of IMT members during assigned availability periods will be made by  
 45 the IC or designee based on availability. Every effort will be made to substitute any  
 46 vacant IMT position from within the RMA.
- 47 • Generally, substitutes will be assigned for the entire remaining on-call period.

## **Type 2 IMT Substitutions**

- Type 2 IMTs will be considered unavailable for an assignment if both the primary IC and Deputy IC are unavailable.
- Substitution of IMT members during assigned availability periods will be made by the IC or designee based on availability. Every effort will be made to substitute any vacant IMT position from within the RMA.
- Generally, substitutes will be assigned for the entire remaining on-call period.

## **Job Sharing**

Job Sharing of primary IMT positions has been adopted by RMA to facilitate individual work commitments while maintaining team availability and continuity.

Job Sharing will be identified on individual applications and will be considered by the Operations Committee in their normal team selection process.

Following RMA procedure, only one individual will be placed in the shared position on the team roster per on-call period. Job Share positions and individuals will be identified as such on team roster.

## **Rocky Mountain Area Priority Trainee and Operating Procedures**

Every effort will be made to dispatch trainees in the order that has been prioritized by the RMA Operations Committee and the RMA GATR. See the RMA Priority Trainee and Operating Procedures document at <http://www.nationalfiretraining.net/rm/policies>.

## **National Area Command Teams, Configuration & Rotation Process**

(Refer to NMG 20)

## **Incident Support Teams**

(Refer to NMG 20)

Teams will be ordered using an Overhead Group request in ROSS and filled with a roster.

## **Buying Teams (BUYT)**

(Refer to NMG 20, PMS 315, IIBMH Ch. 40)

The RMA has established one Geographic Area Interagency Buying Team. Configuration of this team is outlined in the Rocky Mountain Area Buying Team Guide. This BUYT may be made available nationally at the discretion of the Buying Team Leader (BUYL) and the RMACC Center Manager/Coordinator-On-Duty (COD). When activated, a BUYT will be assigned to and work for the Line Officer or designated Agency Representative of the host unit.

RMA BUYT members are attached to their team and are unavailable as individual overhead, unless the team stands down or the BUYL approves otherwise. Alternate BUYMs and trainees may go out as individual overhead if not rostered with a BUYT for that on-call period.

The teams will be requested as a team only through established dispatch channels, and not as miscellaneous overhead. If units need additional procurement assistance, orders

1 may be placed for the specific required positions. The Administrative Officer of the host  
2 unit will provide those accommodations and services that are necessary for the unit to  
3 function. RMA BUYTs will comply with the RMA Buying Team Guide and guidance  
4 found in the IIBMH Ch. 40 Regional Supplement.

- 5
- 6 • BUYT status and the ROSS roster will be maintained by the BUYT Coordinator at  
7 RMC. All BUYMs will be ordered through and mobilized by their respective  
8 GACC/home dispatch center.
- 9 • The RMA BUYT on-call schedule will start on approx. April 1<sup>st</sup> at 0001 hours MDT,  
10 and end on approx. Oct. 15<sup>th</sup> at 2400 hrs. MDT. The BUYL has the option of standing  
11 the team down at any time. If a team stands down, the remaining members may be  
12 available for single resource assignment.
- 13

### 14 **National Interagency Buying Teams**

15 If the RMA Geographic Buying team is unavailable or if a National Buying team is  
16 needed, see NMG Ch. 20 for ordering information.

### 17 **BUYT Priority Trainees**

18 In order to provide the best opportunities for BUYT trainees, all BUYM/BUYL trainees  
19 are required to enroll in the RMA Priority Trainee Program. The RM/GB Geographic  
20 Areas will create a combined Priority Trainee pool for BUYL and BUYM positions and  
21 roster available trainees in order of priority.  
22

### 23 **BUYT Substitution Procedures**

24 Roster vacancies or substitutions on the RMA BUYT should be filled from the BUYT  
25 Alternate list. It is the responsibility of the BUYL and/or BUYT Coordinator to provide  
26 substitutions and an updated roster to the RMACC. Substitutes will be assigned to the  
27 BUYT for that on-call period. In the event that a BUYL is unavailable and an alternate  
28 leader is not available to substitute, the BUYT will stand down until a BUYL becomes  
29 available.  
30

31 Every effort will be made to substitute with BUYT personnel from within the RMA. In  
32 the event sufficient resources are not available within the RMA to fill all team positions,  
33 the resources may come from other areas. Team assignments from the alternate and  
34 trainee lists are for that on-call period only. Substitutes must be rostered prior to  
35 mobilization. At the time of mobilization, vacant positions will be filled through normal  
36 dispatch channels.  
37

### 38 **Procedures for Notification of On-Call Status**

39 The BUYL and BUYT Coordinator will ensure that the RMACC has a current roster prior  
40 to the on-call period. BUYMs are responsible for knowing the on-call schedule and  
41 being available, and for informing their BUYL and local dispatch of changes to  
42 availability status during on-call periods.  
43  
44  
45

## 1 **Procedures for Mobilizing a Buying Team**

2 All orders for BUYTs will follow standard dispatch channels. When a BUYT is  
3 requested, the order will be placed with the RMACC. Mobilization information will be  
4 processed through established ordering channels.

5 During periods of high fire activity, incident agencies are encouraged to share BUYTs  
6 with neighboring units. The BUYT Coordinator and the RMACC Center Manager/COD  
7 will encourage service to multiple incidents with one team wherever practical. BUYTs  
8 can be supplemented with additional support personnel to ensure the needs of all incidents  
9 are being met.

## 10 **Reassignment/Demobilization**

11 Normal demobilization procedures for BUYTs will involve demobilizing the entire  
12 BUYT at the same time. In certain circumstances, a unit can request continued assistance  
13 from individual team members after the team departs and upon approval of the BUYL.  
14 If this occurs, an assignment extension request may be needed. (Refer to NMG/RMG 80.)  
15 Reassignments of BUYTs will occur as needed.

16  
17  
18 BUYT performance evaluations will be requested from the agency administrator for all  
19 incidents within their jurisdiction. Performance evaluation forms or narratives shall be  
20 completed and forwarded to the RMACC Center Manager and BUYT Coordinator.

## 21 **Roles and Responsibilities for BUYT Coordination and Mobilization**

22 **GACC:** The RMACC will maintain the status of RMA BUYTs.

23 **Unit Dispatch Centers:** Responsible for statusing and mobilizing BUYLs and/or  
24 BUYMs from their dispatch area.

25 **BUYLs:** Responsible for their BUYT. Assure availability of BUYMs and provide  
26 substitutes and an updated roster to the RMACC for each on-call period.

27 **Team Members:** Responsible to know the on-call schedule and be available during the  
28 on-call period. Provide sufficient notice to their BUYL and dispatch center of  
29 unavailability prior to each on-call period.

30 **BUYT Coordinator:** Responsible for overall coordination and roster assignments for  
31 trainees and substitutions.

## 32 **National Interagency Buying Team Configuration & Rotation Process**

33 (Refer to NMG 20)

### 34 **RMA BUYT Rotation**

35 The on-call week runs from 0001 hours (MT) on Wednesday to 2400 hours (MT) on the  
36 following Tuesday.

### 37 **RMA BUYT Coordinator**

38 Brooke Malcolm  
39 RMACC Business Manager  
40 Lakewood, CO  
41 303-445-4306 (voice)  
42 303-445-4321 (fax)  
43 [brooke\\_malcolm@fws.gov](mailto:brooke_malcolm@fws.gov)

**Administrative Payment Teams (APT), Configuration & Schedule Process**

(Refer to NMG 20)

**Burned Area Emergency Response Teams (BAER)**

(Refer to NMG 20)

**DOI National Interagency BAER Team Configuration & Mobilization Process**

(Refer to NMG 20)

**National Fire Prevention Education Teams (NFPETs)**

(Refer to NMG 20)

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels using an Overhead Group Request.

**NFPET Configuration (NFPETs)**

(Refer to NMG 20)

**RMA NFPET Coordinator:**

Jason Hartman  
O785-532-3316  
C785-458-2625  
hartmanj@ksu.edu

**Alternate:**

Sheryl Page  
O719-553-1638  
C303-809-9860  
slpage@fs.fed.us

**NFPET Schedule Process**

Refer to NMG 20; and the NFPET Program Plan found at the NWCG website  
<http://www.nwcg.gov/branches/ppm/cepc/index.htm>

**Critical Incident Stress Debriefing Teams (CISD)**

Critical Stress Management Teams will be ordered under the following circumstances:

- Line of Duty Death
- Shelter deployment with burn-over
- As requested by unit managers

Each dispatch center will pre-identify local source(s) for Critical Stress Debriefing Teams. Ordering a team may be done at the local level through established ordering channels. If none available locally, the order can be placed through the RMACC.

**Wildland Fire and Aviation Safety Teams (FAST)**

(Refer to NMG 20)

In addition to the guidance found in the NMG, here are some RMA ordering considerations:

- Cell phones/laptops with wireless/air card/internet capability will be required, and should be reflected on the resource order in special needs.

**FAST Configuration & Mobilization Process**

(Refer to NMG 20)

**Safety Assistance Teams (SAT)**

(Refer to the Interagency Standards for Fire and Fire Aviation Operations – Red Book)

**Aviation Safety Assistance Teams (ASAT)**

(Refer to NMG 20)

The agency or group ordering a national or specialized team will initiate through RMC to ensure coordination and communication with all partnering agencies.

**ASAT Configuration & Mobilization Process**

(Refer to NMG 20)

**Serious Accident Investigation Teams (SAIT)**

(Refer to NMG 20)

**SAIT Team Configuration & Mobilization Process**

(Refer to NMG 20)