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Date: July 29, 2022

GBCG Memo 2022-09

To: Great Basin Incident Management Team (IMT) Command and General Staff, Great Basin Incident Commanders (GBICC), Operations Committee (GBOC), and Training Committee (GBTC)

FROM: Great Basin Coordinating Group (GBCG) Chair

SUBJECT: Great Basin Implementation Plan for Complex Incident Management (CIM) Transition

In consultation with the GBICC, GBOC, and the GBTC, the GBCG is moving forward with the implementation plan for Complex Incident Management qualifications.

The process and guidelines identified in the National Wildfire Coordinating Group (NWCG) Memorandum 22-002-AMENDED will be used by the Great Basin.

Several key points in this memo deserve being highlighted:

- All Type 1 and Type 2 Command and General (C&G) Staff positions will convert to the appropriate CIM qualification beginning in 2024.
- Any qualified Type 1 C&G individual can be used as an evaluator for their respective qualification. Type 1 Incident Commanders may evaluate any CIM position.
- If the path of current qualification or completion of S-520 is not applicable, the responder must be evaluated as outlined in the memo.

We expect every Type 1 and Type 2 incident within the Great Basin to develop an incident specific plan incorporating evaluations taking place. GBCG endorses the ordering of evaluators, as well as those requiring evaluation, in coordination with the incident host agency.

GBCG strongly encourages agencies to grant CIM qualifications, while acknowledging that final granting of any CIM qualification resides with the responder's home agency and certifying official.

GBICC and GBOPS will provide a year-end summary and future recommendation in accordance with GBCG correspondence 2022-005 to GBCG at the meeting in November 2022.

GBCG would like to recognize the hard work that the IMT members put in every year. We acknowledge the opportunities this transition brings and look forward to continued success in incident management in the Great Basin.

Dennis Strange  
Chair, Great Basin Coordinating Group

Enclosures (3):  
NWCG Memo 2022-002 - 1  
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NMAC Memo 2022-09 - 1



## NATIONAL WILDFIRE COORDINATING GROUP

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NWCG Memorandum 22-002 – Amended

July 26, 2022

TO: NWCG Executive Board Members and NWCG Committee Chairs

FROM: Shane McDonald, Chair, NWCG Executive Board

SUBJECT: Transition Plan for Complex Incident Management Pilot Phase

**Purpose:** This memorandum outlines the implementation timeline and transition plan options for the 2022 pilot phase for Complex Incident Management (CIM). Please distribute this information through your agency channels.

### **Implementation Timeline:**

The transition plan options identified below are effective immediately and may be implemented by responders participating in the pilot phase to transition into a Complex Command and General Staff (C&G) position (<https://www.nwcg.gov/positions>):

- Incident Commander Complex (ICCI)
- Safety Officer Complex (SOFC)
- Public Information Officer Complex (PIOC)
- Operations Section Chief Complex (OSCC)
- Planning Section Chief Complex (PSCC)
- Logistics Section Chief Complex (LSCC)
- Finance/Administration Section Chief Complex (FSCC)

The transition plan options identified in this memorandum are valid through December 31, 2022. In January 2023, a nationwide and systemwide transition plan will be issued for the full implementation phase of CIM culminating in April 2024. The January 2023 transition plan will include incident position descriptions (IPDs), position task books (PTBs), and position qualifications requirements for the Complex C&G positions.

The Complex C&G qualifications are anticipated to be available in IQS/IQCS by June 3, 2022.

During this pilot phase, Type 1 and Type 2 qualifications will remain active. Additional direction on the future of Type 1 and Type 2 qualifications will be given during the next phase of transition.

### **Transition Plan Options for 2022:**

- Current responders certified in a Type 1 C&G position should be granted Complex position competency in the associated position by their Certifying Official.
- Current responders certified in a Type 2 C&G position (this includes Type 1 trainees) that successfully completed S-520, Advanced Incident Management or Complex Incident

NWCG standards are interagency by design; however, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

Management Course (CIMC) should be granted Complex position competency in the associated position by their Certifying Official.

- Current responders certified in a Type 2 C&G position (this includes Type 1 trainees) that have not successfully completed S-520 or CIMC must complete the NWCG 2022 CIM Field Evaluation Form (<https://www.nwcg.gov/positions/cim-field-eval>) or complete S-520/CIMC.
  - The field evaluator must be either qualified in a Complex C&G position in the functional area being evaluated or a qualified ICCI.
    - This requirement is inclusive of Type 1 qualified C&G and ICs, even if they have not yet been certified as Complex C&G or ICCI by their agency.
    - The NWCG 2022 CIM Field Evaluation Evaluator's Guide (<https://www.nwcg.gov/positions/cim-field-eval>) is available to assist evaluators and ensure consistency in the process.
  - The CIM Field Evaluation may be completed on Complex, Type 1, or Type 2 incidents.
    - One evaluation is sufficient unless the responder does not meet the competencies.
    - The length of an evaluation should be as short as practicable depending upon the proficiency of the responder.
  - Upon successful completion of the CIM Field Evaluation, the Certifying Official should grant S-520/CIMC competency in the qualifications system.
  - Responders should be granted Complex position competency in the associated position by their Certifying Official.
- Type 2 C&G Trainees will complete the current position qualifications requirements (including finishing the current PTB) and be certified in the Type 2 C&G position. Upon certification in a Type 2 C&G position the responder may pursue Complex qualifications based on the above options.

Responders should work through their respective agencies to coordinate transition to CIM. It is the responsibility of the agencies to grant competency and approve responders for certification. The Incident Command Qualification System (IQCS) and Incident Qualification System (IQS) have been updated to include the Complex positions. Other qualification systems in use may take longer to do so.

Contact your agency NWCG Executive Board member (<https://www.nwcg.gov/executive-board/roster>) for additional information or clarification.

**Attachments:**

2022 through 2024 Implementation of Complex Incident Management (TM-2022-04)

**Distribution:**

Erin Horsburgh, Fire Management Board, Chair

Ken Schmid, National Multi-Agency Coordinating Group, Chair

Jesse Bender, Incident Workforce Development Group, Chair

Vince Carver, Coordinating Group Advisory Council, Chair

NWCG Staff



# NWCG 2022 Complex Incident Management (CIM) Field Evaluation Form

This field evaluation form is to be used by Complex Incident Management (CIM) Incident Commanders (ICs) and Command and General Staff (C&G) in the evaluation of responders pursuing CIM qualification. Reference NWCG Memo 22-02, Transition Plan for Complex Incident Management Pilot Phase, <https://www.nwcg.gov/sites/default/files/memos/eb-m-22-002.pdf>.

## The CIM Field Evaluation

During the CIM field evaluation, the individual will demonstrate the ability to implement principles and practices essential to successful individual and team performance in the management of a complex incident. Evaluators will use the performance objectives to provide meaningful written feedback for individuals.

### Providing Feedback on Participation in the Team Process

- Determining how one participates in an efficient team process is subjective.
- While there is specific criteria language that evaluators can use, each of us has a different view of what it means to display an aptitude for leadership (providing leader's intent, maintaining command/position presence); establishing clear task, purpose, end state; and establishing effective, cohesive two-way communication as part of positive working relationships.
- Appropriate evaluation remarks would be language specific to how the individual met the criteria of the evaluation, with examples provided.

An evaluator can also rely on feedback from other evaluators and subject matter experts to document the results of how well (or not) an individual has participated in a team process and produced effective products and services.

### Suggestions for Dialogue with an Individual

- Describe your role/responsibility in the strategic planning process.
- What are some initial concerns or information would you have or be looking for in an initial Agency Administrator briefing?
- How does your position interact with Agency Administrators/Line Officers?
- What are your specific responsibilities to keep Agency Administrators and the IC informed?
- What is your expectation of the IC with leader's intent? What opportunities do you have to give leader's intent?
- Each of you during some portions of the incident has an opportunity to share leader's intent and provide a briefing. How do you get better at command presence and the ability to execute a good briefing?
- Share specific blind spots you as evaluators might have had. What blind spots might they have?
- What does shared risk decision-making mean to you? How do you share risk, or can you share risk?
- What would you see as your role in preparing for and implementing an incident emergency plan or incident within an incident?

## NWCG 2022 Complex Incident Management (CIM) Field Evaluation Form

Name:

Position:

Incident/Location:

Date:

Performance Objective	Remarks
<p><u>Knowledge of the Job / Professional Competence:</u></p> <p>Acquire, apply, and share technical and administrative knowledge and skills associated with position description.</p> <p>Demonstrate knowledge of the position by performing functional responsibilities that are effective to the team process (tasks, products, services).</p>	
<p><u>Ability to Obtain Performance / Results:</u></p> <p>Quality, timeliness, and impact of work. Demonstrates leadership skills. Ability to motivate and support team members.</p> <p>Participate in an efficient team process that achieves the direction given by the Agency Administrator.</p>	
<p><u>Planning / Preparedness:</u></p> <p>Anticipate future needs, determine goals, identify relevant information, and set and meet priorities and deadlines.</p> <p>Participate in the strategic planning process and analysis. Provide situational awareness. Evaluate and present alternatives and rationale to achieve incident objectives.</p>	
<p><u>Using Resources:</u></p> <p>Manage time, materials, information, and interaction with people (internal and external to incident).</p>	
<p><u>Adaptability / Attitude:</u></p> <p>Maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions and complexities, or unexpected obstacles.</p>	

<p><u>Communication Skills:</u></p> <p>Speak clearly, listen, and understand. Express facts and ideas effectively both verbally and in writing.</p> <p>Demonstrate command presence and provide leader's intent.</p>	
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**Final Rating Recommendation**

- Individual did participate in the team process and successfully meets the objectives of this evaluation for Complex Incident Management.
- Individual did not participate in the team process sufficient to meet the objectives of this evaluation for Complex Incident Management.

Evaluator Signature:

Phone Number/Email Address:

Evaluator Name:

Relevant Qualification:

This form is to be provided to the home unit Certifying Official.

# National Multi-Agency Coordinating Group

3833 South Development Avenue; Boise, ID 83705

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NMAC Correspondence M2022-09

July 27, 2022

To: Geographic Area Coordinating Group Chairs

From: National Multi-Agency Coordinating Group

Subject: Complex Incident Management Transition Strategies for 2022

With the 2022 wildfire year well underway, the National Multi-Agency Coordinating Group (NMAC) is relying on the Geographic Area Coordinating Groups to capitalize on opportunities to implement transition strategies for Complex Incident Management (CIM). Although 2023 will also be a transition year, with full implementation completed in spring 2024, Geographic Area Coordinating Groups, Operations Groups, Incident Management Teams (IMTs), and individuals must take advantage of opportunities to transition also in 2022 to alleviate missed opportunities and potential delays as we work towards full implementation.

NMAC's expectation is that all Geographic Areas (GAs) actively seek opportunities to transition Type 1 and Type 2 IMTs to Complex Incident Management Teams (CIMTs). This begins with the transition of currently qualified Type 1 and Type 2 Command and General Staff (C&G) personnel to Complex C&G following the guidance provided by National Wildfire Coordinating Group (NWCG) Memorandum 22-002, *Transition Plan for Complex Incident Management Pilot Phase*, <https://www.nwcg.gov/sites/default/files/memos/eb-m-22-002.pdf>. Each agency may certify their C&G responders who meet the requirements without further coordination with GAs or IMTs.

All GAs need to support responders seeking assistance in completing evaluations and provide flexible options for doing so. Utilize transition strategies such as:

- Including Complex C&G positions in priority trainee programs,
- Identifying field evaluators to assist IMTs/responders,
- Providing flexible opportunities and assignments for IMTs and members seeking evaluation,
- Prioritize personnel for attendance at required courses, and
- Creating assignment opportunities for C&G members and/or IMTs that need field evaluation.

As implementation of CIM progresses, NMAC also wants to address common questions received by NMAC representatives to provide consistent information.

## Common Questions

- **Question:** *Should qualified Type 1 C&G responders get the CIM qualification this year in their respective qualification systems?*



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- **Answer:** Yes, current responders certified in a Type 1 C&G position should be granted Complex position competency in the associated position by their Certifying Official. This will also allow them to conduct field evaluations for other responders.
- **Question:** Should qualified Type 2 C&G responders that have completed Type 1 C&G courses get the Complex qualification added in their respective qualification systems?
  - **Answer:** Yes, if a responder is certified in a Type 2 C&G position (this includes Type 1 trainees) and has successfully completed S-520, Advanced Incident Management or the Complex Incident Management Course (CIMC), the responder should be granted Complex position competency in the associated position by their Certifying Official.
- **Question:** What should responders qualified as Type 2 C&G who have not had S-520 or CIMC do this year?
  - **Answer:** Current responders certified in a Type 2 C&G position (this includes Type 1 trainees) that have not successfully completed S-520 or CIMC can attempt to gain acceptance into a scheduled S-520 or CIMC course or the responder may have an NWCG 2022 CIM Field Evaluation Form (<https://www.nwcg.gov/positions/cim-field-eval>) completed by a qualified evaluator. Both pathways are considered equivalent. Responders DO NOT need to complete both.
- **Question:** Do field evaluations need to be conducted on type 1 incidents?
  - **Answer:** No, field evaluations are independent of current incident typing. Evaluations may be conducted on Type 1, Type 2, or Complex incidents. Incidents must have sufficient complexity to perform the evaluation.
- **Question:** Who can do field evaluations?
  - **Answer:** Per NWCG direction, the field evaluator must be either qualified in a Complex C&G position in the functional area being evaluated or a qualified Incident Commander Complex (ICCI). This requirement is inclusive of Type 1 qualified C&G and ICs, even if they have not yet been certified as Complex C&G or ICCI by their agency.
  - Additionally, it is not required that a full CIMT or C&G group collectively evaluate another IMT. The field evaluation is individual in nature and should not evaluate any team's processes or standard operating procedures.
- **Question:** Do field evaluations require a full 14-day assignment?
  - **Answer:** No, the length of an evaluation should be as short as practicable depending upon the proficiency of the responder.
  - One evaluation is sufficient unless the responder does not meet the competencies.
- **Question:** Will there be additional training opportunities (S-520, CIMC) this training season?



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- **Answer:** *The Geographic Area Training Representatives (GATRs) and S-520 and CIMC course steering committees are working to identify needs for additional courses. If additional course presentations are required, NMAC strongly encourages attendance at these courses.*
  
- **Question:** *Will the NWCG Wildland Fire Risk and Complexity Assessment (RCA), PMS 236, and the Wildland Fire Decision Support System (WFDSS) be updated to reflect Complex incidents?*
  - **Answer:** *Yes, NWCG is updating the RCA. A draft will be available for use in 2023, with a final version released early in 2024, replacing the current RCA. WFDSS will also be updated accordingly.*
  
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For additional questions, please contact the Incident Workforce Development Group (IWCG) Coordinator, Jesse Bender, at (208) 387-5254.

/s/ Ken Schmid, Chair, NMAC

