



Department of Interior

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Western Region

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Interior Regions 6, 7 and 8  
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**U.S. Fish and Wildlife Service**  
Interior Regions 5/7  
Interior Regions 8/10  
Interior Regions 9/12

Department of Agriculture

**U.S. Forest Service**  
Intermountain Region 4

**State Agencies**  
Idaho  
Nevada  
Utah

Date:

September 22, 2023

To: GBCG Correspondence # 2023-05 Chair, Great Basin Operations Committee  
From: Chair, Great Basin Coordinating Group  
Subject: Recruitment for Incident Commanders and Incident Commander Trainees for Great Basin Geographic Area Complex Incident Management Teams

### **Reply Due – October 27, 2023**

The Great Basin Coordinating Group is soliciting nominations for Complex Incident Commanders (IC), Deputy ICs, and IC Trainees to lead Great Basin Complex Incident Management Teams (IMT) for 2024. The intent of this announcement is to recruit applicants for these positions.

#### **Available Positions:**

- Complex Incident Commanders for a three-year term.
- Complex Deputy Incident Commanders for a one-year term.
- Complex Trainee Incident Commanders for a one-year term
- Complex Trainee Incident Commanders through the Great Basin Priority Trainee Program

Determinations will be made by the Great Basin Coordinating Group based on number of deputy applicants and other pertinent considerations.

**Duties:** Individuals will be expected to perform with a high level of functional and managerial expertise as an IC, Deputy IC, and/or IC Trainee. Individuals will lead and manage a Complex Incident Management Team. Professional interaction between team members, cooperators, and stakeholders is an absolute necessity when performing in an emergency (and often critical) incident situation. Strong leadership capability is key, with a particular skill demonstrating the ability to build a strong team, create solid cohesion, and use an inclusive approach in leading and mentoring.

**Qualifications:** All applicants MUST meet qualifications using the current National Wildfire Coordinating Group (NWCG) [Wildland Fire Qualification System Guide 310-1](#). Certification of applicant qualification by a Certifying Officer must be submitted (Attachment Form 1). The applicant must address the Knowledge, Skills & Abilities to demonstrate the necessary leadership and communication skills required for this important leadership assignment. The KSA responses do not need to be lengthy, but concise and informative descriptions of the applicant's capabilities.

**Duration:** The selected IC candidates will fill the position for three years; other candidates will fill the positions for one year. On call rotation will be determined by the Great Basin Operations Committee. For additional information refer to Great Basin IMT Standard Operating Guide located at: <http://gacc.nifc.gov/gbcc/overhead.php>.

**How to apply:**

Each applicant must provide the following:

1. Completed attached Form 1, **2024 GREAT BASIN INCIDENT COMMANDER NOMINATION FORM**. Certifying officials must certify applicant qualifications are correct.
2. Response to KSA's for the 2024 Great Basin IC application
3. Copy of your latest IQCS/IQS Report.

*(All applications will be submitted to: Marty Adell (ID BLM) at [madell@blm.gov](mailto:madell@blm.gov))*

**Methods of evaluation and selection:** The Great Basin Operations Committee is responsible for reviewing the applications for completeness and applying ranking criteria to determine the best-qualified candidates. Selections will be made by the Great Basin Coordinating Group. Selections will be made solely based on applicant merit, fitness, and qualifications. All applicants will receive consideration without regard to race, color, age, sex, marital status, religion, national origin, political affiliation, handicap, or other non-merit factors. The Great Basin Coordinating Group Chair is responsible for notification of selection and non-selections.

Questions may be directed to the Chairperson of the Great Basin Operations Committee Marty Adell at 208-510-7797.

Brett Ostler  
Chair, Great Basin Coordinating Group

*Brett Ostler*

Enclosures (2):  
Great Basin Incident Commander Nomination Form  
Incident Commander Knowledge, Skills, and Abilities (KSA's)

**2024 GREAT BASIN INCIDENT COMMANDER NOMINATION FORM**

**APPLICANT BASIC INFORMATION:**

Applicant Name: \_\_\_\_\_ Sponsoring Agency: \_\_\_\_\_  
Dispatch Center (i.e., ID-PAC): \_\_\_\_\_ Unit Identifier (i.e., ID-PAF): \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Office Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Portal-Portal: YES  NO   
New Applicant: YES  NO  Reapplying: YES  NO   
Team Name: \_\_\_\_\_

**POSITION(S) APPLIED FOR: (Be certain to list ALL positions that you would like to be considered for)**

PREFERENCE	POSITION NAME	TEAM TYPE (IMT1, IMT2)	POSITION STATUS (Primary, Secondary)
1.			
2.			
3.			

**CURRENT INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM (IQCS) MASTER RECORD OR AGENCY EQUIVALENT MUST BE ATTACHED.**

**COMMENTS:**

**ALL RISK PARTICIPATION\*:**

**APPLICANT SIGNATURE:**

A selected applicant in the Depute IC and/or Incident Commander Trainee position is committed for 1 year as a member of an Incident Management Team.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*I concur with the goals, commitment, and availability of the applicant for the position(s) applied.*

**AGENCY REPRESENTATIVE APPROVAL:**

Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**SUPERVISORY APPROVAL SIGNATURE:**

Immediate Supervisor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date

**AND**

Sponsoring Agency Fire Management Officer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant or Supervisor's Remarks/Comments:

**REVIEW AND REFERRAL FOR OUT OF GEOGRAPHIC AREA RESOURCES:**

*I have reviewed this application and the candidate is qualified for the position(s). I acknowledge and approve that this individual has applied for a position on an out of area Incident Management Team.*

Geographic Area Coordinating Group Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Great Basin Center Manager: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CURRENT INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM (IQCS) MASTER RECORD OR AGENCY EQUIVALENT (IQS) MUST BE ATTACHED.**



**Position: Great Basin Incident Commander, Deputy Incident Commander, and Trainee**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KSA 1:** Describe your knowledge of complex wildfire incident management principles and practices; your experience in analyzing the complexities of emerging incidents (including managing and sharing risk assessments with an Agency Administrator); as well as your ability to interpret: laws, procedures, federal fire policy, and regulatory standards related to wildland fire situations.

**KSA 2:** Describe your experience and ability to plan, coordinate, lead, and manage a diverse team during complex wildfire incident management assignments.

**KSA 3:** Describe your skills in effective communication when managing a wide variety of relationships and interactions with agency administrators, stakeholders, partners, cooperators, coordination centers, and entities such as Area Command, and Complex Incident Management teams.

**KSA 4:** Explain your commitment to and experience with succession planning to ensure the perpetuation of GB IMT's into the future.