

CHAPTER 20 - OVERHEAD / TEAMS

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS)

See National Interagency Mobilization Guide

- **OVERHEAD POSITIONS LISTED IN THE NIIMS WILDLAND FIRE QUALIFICATION SYSTEM GUIDE** See National Interagency Mobilization Guide

INCIDENT QUALIFICATIONS and CERTIFICATION SYSTEM (IQCS) POSITION CODES

See NWCG link: <http://iqcsweb.nwcg.gov/business/83-iqcs-position-list>

OVERHEAD MOBILIZATION AND DEMOBILIZATION

- **MOBILIZATION**

GBCC will fill orders from the most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on other units, consideration of the integrity of the overall program, and, above all, safety. Units filling requests for personnel are responsible for ensuring **ALL** performance criteria are met.

All efforts should be made to fill requests with federal and state personnel/equipment first, followed by cooperators, AD's, contractors and supplemental fire department resources.

See National Interagency Mobilization Guide

GBCC will accept requests for general clerical, driver, or laborer positions only after all sources available at the local unit level have been exhausted or have been determined to be unavailable.

See National Interagency Mobilization Guide

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet agency objectives. All name requests processed through the GACC will require Coordinator on Duty (COD) approval.

See National Interagency Mobilization Guide

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation.

- **DEMOBILIZATION**

Orderly flow of personnel and resources from the incident to their place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

GBCC shall inform other centers with fire activity, as resources are being released and becoming available within the Great Basin for possible reassignment.

Demobilization notifications shall specify the last days off and how many days left, before end of commitment and final demobilization.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and appropriate GACC will be informed of disciplinary action.

Host units, ICs or appropriate evaluators will complete performance evaluations based on qualification levels or the ability to do the job, for suppression/support resources. Sub-standard performance evaluations shall be immediately filled out and sent to the local line officer and to the responsible agency coordinating group representative.

- **INTERAGENCY WILDLAND FIRE MODULES** See [National Interagency Mobilization Guide](#)
 - **Interagency Wildland Fire Module Mobilization** See [National Interagency Mobilization Guide](#)
- **SMOKEJUMPERS** See [National Interagency Mobilization Guide](#)

With the exceptions noted below, all Great Basin units will order smokejumpers from GBCC via established dispatch channels.

- **Smokejumper Numbers** See [National Interagency Mobilization Guide](#)
- **Smokejumpers Gear Weights And Volume** See [National Interagency Mobilization Guide](#)
- **Booster / Individual Smokejumper Requests**
When a long term commitment is requested and cannot be met through a preposition or IA load, a booster of jumpers can be ordered by individual Overhead requests. The request may be filled using jump ships, driving, charter aircraft or commercial travel and can be negotiated between the requesting unit and the GACC. If smokejumper aircraft are used to deliver boosters, the load should travel in a jump ready configuration.
- **Great Basin Smokejumper Bases**
Movement of smokejumpers within the Great Basin will be coordinated through GBCC. During periods of high activity and upon the request of the GACC, a smokejumper coordinator may be assigned to GBCC to assist with smokejumper operations. GBCC must be notified when fifty (50) percent of the smokejumpers at a local unit have been committed.

Orders for initial attack ready smokejumpers with aircraft within the Great Basin shall be on an Aircraft resource order. Smokejumper booster orders shall be on an Overhead order.

- **Great Basin Smokejumper Base (BLM)**

The primary mission of the BLM Great Basin Smokejumpers is to provide professional, effective, and safe fire suppression and fuels reduction services to BLM and interagency land managers.

The BLM Great Basin Smokejumpers operate under a BLM Operating Plan to supply dedicated "contingents" of smokejumpers to be pre-positioned upon request in Nevada, Utah, Idaho, Colorado and Oregon, for a defined period of time. Each contingent consists of a minimum of twelve smokejumpers plus a spotter and a smokejumper aircraft. A contingent can be activated anytime aircraft are available, using an Aircraft resource order for tracking of the ship.

The De Havilland DHC-6 Twin Otter will be the primary aircraft utilized by the Great Basin Smokejumpers. The normal configuration for this aircraft is eight (8) smokejumpers with gear plus one (1) pilot and one (1) smokejumper spotter, both of whom stay with the aircraft.

Additional smokejumpers or aircraft ordered to supplement operations will be coordinated by JFC and GBCC.

Utilization of BLM Great Basin Smokejumpers will be overseen by the BLM Fire Operations Group Manager.

- **McCall Smokejumper Base (USFS)**

The primary mission of US Forest Service, McCall Smokejumpers is to provide professional, effective, and safe fire suppression and fuels reduction services to USFS and interagency land managers.

In order to maintain the flexibility of responding to several concurrent requests, the McCall Smokejumpers have two De Havilland DHC-6 aircraft with a standard load of 8 smokejumpers with gear.

If the need exists for more than 8 jumpers, e.g., multiple fires requiring 4-6 jumpers each, or an emerging fire that could require 14-16 jumpers, a special request for another load can be made with no delays in the departure time.

A full 20-person smokejumper crew can be delivered to an incident where a Type 1 Crew is needed. The 20-person crew request should be used in situations where all 20 jumpers would be dropped in the same location. This 20-person crew is equipped to be self-sufficient for 2 days. No pump or hose is included with this load. Concurrence of NICC must be obtained prior to use of smokejumpers as a Type 1 Crew.

- **Northern Rockies Smokejumper Bases**

- **West Yellowstone Smokejumper Base (USFS)**

- The West Yellowstone jump base is located in West Yellowstone, Montana (MT). Units that can order direct are Eastern Idaho Interagency Fire Center and Teton Interagency Dispatch Center.

- **Missoula Smokejumper Base (USFS)**

- The Missoula jump base is located in Missoula, MT. Central Idaho Interagency Fire Center can order direct for an IA load.

- **Grangeville Smokejumper Base (USFS)**

- The Grangeville jump base is located in Grangeville, ID. The Payette Dispatch Center can order direct for an IA load.

- **HELICOPTER MODULE**

- **Ordering CWN / On-Call Helicopters**

- Whenever a CWN/On-Call helicopter is ordered, a qualified Helicopter Manager and module is required to manage this resource. If none are available locally, a manager/module must be ordered simultaneously with the aircraft order through GBCC.

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

- Cross reference notations should be made on the corresponding Aircraft resource order to identify which module is assigned to which helicopter. When CWN/On-Call personnel/modules are required to arrive with module/mission specific equipment or qualification (radios, flight helmet, ICT3, etc.) it must be specified at the time of request in the Special Needs section in ROSS.

- **Personnel Requirements For CWN / ON-CALL Helicopters**

- Helicopter managers and helicopter crewmembers must be qualified in accordance with agency policy. See the Interagency Helicopter Operations Guide (IHOG), Chapter 2 for a summary of personnel requirements.

- For all agencies within the Great Basin, the following CWN/On-Call Helicopter Manager/Module requirements shall be met:

Helicopter Type	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

- **Project Use**

Project use requires a Helicopter Manager only, with a request for additional Helicopter Crewmembers as necessary.

- **Support Equipment Required**

CWN/On-Call modules, when assigned, shall arrive with the following support equipment:

- If helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.) it must be specified at the time of request.
- The Helicopter Manager shall have a portable programmable radio and necessary operational and contract administrative paperwork and forms (30 pounds additional weight is approved).
- If additional support equipment (cargo nets, vehicles, etc.) is needed, receiving unit must furnish or order.

- **HELICOPTER RAPPELLERS** See [National Interagency Mobilization Guide](#)

- **Helicopter Rappellers / Helicopter Manager Gear Weights And Volume**

See [National Interagency Mobilization Guide](#)

- **Great Basin Helicopter Rappellers**

There are 5 USFS Forest/Regional aircraft with personnel that are available for use within the Great Basin and Nationally. Availability is subject to the needs of the home unit.

- **Rappeller Booster Requests**

When ordering a booster load of rappellers individual Overhead requests will be placed in ROSS. Requests can be filled by one or more Rappel Bases within or outside the Geographic Area. Additional personnel qualification needs (i.e. Type 5 IC, FAL1) should be specified in the resource order under Special Needs. Transportation can be accomplished by driving, chartered aircraft, or commercial travel, and can be negotiated by the sending and receiving units.

- **NON-STANDARD OVERHEAD GROUPS** See National Interagency Mobilization Guide
- **COMMUNICATIONS COORDINATOR (COMC)** See National Interagency Mobilization Guide
 - **Frequency Coordination**
The Great Basin Frequency Coordinators are responsible for coordinating with NIRSC at NIFC, local units, and GBCC for assignment, coordination and control of frequencies.
- **EMERGENCY MEDICAL SERVICES (EMS) by STATE**
 - **EMS Reciprocity In Idaho**
The priority for EMS used on wildland fires in Idaho shall be EMS providers licensed by the State of Idaho. For 2016, further direction, priority, and details can be found in the Idaho supplement to Chapter 50 of the Interagency Incident Business Management Handbook.
 - **EMS Resources And Reciprocity In Utah**
The Utah Division of Forestry, Fire and State Lands maintains an MOU program with local fire departments for the purpose of providing firefighting and EMS coverage in the State. MOU resources can be ordered through the Utah Interagency Fire Centers (NUC, CDC, UFC, RFC and MFC), the Utah Centers operate on the closest forces concept and will order local EMS when available.
 - **EMS Protocol**
The IC or Medical Unit Leader (MEDL) will gather the medic's State EMS cards, make a copy, fill out the Medical Reciprocity Form and submit this information to the Utah Bureau of State Emergency Medical Services Office at <http://health.utah.gov/ems/> 801-273-6666 or Toll Free: 800-284-1131.

EMS providers will contact the local medical control facility (closest hospital with an emergency room) and provide the following information; Location of the incident, that medical EMS support is located on scene, the kind and type of resources on scene and an estimated duration of the incident.

Medical control is provided through the hospital where patients will be transported. This is also a good time to get info on the closest trauma centers, burn centers, and medical air ships for the area.

EMS providers from out of state have 48 hours to complete the documentation in order to continue working within the state. EMS Bureau can grant a 21 day certificate to work on an incident in Utah.
- **EMERGENCY STRUCTURE PROTECTION MODULES – R4 STRUCTURE WRAPPING**

Structure Wrapping personnel can be ordered for the wrapping and un-wrapping of federally owned buildings (e.g. historic buildings, lookouts etc.). This module consists of five to ten personnel with equipment who are fireline qualified and trained in OSHA fall protection standards and climbing.

Units can order Structure Wrapping personnel through GBCC. The orders should be placed as individual Overhead requests for "THSP" with "structure wrapping personnel" documented in special needs. GBCC requires advanced notification of the need for this specialized resource.

Module Coordinator, Richard Newton, 208-994-1268
Training Coordinator, Farrington Goodlander, 208-821-5014
- **FLIGHT MANAGER**
See National Interagency Mobilization Guide or Chapter 50 of the Great Basin Mobilization Guide

- **INCIDENT BUSINESS ADVISOR**

The Incident Business Advisor (IBA) serves as liaison and advisor to the Agency Administrator (AA), working directly for the AA or their delegate. The IBA is recognized as an interagency position and serves as a “bridge” to the AA, the IMT, and other incident support functions. This bridge provides a communication flow to assigned resources with the focus being successful incident business management practices. The IBA will facilitate the unit’s ability to implement sound incident business practices such as cost effectiveness and adequate financial documentation.

- **INCIDENT METEOROLOGIST (IMET)** See [National Interagency Mobilization Guide](#)

- **CACHE SUPPORT POSITIONS** See [National Interagency Mobilization Guide](#)

NATIONAL INCIDENT MANAGEMENT TEAMS See [National Interagency Mobilization Guide](#)

- **INTERAGENCY INCIDENT MANAGEMENT TEAMS**

See [National Interagency Mobilization Guide](#)

Great Basin Geographic Area has two Type 1 IMTs and five Type 2 IMTs.

The decision as to which type of team to utilize is based on incident complexity and other considerations. An Incident Complexity Analysis can be found in the [Interagency Standards for Fire and Fire Aviation Operations](#), Appendix F and G. The Complexity Analysis may be used by the ordering unit, in consultation with the responsible Line Officer or Manager, in making decisions regarding the type of IMT to be ordered.

Incidents that do not meet the above criteria will be filled on a case by case basis at the agency’s discretion upon approval from the GBCG.

The primary mission of these teams is for wildland fire management. FEMA requests for teams will be honored by all federal agencies, and on a case-by-case basis by the state and local cooperators.

- **INTERAGENCY INCIDENT MANAGEMENT TEAM CONFIGURATION**

See [National Interagency Mobilization Guide](#)

- **TYPE 1 INCIDENT MANAGEMENT TEAMS**

The Great Basin and Rocky Mountain Geographic Areas have three Type 1 IMTs on a combined Rocky Mountain/Great Basin rotation and national rotation. The teams are identified on the national rotation as “Rocky Basin”. They are identified by the ICs last name and/or team number. This rotation is established following the Great Basin team selection meeting. Great Basin Type 1 IMTs will comply with the [Great Basin IMT Operating Guide](#).

- **General Procedures**

All requests for Type 1 IMTs will be made through established dispatch channels.

GBCC and NICC will place resource orders for the on-call national IMT with the appropriate Coordination Center as follows:

GBCC - Team 1 (Lund)

GBCC - Team 2 (Martin)

RMCC - Pechota

It is the responsibility of the IC’s GACC to notify cooperating Coordination Center of internal commitment of a team.

Type 1 IMTs are on-call on a year round basis. Each on-call period will begin at 0001 hours Wednesday (MT) and continue through the following Tuesday at 2400 hours (MT).

The Rocky Basin Type 1 IMT call-out schedule will begin the next rotation after the team selection meeting, and continue through the year.

Once a team has been mobilized, GBCC will notify the next Type 1 IMT on rotation and they will fill the remainder of that call-out period along with their scheduled call-out period. This will ensure that the existing scheduled rotation remains the same. The IMT that is now currently up on rotation is required to be available for mobilization within eight hours.

If the Type 1 IC and Deputy are unavailable for call-out, the entire team is unavailable. The next team on the schedule will move up to on-call status. The Deputy IC may be allowed to take the team with the GBCC approval.

When more than two primary Command and General Staff members are unavailable for dispatch, the team is unavailable. The next team on the schedule will move to the on-call status for the remainder of the week, plus its regularly scheduled week.

Long team configuration shall be the normal response within the Great Basin and Rocky Mountain Area unless the requesting unit specifically requests a short team. The Rocky Mountain Team configuration will be accepted within the Great Basin.

Great Basin Teams will comply with the national standard on team configuration for short and long teams when mobilized. Any deviation from the national standard will require the approval of the requesting unit and is the responsibility for the IC to negotiate.

See National Interagency Mobilization Guide

On-call team members will be available for mobilization within two hours during the designated period of call-out.

If a short team is mobilized, the remaining members of the team will be kept in on-call status for twenty-four (24) hours. After 24 hours, these members may be available for single resource assignments

- **Team Performance Evaluations**

Team Performance Evaluations will be completed by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed utilizing the National Evaluation Form found in the Interagency Standards for Fire and Fire Aviation Operations. The evaluation form will be forwarded to the Great Basin Operations Committee Chair within 14 days of the close-out by the IC.

Agency line officers should follow-up with the IC 60-90 days following the close of the incident to provide feedback on the incident finance package.

- **ROLES & RESPONSIBILITIES FOR TEAM COORDINATION AND MOBILIZATION**

- **National Interagency Coordination Center (NICC)**

NICC is responsible for the Type 1 IMT rotation nationally. The GBCC will coordinate with the Type 1 IMTs as their teams come up on rotation.

- **Great Basin Coordination Center (GBCC)**

GBCC is responsible for coordinating and rostering the team members.

Maintains current information on the Rocky Basin Team regarding rotation/availability for national and Great Basin/Rocky Mountain call-up.

Coordinate with the IC on roster configuration and substitutions as needed.
Receive, implement and process mobilization requests from the ordering units through appropriate channels.

Notify IC and local dispatch center of on-call/standby status of team and any current fire activity which could potentially affect team status.

Provide team status information on the GBCC Intel Morning Report. This information will be shared as appropriate with NICC and the local dispatch centers.

Coordinates travel arrangements between sending and receiving units when necessary.

Provides an end-of-the-year report of team utilization in the GBCC Annual Reports.

- **Local Dispatch Centers**

Local dispatch centers are responsible for ensuring the status of team members via ROSS, 24 hours prior to their on-call rotation period.

Notify each team member of on-call status if different than regular rotation schedule. It is incumbent on each team member to make notification to his/her IC and the local dispatch center if he/she will be unavailable for the call-out period.

Receive mobilization/demobilization order and process according to dispatch plan.

Coordinate with GBCC concerning team members' transportation arrangements if needed.

- **TYPE 1 TEAM REASSIGNMENT AND DEMOBILIZATION PROCEDURES**

Reassignment

No reassignment of out-of-area Type 1 teams, from one incident to another, will occur unless done in coordination with NICC. Reassignments of in-area teams may occur, but should be coordinated with the Geographical Area Center Manager or GMAC Coordinator, (if in place) and NICC.

Demobilization

Normal demobilization procedures for Type 1 Teams will involve demobilizing the entire team at the same time. In rare circumstances, a unit can request continued assistance from an individual team member prior to team departure. Concurrence from the team IC and the team's sending GACC will be necessary for this to occur.

- **PROCEDURES FOR NOTIFICATION OF ON-CALL STATUS**

Team members are responsible for statusing themselves in ROSS. Dispatch centers will confirm team member availability, especially if outside the normal team schedule. Established team rosters, with substitutes as they occur, shall be created by and be the responsibility of the GBCC. These lists shall be posted to the GBCC website.

GBCC will notify RMCC and local dispatch centers of any changes in the rotation.

- **TYPE 1 INCIDENT MANAGEMENT TEAM ROTATION PROCESS**

See National Interagency Mobilization Guide

- ROCKY MOUNTAIN / GREAT BASIN TYPE 1 INCIDENT MANAGEMENT TEAMS**

There are three Type 1 IMTs in the Rocky Mountain/Great Basin Areas. The Team Incident Commanders are:

GB Team 1 - Beth Lund	E-mail: elund@fs.fed.us
GB Team 2 – Kim Martin	E-mail: kmartin@fs.fed.us
RM – Todd Pechota	E-mail: tpechota@fs.fed.us

- CURRENT-YEAR ROTATION**

The on-call status runs from 0001 hours MT on Wednesday to 2400 hours MT on the following Tuesday.

2017 Type 1 Team Rotation Schedule	
The alert week runs from 0001 Hours (Mountain Time) on Wednesday to 2400 Hours (Mountain Time) on the following Tuesday.	
Alert Dates	Team
Feb 1 - Feb 7	Great Basin Team 1 - Lund
Feb 8 - Feb 14 *	Rocky Mountain Team - Pechota
Feb 15 - Feb 21	Great Basin Team 2 - Martin
Feb 22 - Feb 28	Great Basin Team 1 - Lund
March 1 - March 7	Rocky Mountain Team - Pechota
March 8 - March 14	Great Basin Team 2 - Martin
March 15 - March 21	Great Basin Team 1 - Lund
March 22 - March 28	Rocky Mountain Team - Pechota
March 29 - April 4	Great Basin Team 2 - Martin
April 5 - April 11	Great Basin Team 1 - Lund
April 12 - April 18	Rocky Mountain Team - Pechota
April 19 - April 25	Great Basin Team 2 - Martin
April 26 - May 2	Great Basin Team 1 - Lund
May 3 - May 9	Rocky Mountain Team - Pechota
May 10 - May 16	Great Basin Team 2 - Martin
May 17 - May 23	Great Basin Team 1 - Lund
May 24 - May 30 *	Rocky Mountain Team - Pechota
May 31 - June 6	Great Basin Team 2 - Martin
June 7 - June 13	Great Basin Team 1 - Lund

2017 Type 1 Team Rotation Schedule	
Alert Dates	Team
June 14 - June 20	Rocky Mountain Team - Pechota
June 21 - June 27	Great Basin Team 2 - Martin
June 28 - July 4 *	Great Basin Team 1 - Lund
July 5 - July 11	Rocky Mountain Team - Pechota
July 12 - July 18	Great Basin Team 2 - Martin
July 19 - July 25	Great Basin Team 1 - Lund
July 26 - Aug 1	Rocky Mountain Team - Pechota
Aug 2 - Aug 8	Great Basin Team 2 - Martin
Aug 9 - Aug 15	Great Basin Team 1 - Lund
Aug 16 - Aug 22	Rocky Mountain Team - Pechota
Aug 23 - Aug 29	Great Basin Team 2 - Martin
Aug 30 - Sept 5 *	Great Basin Team 1 - Lund
Sept 6 - Sept 12	Rocky Mountain Team - Pechota
Sept 13 - Sept 19	Great Basin Team 2 - Martin
Sept 20 - Sept 26	Great Basin Team 1 - Lund
Sept 27 - Oct 3	Rocky Mountain Team - Pechota
Oct 4 - Oct 10 *	Great Basin Team 2 - Martin
Oct 11 - Oct 17	Great Basin Team 1 - Lund
Oct 18 - Oct 24	Rocky Mountain Team - Pechota
Oct 25 - Oct 31	Great Basin Team 2 - Martin
Nov 1 - Nov 7	Great Basin Team 1 - Lund
Nov 8 - Nov 14 *	Rocky Mountain Team - Pechota
Nov 15 - Nov 21	Great Basin Team 2 - Martin
Nov 22 - Nov 28 *	Great Basin Team 1 - Lund
Nov 29 - Dec 5	Rocky Mountain Team - Pechota
Dec 6 - Dec 12	Great Basin Team 2 - Martin
Dec 13 - Dec 19	Great Basin Team 1 - Lund
Dec 20 - Dec 26 *	Rocky Mountain Team - Pechota
Dec 27 - Jan 2 *	Great Basin Team 2 - Martin
Jan 3 - Jan 9 (2018)	Great Basin Team 1 - Lund
Jan 10 - Jan 16	Rocky Mountain Team - Pechota

* Denotes Holiday

- **CURRENT-YEAR TYPE 1 TEAM MEMBERS**

Current-year team member rosters for the Rocky Mountain/Great Basin Type 1 IMT are listed on the following websites:

<http://gacc.nifc.gov/gbcc/overhead.php>

http://gacc.nifc.gov/rmcc/overhead_teams.php

- **TYPE 2 INCIDENT MANAGEMENT TEAMS**

The Great Basin has established five Type 2 IMTs. The Great Basin Type 2 IMT rotation and call-out schedule will run from May until October. Each one week on-call period will begin at 0001 hours Friday MT and continue through the following Thursday at 2400 hours MT. Each IMT will comply with the Great Basin IMT Operating Plan. The ICs for these teams are:

Team 3 – Taiga Rohrer E-mail: taiga_s_rohrer@nps.gov

Team 4 – Tim Roide E-mail: troide@blm.gov

Team 5 – Russell Bird E-mail: russelbird@fs.fed.us

Team 6 – Brook Chadwick E-mail: jhchadwick@fs.fed.us

Team 7 - Tony DeMasters E-mail: tldemasters@fs.fed.us

- **General Procedures**

All requests for Type 2 IMTs will be made through established dispatch channels.

When more than two primary Command and General Staff members are unavailable for dispatch, the team is unavailable.

Great Basin Type 2 IMTs will adhere to National guidelines regarding weight limitations, shift lengths, and length of fire assignments.

Long team configuration will be the normal response within the Great Basin, unless the requesting unit specifically requests a short team.

Type 2 IMT members that are on-call shall be statused as available local.

If a short team is mobilized, the remaining members of the team shall be kept on-call for twenty-four (24) hours. After 24 hours, these members may be available for single resource assignments.

Once all Great Basin Type 2 IMTs are committed, additional Type 2 IMTs from outside the Great Basin will be ordered through GBCC using established dispatch channels.

- **Type 2 Team Configuration**

Great Basin IMTs will comply with the national standard on team configuration for short and long teams when mobilized. Any deviation from the national standard will require the approval of the requesting unit agency administrator and is the responsibility for the ICs to negotiate.

- **Roles And Responsibilities For Type 2 Team Coordination And Mobilization**

GBCC Will Coordinate The Following:

Receive and implement mobilization requests from the ordering units and process orders through appropriate channels.

Maintain current information on team status regarding rotation for the Great Basin and disseminate standby and alert notices to the appropriate ICs and dispatch centers.

Established team rosters, with substitutes as they occur, shall be created by and be the responsibility of GBCC. These lists shall be posted to GBCC website.

Advise/coordinate with appropriate ICs on substitution needs pertaining to the team.

Provides status information on the Great Basin Morning Report, and as needed to other GACCs, NICC and local dispatch centers.

Local Dispatch Centers will coordinate the following:

Ensure the status of individual team members is accurate in ROSS 24 hours prior to on-call rotation.

Notify each team member of on-call status if different than regular rotation schedule. It is incumbent on each team member to make notification to his/her IC and the local dispatch center if he/she will be unavailable for the call-out period.

Receive mobilization/demobilization order and process according to dispatch plan.

Coordinate with GBCC concerning team members' transportation arrangements if needed.

- **CURRENT YEAR ROTATION**

All teams will adhere to the **one week** rotation period. IMTs are mobilized on a first, second and third team out basis. Once an IMT is mobilized, or if a team is unavailable for dispatch, the next team on rotation will assume their position until they are mobilized or the rotation period ends.

When the IMT is released, members arrive at their home unit with less than a 14 day assignment, they will be put on an "off-call" basis for a minimum of 24 hours. This IMT will assume their position at the bottom of the rotation until the completion of the current rotation cycle, at which time they will return to the established rotation.

If all three teams in rotation are mobilized, additional orders for Type 2 IMTs will be placed with GBCC to be placed with NICC. During periods of high fire activity, the GBCG may approve early activation of the IMTs not in rotation. An early activation can be a maximum of three days prior to the scheduled call out period with concurrence from GBCG and the affected IC. The GBCG may further alter the rotation to address IMT member fatigue or exercise a team that hasn't had an assignment.

Alternate methods of filling team positions, other than the Command and General Staff, can be utilized and will be closely monitored. Positions may be shared or assigned to a department or agency to fill that has a "pool" of qualified people. It is critical that local dispatch centers and GBCC know the method being used in filling the position in order to coordinate any changes, i.e. trainee prioritization list.

2017 Type 2 Team Rotation Schedule			
The ONE WEEK call-up period will begin at 0001 hours (Mountain Time) on Fridays and continue through 2400 hours (Mountain Time) on Thursday.			
	Team Name	Team Name	Team Name
Alert Dates	First Out	Second Out	Third Out
May 12 - May 18	Team 4 - Roide	Team 5 - Bird	
May 19 - May 25	Team 5 - Bird	Team 6 - Chadwick	
May 26 - June 1 *	Team 6 - Chadwick	Team 7 - DeMasters	

	Team Name	Team Name	Team Name
Alert Dates	First Out	Second Out	Third Out
June 2 - June 8	Team 7 - DeMasters	Team 3 - Rohrer	
June 9 - June 15	Team 3 - Rohrer	Team 4 - Roide	Team 5 - Bird
June 16 - June 22	Team 4 - Roide	Team 5 - Bird	Team 6 - Chadwick
June 23 - June 29	Team 5 - Bird	Team 6 - Chadwick	Team 7 - DeMasters
June 30 - July 6 *	Team 6 - Chadwick	Team 7 - DeMasters	Team 3 - Rohrer
July 7 - July 13	Team 7 - DeMasters	Team 3 - Rohrer	Team 4 - Roide
July 14 - July 20	Team 3 - Rohrer	Team 4 - Roide	Team 5 - Bird
July 21 - July 27	Team 4 - Roide	Team 5 - Bird	Team 6 - Chadwick
July 28 - Aug 3	Team 5 - Bird	Team 6 - Chadwick	Team 7 - DeMasters
Aug 4 - Aug 10	Team 6 - Chadwick	Team 7 - DeMasters	Team 3 - Rohrer
Aug 11 - Aug 17	Team 7 - DeMasters	Team 3 - Rohrer	Team 4 - Roide
Aug 18 - Aug 24	Team 3 - Rohrer	Team 4 - Roide	Team 5 - Bird
Aug 25 - Aug 31	Team 4 - Roide	Team 5 - Bird	Team 6 - Chadwick
Sept 1 - Sept 7 *	Team 5 - Bird	Team 6 - Chadwick	Team 7 - DeMasters
Sept 8 - Sept 14	Team 6 - Chadwick	Team 7 - DeMasters	Team 3 - Rohrer
Sept 15 - Sept 21	Team 7 - DeMasters	Team 3 - Rohrer	Team 4 - Roide
Sept 22 - Sept 28	Team 3 - Rohrer	Team 4 - Roide	Team 5 - Bird
Sept 29 - Oct 5	Team 4 - Roide	Team 5 - Bird	
Oct 6 - Oct 12 *	Team 5 - Bird	Team 6 - Chadwick	

* Denotes Holidays

- **CURRENT-YEAR TYPE 2 TEAM MEMBERS**

Current-year team member rosters for the Great Basin Type 2 IMTs are listed on the following web page: <http://gacc.nifc.gov/gbcc/overhead.php>

- **TYPE 1 AND 2 TEAM MOBILIZATION ORDER CHECKLIST**

The mobilization order checklist can be found on GBCC website at: <http://gacc.nifc.gov/gbcc/overhead.php>

- **NATIONAL AREA COMMAND TEAMS**

See [National Interagency Mobilization Guide](#).

- **NATIONAL AREA COMMAND TEAM CONFIGURATION**

See [National Interagency Mobilization Guide](#).

- **NATIONAL AREA COMMAND TEAM ROTATION PROCESS**

See [National Interagency Mobilization Guide](#).

- **NATIONAL INCIDENT MANAGEMENT ORGANIZATION TEAMS (NIMO)**

See National Interagency Mobilization Guide.

- **TYPE 3 INCIDENT MANAGEMENT TEAMS**

The Type 3 IMTs have been vetted through the GBCG and are available for off unit assignment within and outside of the Great Basin. Incident assignments within the geographic area will follow the closest forces concept. For T3 IMT assignments outside of the Great Basin, the pre-established rotation will be followed.

- **TYPE 3 ROTATION**

The Type 3 IMT rotation will run from May 12, 2017 to October 12, 2017. Rosters for the teams will be maintained by GBCC and ICs will work with the GBCC Overhead desk for accuracy.

Each of the following states will host at least one T3 IMT;

IDAHO
NEVADA
UTAH
WYOMING

Once the Type 3 IMT Incident Commanders have been chosen, the information will be posted on the Great Basin Coordination Center Webpage.

https://gacc.nifc.gov/gbcc/logistics/overhead-folder/2017_T3_IMT_GACC_Rotation.pdf

- **INCIDENT SUPPORT TEAMS.** See the National Interagency Mobilization Guide

- **National Interagency Buying Teams** See National Interagency Mobilization Guide
National BUYTs consist of seven (7) positions: two (2) qualified procurement personnel, four (4) personnel support positions and one (1) procurement or leader trainee. Each team shall have at least one Contracting Officer with a minimum of \$150,000 warrant authority.
 - BUYT status and ROSS roster will be maintained by GBCC.
 - All BUYT members will be ordered through and mobilized by GBCC and Local dispatch center.
 - The National BUYT call-out schedule is on a year-round rotation.
 - BUYT leaders have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignment.
 - Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the remaining period. Once a team has been demobilized, regardless of length of assignment, the released team will move to the last position in the rotation.
 - Once the National BUYT is committed, additional team(s) must be obtained from the National Roster.
- **National Interagency Buying Team Configuration** See National Interagency Mobilization Guide
- **National Interagency Buying Team Rotation Process**
See National Interagency Mobilization Guide

- **Great Basin Geographical Buying Teams**

Great Basin Geographic Area has established National and Geographical Buying Teams. When activated, a BUYT will be assigned to and work for the Line Officer or designate Administrative Representative of the unit with the incident(s). The teams will be requested as a team only through established dispatch channels and not as miscellaneous overhead.

The Geographical BUYTs consist of four (4) positions: one (1) qualified procurement personnel, two (2) support personnel, and one (1) trainee. Each team shall have at least one (1) procurement official with a minimum \$25,000 warrant authority. Support personnel from the incident agency may be used.

- BUYTs status and ROSS rosters will be maintained by GBCC.
- All BUYT members will be ordered and mobilized through GBCC and local dispatch centers.
- BUYT members are unavailable for non-team assignments without prior approval of the BUYT leader.
- BUYT leaders have the option of standing their team down at any time. If a team stands down, the remaining members may be available for single resource assignment.
- Geographic rotation schedule will mirror the National BUYT rotation, there will be two teams available per two week rotation period. Once a team has been mobilized the next team on rotation will be notified. Permission must be obtained from the GBCG prior to early call out of the off-rotation BUYT.
- If a unit needs additional procurement assistance, orders may be placed for the specific required positions. The Administrative Representative will provide those accommodations and services that are necessary for the unit to function in the absence of a BUYT.
- GBCC will maintain a Geographical BUYT rotation located at:

<http://gacc.nifc.gov/gbcc/overhead.php>

- **Buying Teams Members**

BUYT members for the Great Basin Buying Teams are listed on the following web page: <http://gacc.nifc.gov/gbcc/overhead.php>

- **Buying Team Substitution Procedure And Alternate List**

For Both National and Geographical Buying Teams, a substitute can be filled from the Alternate BUYT member list. It is the responsibility of the BUYT Leader and/or BUYT Coordinator to provide substitutions and an updated roster to GBCC.

Every effort will be made to substitute BUYT personnel within the Geographic Areas. The BUYT Coordinator will maintain the list of in-GACC qualified BUYT member alternates. A prioritized list of BUYT member trainee(s) is maintained by the Great Basin Training Center to be utilized if needed

If the BUYT Leader is unavailable, please contact the BUYT Coordinator for a substitute:

Sierra Hellstrom, USFS - Region 4, at:
801-625-5764 (Office) 801-940-4935 (cell) 801-625-5365 (Fax)

If a substitute team leader is not available, the entire team is unavailable. The next team in rotation will move up to on-call status.

- **Procedures For Notification Of On-Call Status**

The BUYT leader will ensure that GBCC has a current roster prior to the on-call date. GBCC will notify the BUYT leader of any changes to the rotation. BUYT members are responsible to know the on-call schedule and to be available. If unavailable, team member is responsible to inform the BUYT leader and local dispatch of status.

- **Procedures For Mobilization of A Buying Team**

All orders for BUYT will follow standard dispatch procedures. When a BUYT is mobilized, GBCC will work with the BUYT leader to ensure roster accuracy. Transportation information will be processed through regular dispatch channels.

During high fire activity, incident and agencies are encouraged to share BUYTs with neighboring units. BUYTs can be supplemented with additional support personnel to ensure the needs of all incidents are being met.

- **ROLES AND RESPONSIBILITIES FOR TEAM COORDINATION AND MOBILIZATION**

- **Geographic Coordination Center**

GBCC will maintain the status of the team's leader and the ROSS roster. GBCC is responsible for mobilizing individual team members within their geographical area. The GACC will confirm the team status through the on-call team rosters distributed via dispatch channels.

- **Local Dispatch Centers**

Local dispatch centers are responsible for the status and mobilization of team members within their dispatch area.

- **ADMINISTRATIVE PAYMENT TEAMS (APT)** See [National Interagency Mobilization Guide](#)

- **ADMINISTRATIVE PAYMENT TEAM CONFIGURATION**

See [National Interagency Mobilization Guide](#)

- **ADMINISTRATIVE PAYMENT TEAM ROTATION PROCESS**

See [National Interagency Mobilization Guide](#)

- **CRITERIA FOR ORDERING ADMINISTRATIVE PAYMENT TEAMS**

See [National Interagency Mobilization Guide](#)

- **BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS**

See [National Interagency Mobilization Guide](#)

- **BURNED AREA EMERGENCY RESPONSE (BAER) TEAM CONFIGURATION**

See [National Interagency Mobilization Guide](#)

- **BURNED AREA EMERGENCY RESPONSE (BAER) TEAM MOBILIZATION PROCESS**

See [National Interagency Mobilization Guide](#)

- **CRITICAL INCIDENT STRESS MANAGEMENT (CISM)**

A critical incident is any unexpected, traumatic event that affects an individual's feelings of personal safety, their ability to perform daily activities, and their ability to concentrate on their normal job duties. Simply put, a critical incident is a traumatic event (or perceived life-threatening event) that has sufficient power to overwhelm an individual's ability to cope. A critical incident is not defined by the incident itself; it is defined by individuals and/or an organization's reaction to what occurred.

The decision to order Critical Incident Stress Management (CISM) should be made carefully and should be based on recognition of need, not strictly the occurrence of an event. What is appropriate will depend

on the nature, severity and duration of the event; the number, skills, and cohesiveness of those involved; level of operational engagement, and the severity of their physical and emotional symptoms. The Agency Administrator or their designee should contact the Great Basin Coordination Center who will provide contact information for the CISM Coordinator to discuss the need for crisis intervention and determine the appropriate response strategy.

One of the most effective intervention strategies to deliver CISM is through Critical Incident Peer Support (CIPS). CIPS is about peers, or “people of mutual respect” helping each other. In wildland fire, it is the shared culture and experiences which form the foundation of peer support. A Critical Incident Peer Support Group consists of a group leader, peer supporters trained in critical incident stress response processes, and a licensed mental health professional.

- **ORDERING CRITICAL INCIDENT PEER SUPPORT GROUP(S)**

Critical Incident Peer Support Groups are mobilized through the normal dispatch channels. Requests for CISM services are made to the Great Basin Coordination Center. The Great Basin Coordination Center will create the incident and associated requests in ROSS. The CISM Coordinator will provide the names of the CIPS Group Members and the order will be filled via roster. CISM personnel are ordered as THSP Technical Specialist and not CISD or other mnemonics related to CISM.

Timeline – CISM intervention (peer support) generally starts no sooner than 48-72 hours after an incident. Crisis intervention is not an emergency however assistance should be ordered as soon as possible. It is important to allow time for affected individuals to disengage operationally, and re-connect with family or friends. Once this occurs individuals are typically emotionally ready to benefit from peer support. CIPS Groups are mobile and available to travel to the affected individuals or group’s home unit. This allows personnel to return home prior to receiving services rather than being held at the incident location or remain operationally engaged until CIPS personnel arrive.

- **Mental Health Professional Acquisition**

A key component of CISM is trauma trained clinicians who utilize the International Critical Incident Stress Management (ICISF) model for crisis intervention. Since these specialists reside in the private sector only, the Forest Service and the Bureau of Land Management have an established contract for mental health professionals. If the services for a mental health professional exceed the \$2500 micro-purchase limit the national contract must be utilized. Mental health professionals whose services are less than \$2500 may be acquired directly from the vendor. The BLM and Forest Service National CISM Coordinators will facilitate all requests for services from the national contract specific to their agency. The BLM National CISM Coordinator will assist the other DOI wildland fire agencies who wish to make a request for mental health professional services through the BLM’s acquisition authority for the contract. The Great Basin Coordination Center and/or the Great Basin CISM Coordinator can help to facilitate the process.

For more information refer to [Great Basin Mobilization Guide, Supplement 1, Critical Incident Stress Management](#) or the National Interagency CISM Peer Support website at: <http://gacc.nifc.gov/gbcc/cism/>

- **NATIONAL FIRE PREVENTION/EDUCATION TEAMS (NFPET)**

NFPETs are ordered through normal dispatch procedures. Include a detail request form with the order when appropriate. See [National Interagency Mobilization Guide](#)

- **NFPET Configuration** See [National Interagency Mobilization Guide](#)
 - **NFPET Coordinators** See [National Interagency Mobilization Guide](#)

• WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)

Requests for a FAST team shall be approved by the GBCG and will be coordinated by the GBCG Chair and the GBMAC Coordinator or the GBCC Center Manager when a GBMAC Coordinator is not assigned. FASTs are chartered by the GBCG, with a Delegation of Authority form the GBCG Chair or the GBMAC Coordinator that specifies the objectives and scope of their mission. The FAST leader will coordinate with the GBMAC for conference calls and feedback while in the field.

The Great Basin FAST Guide is located at: http://gacc.nifc.gov/gbcc/GB_MAC.php

This FAST guide allows the GBCG/GBMAC to monitor the number and types of safety review teams they have in geographic area at any given time.

A national FAST may be ordered through NICC and authorized through NMAC if qualified personnel are not available within the Great Basin.

○ FAST Configuration

See National Interagency Mobilization Guide and Interagency Standards for Fire and Fire Aviation Operations

• AVIATION SAFETY ASSISTANCE TEAMS (ASATs)

During high levels of aviation activity it is advisable to request an ASAT. An ASAT's purpose is to enhance risk management, efficiency, effectiveness and provide technical assistance while reviewing aviation operations on wildland fires. See National Interagency Mobilization Guide

○ ASAT Configuration See National Interagency Mobilization Guide

○ ASAT Mobilization Process See National Interagency Mobilization Guide

An ASAT will operate under a Delegation of Authority from the appropriate State/Regional Aviation Manager(s) or GBCG/GBMAC. Formal written reports shall be provided to appropriate manager(s) as outlined at the in-brief. The team should be developed to fit the need of the requesting unit and may consist of the following:

- THSP - Aviation Safety Manager
- THSP - Operations Specialist (helicopter and/or fixed wing)
- THSP - Pilot Inspector
- THSP - Maintenance Inspector (optional)
- THSP - Avionics Inspector (optional)
- ACDP - Aircraft Dispatcher (optional)

SPECIALIZE OVERHEAD POSITIONS

• FIRE SECURITY POSITIONS

The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

○ Security Specialist 1 (SEC1)

SEC1 is a qualified Peace Officer, Law Enforcement Officer (LEO), or Commissioned Officer. SEC1 is authorized or equipped to make arrests or serve warrants and is agency certified.

Peace Officers, LEOs, and Commissioned Officers who fill the SEC1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies.

The following is a comparison of equivalent ratings among agencies. Each agency is responsible to ensure that the individual is certified at the level specified as an SEC1.

SEC1: USFS: Law Enforcement Officer
 BLM: Ranger/Agents
 BIA: Commissioned Officers
 NPS: Commissioned Officers
 FWS: Refuge Officers

- **Security Specialist 2 (SEC2)**

SEC2 has, at a minimum, Forest Service Level 2 Law Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.

SEC2 is not authorized or equipped to make arrests or serve warrants, but is agency certified.

- **HUMAN RESOURCE SPECIALIST (HRSP)**

HRSP should be considered for all Type1 or Type 2 incidents. For incidents on USFS lands or jurisdiction, a HRSP is required if the incident has more than 300 people. ICs should evaluate the need for this position on incidents with less than 300 people and order as needed.

HRSP is responsible for the following:

Monitoring for inappropriate behaviors

Providing awareness/education on expectations for mutual respect and a harassment free work environment

Initiating corrective action to resolve and/or prevent problems and

Preparing reports on activities related to human resources.

Address inappropriate practices or conditions through the IC and/or other regular lines of authority.

Matters that cannot be resolved during the incident will be relayed to the host incident unit for further action.

HRSP are not utilized as the point of contact for coordination of Critical Incident Stress Management (CISM) and Critical Incident Peer support activities. The IC is responsible for making the request through the Agency Administrator when support is required.

- **UNION REPRESENTATIVES**

A union representative is required whenever three hundred (300) individuals (regardless of agency) have been assigned to a Forest Service incident, or when three hundred (300) Forest Service employees have been assigned on another agencies incident.

ICs are responsible for notifying GBCC and the local dispatch center when this criteria has been met. GBCC will notify the Regional Union Vice-President: David Chevalier at 801-625-5492 (work) or 801-641-6819 (cell). Notification will include the fire name and the name of the IC along with contact information.

- **INTERAGENCY RESOURCE REPRESENTATIVE (IARR)**

IARR may be assigned to support Great Basin resources on incidents in other Geographic Areas. Great

Basin IARRs are ordered by GBCC, placed on a GBCC support order and report directly to the Coordinator on Duty (COD) or the IARR Coordinator, if one is activated.

As a representative of the Great Basin the IARR acts as a liaison between area resources and the IMTs, GACC, hosting Agency Administrator/Fire Management organization, and represents the interests of the sending area in relation to the sending area resources.

- **USFS REGION 4 - HAZARD TREE BLASTERS**

For information regarding hazard tree blasters, see the following link or contacts below.
http://fsweb.r4.fs.fed.us/unit/rf/safety_wellness/blasting/index.shtml

Regional Coordinator, Douglas Anderson at: (801) 625-5792

Regional Blaster, Rich Young at: Office (208) 384-3247 or Cell (208) 861-5780

- **AVIATION POSITIONS**

- **Area Aviation Coordinator**

The Area Aviation Coordinator may work with GBCC, GBMAC, or directly with the local unit.

They will interact with incident Air Operations Branch Directors, frequency managers and aviation safety specialists.

Required minimum qualifications:

- Experience as an agency aviation program manager.
- In depth knowledge of the dispatch/coordination system, management of national aviation resources, and aviation management strategies based on National and GACC Preparedness levels.

Recommended minimum qualifications:

- Fully qualified as an Air Ops Branch Director (AOBD) or
- Air Support Group Supervisor (ASGS)

Situations in which an Area Aviation Coordinator should be ordered include, but are not limited to:

- MAC group is in place locally or at the geographic area level.
- Large incidents are in close proximity without an Area Command Team in place.
- Heavy initial or extended attack, where a large number of non-local aircraft are stationed within, or assigned to, a unit for an extended period of time.

- **Airspace Coordinator**

An Airspace Coordinator should be considered when the activity has increased to a point that the local unit or GACC is unable to fulfill coordination duties and responsibilities. In these cases, additional personnel may be ordered to alleviate workload and assist with facilitating airspace issues with the FAA and/or DOD. The position may function at either at the local or GACC level.

The ordering unit should coordinate with GBCC and place the order for an Airspace Coordinator through regular dispatch channels. This is a THSP position not formally identified within the ICS system and should be identified in Special Needs in ROSS.

GBCC will coordinate with the National Airspace Program Manager prior to ordering an Airspace Coordinator. See the [Interagency Airspace Coordination Guide](#) for further information.

The interagency aviation managers will be informed by GBCC when an Airspace Coordinator has

been ordered. The Airspace Coordinator will work closely with the identified local unit and GBCC during the course of operations.

- **Ordering And Notification Procedures For Specialized Aviation Positions**

All aviation positions listed in this section are THSP positions not formally identified within the ICS system.

Aviation Safety Assistance Team members, Pilot, Maintenance, Avionics Inspectors, as well as Aviation Safety and Operations Specialist positions are ordered through normal dispatch channels through GBCC as a THSP.

Operations Specialist may be ordered for either fixed-wing or helicopter (rotor-wing) and should be specified in Special Needs. Helicopter Operations Specialists are drawn from Regional/State/Area Office aviation management or selected helicopter managers, local aviation managers, and others who possess the skills and qualifications to perform the job.

Fixed-Wing Base Operations Specialists should have a working knowledge of large air tanker bases, SEAT bases and retardant operations.

GREAT BASIN TRAINEE PRIORITIZATION PROGRAM

The Great Basin Trainee Priority Program provides a process to identify and promote employees in completing wildland fire management experience requirements. These requirements are needed to achieve Incident Command System (ICS) qualifications, agency positions and to support succession planning for incident organizations.

- **GENERAL INFORMATION**

The Great Basin Geographic Area Training Representative (GATR) and GBCC will coordinate and utilize the priority trainee list for mobilizing all trainees within and outside of the Great Basin.

The Incident Training Specialist will contact the GATR to fill trainee positions for the incident. Requests will be placed through normal dispatching channels as a name request.

- **PROCEDURE**

Trainees will work with local unit fire training officers to complete the nomination form.

Local unit training officers will prioritize trainees by position and submit lists to the Zone Training Representative. The Zone Training Representatives will determine trainee priorities by position for the zone. Finally, the Zone Training Representatives and the Great Basin Training Committee will set the final Great Basin priorities for each trainee position.

The Great Basin GATR will compile and maintain the list to be posted to GBCC webpage.

When there is an opportunity for a trainee to mobilize within or outside of the Great Basin, the GATR and GBCC will utilize the priority trainee list to fill the orders.

When a trainee completes an assignment, the Incident Training Specialist with the IMT will ensure that all Great Basin priority trainees have an evaluation completed for the assignment. A copy of the evaluation and information about percentage of position task book completed will be sent to the GATR. If the trainee receives a negative performance evaluation, the GATR will forward that evaluation to the trainee's agency representative on the Great Basin Operations Committee (GBOC).

Once a trainee is recommended for certification, the Incident Training Specialist and the trainee's local unit training officer will notify the GATR so that another priority trainees can move up the priority list.

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