

## CHAPTER 20 - OVERHEAD AND TEAMS

### OVERHEAD AND TEAMS OVERVIEW

Personnel must be ordered and requested by the position and description found in the *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1 or other agency approved qualification guides.

#### Standards for Wildland Fire Position Qualifications

Overhead positions are listed in the NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1. This document is located at: <https://www.nwcg.gov/publications/310-1>

The Incident Qualifications and Certification System (IQCS), and the Incident Qualification System (IQS) are information management systems that track training and certifications for Wildland Firefighters. For a complete list of all NWCG recognized Position Codes, refer to the Position Codes listed at: <https://www.nwcg.gov/positions>

#### Overhead Mobilization and Demobilization

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "Trainee Required/Acceptable". The sending unit must designate a Flight Manager when two or more personnel travel together to the same incident via non-commercial air transport. For further information on Flight Managers refer to Chapter 50.

#### Mobilization for Great Basin

GBCC will fill orders from the most logical source available. This choice will be made based on 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, ADs, and contractors. See *National Interagency Standards for Resource Mobilization*

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.

If a request requires the length of assignment to be longer than 21 days, a Detail Request Form will be completed and routed through established dispatch channels with the request.

#### Demobilization for Great Basin

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.

Prior to demobilization, resource availability for reassignment should be determined. Specify the last days off and how many days the resource has remaining on their tour must be provided before a resource is

released to their home unit.

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.

### **Supplemental Fire Department Resources**

Supplemental Fire Department Resources are overhead provided by a local fire department through agreements and are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

When mobilizing Supplemental Fire Department Resources outside of the fire district or mutual aid zone the mobilization will follow established ordering procedures.

### **Name Requesting Single Resource Overhead**

Name requests for Overhead resources will be honored whenever possible, regardless of the type of order. If a name request is a position that has been identified as a critical need within the GACC (i.e. Helicopter Manager), the request may be denied.

Prior to placing a name request order, the ordering unit should try to fill the request locally or within the geographic area prior to sending the request nationally. The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests must include the individuals current dispatch location.

### **Great Basin Priority Trainee Program**

The intent of the Great Basin Priority Trainee Program (GBPTP) is to facilitate the mobilization of Great Basin trainees for quality assignments to support position task book completion. The desired result is to continue to support the nation with high quality, professional Incident Management Teams into the future. Emphasis will be on quality assignments within the capabilities of the IMT and not on the number of trainees that can be mobilized.

The positions that are incorporated in the program, are those positions that comprise an IMT roster. If a position is not an IMT rostered position (such as FWPT or HEQB for example), then it is not part of the program for 2025.

The prioritized list of trainees is posted to the Great Basin Coordination Center website under the Overhead/Teams. The trainees are listed in order of priority by NWCG position. Therefore, prior to attempting to submit a name request for a priority trainee, it is important to know where that individual resource sits in prioritization. Submitting a name request for a trainee resource that is not the number one priority for that given position, must include a detailed justification. However, regardless of the justification, no name request is ever approved without first taking overall trainee availability into consideration. The priority trainee list, for a given position must be exhausted before a name request for a trainee can be ordered that is not part of the GB PTP.

The notification and mobilization process of priority trainees is a group effort. The Priority Trainee Program Duty Officer (PTP DO) and the Overhead Desk at the Great Basin Coordination Center (GBCC), coordinate and utilize the priority trainee list to mobilize priority trainees within and outside of the Great Basin.

Trainee availability is determined by individual trainee responses to a mass notification system, and the process workflow is as follows:

- Incident submits a request for a position with a designation of trainee required or acceptable.
- GBCC receives the resource order and then advises the PTP DO.
- PTP DO sends a text notification to all prioritized trainees listed for that position.
- Trainees follow home unit protocols in determining availability before responding.
- Trainees respond to text notification, by time indicated, regarding availability.
- PTP DO cross references position prioritizations with available resource responses.
- PTP DO contacts highest prioritized and available trainee by phone to confirm availability.
- PTP DO relays request fill information (trainees name, home unit dispatch) to GBCC.
- GBCC routes resource order via IROC to trainee's home dispatch.
- Trainee coordinates with dispatch on logistical needs (rental car, flights, etc.).
- Dispatch provides the resource order to the trainee.

During an initial Great Basin IMT mobilization, trainees may be mobilized by the GBPTP. The IMT roster coordinator will work with GBCC and the GBPTP duty officer to facilitate this process prior to, and during, mobilization.

Ordering additional trainees, beyond the initial mobilization, is subject to direction given to the IMT by the Agency Administrator, usually at the in-briefing. The PTP DO will work with the Incident Training Specialist (TNSP) to provide a list of available trainees, who are to be considered highest priority for new assignment to the incident, as well as identify priority trainees to fill any trainee requests generated by the IMT.

The TNSP will contact the PTP DO about priority trainee needs prior to placing the order. When no trainees are available from the GB PTP to fill the request, the PTP DO will work with other geographic areas to place their priority trainees.

### Technical Specialist

Use of Technical Specialist (THSP) position code should be a name request documented in Special Needs of the resource order, when no established NWCG catalog item represents the job to be performed. Examples: Duty Officer, Center Manager, Air Resource Advisor, etc.

### Remote Employee

Remote employees who are detached from their home unit (e.g. USFS Washington Office, NIFC, etc.) should typically be dispatched from the dispatch area where they physically reside. Incident qualifications and training administration will remain with the resource's home unit.

### Off-Site Assignment

Work performed by individual employees in support of an incident while remaining at the employee's duty station or other designated off-site location. This information should be included in Special Needs of the resource order.

**INTERAGENCY WILDLAND FIRE MODULES** See *National Interagency Standards for Resource Mobilization* and the *NWCG Standards for Wildland Fire Module Operations, PMS 430*

## Interagency Wildland Fire Module Mobilization

Geographic Areas will mobilize local Interagency Wildland Fire Modules internally. There are local unit agreements to share Wildland Fire Modules between bordering units in different Geographic Areas. The Wildland Fire Module Leader will contact the ordering unit to discuss incident/project requirements.

### HELICOPTER MODULE

Refer to Chapter 50 for specific information regarding helicopter ordering, capabilities, use, and type.

For minimum module standards for national mobilization of helicopter modules, see *Interagency Standards for Fire and Fire Aviation Operations* (NFES 2724)

If the intended use of the module is for initial attack, the Helicopter Manager (HMGB) request must specify that a fitness level of arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified.

### CWN Helicopter and Module

Units requesting helicopter modules for CWN helicopters should first attempt to fill the module positions internally before placing the requests to the GACC and NICC.

ALL CWN helicopters will be managed by a qualified HMGB and qualified Helicopter Crew Members (HECM), as required. The module requests should be coordinated with anticipated helicopter delivery time and location.

When a CWN helicopter is ordered, a qualified HMGB must be identified. The HMGBs name and contact information will be provided on the resource order before NICC will assign a helicopter.

If the helicopter has not been filled in IROC, the module personnel may be ordered as an Overhead Support request (O-#). If the helicopter has been ordered and **filled**, the module should be ordered in a roster configuration as A dots. Regardless of how the module is ordered, the helicopter should be in rostered configuration prior to mobilization to an incident with all module personnel.

HMGB and HECMs must be qualified in accordance with agency policy. See the NWCG Standards for Helicopter Operations PMS 510, Chapter 2 for a summary of personnel requirements

### CWN Helicopter Modules Support Equipment

CWN modules should be ordered with the following support equipment listed in Special Needs:

- Flight Helmets
- Portable Programmable Radios
- Other miscellaneous equipment needed for the assignment/mission.
- Other support equipment (cargo nets, vehicles, laptops etc.), as needed.

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

#### **HELICOPTER RAPPELLERS** See *Interagency Standards for Resource Mobilization*

Rappellers primary mission is initial attack. When Rappellers are needed, with aircraft, for initial attack, they are to be requested in IROC as “RPIA – Load, Rappeller, Initial Attack” on an Aircraft request. All initial attack orders will be honored, regardless of Geographic Area boundary, when rappellers are available. Additional mission specific information should be documented on the resource order. When ordered for initial attack, Rappellers will be self-sufficient for 36 hours after *National* deployment on an incident and are assigned to the user unit until released.

#### **Great Basin Helicopter Rappellers**

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

#### **Rappeller Booster Requests**

Rappel booster load will be ordered as individual Overhead requests in IROC. 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.

#### **SMOKEJUMPERS** See *National Interagency Standards for Resource Mobilization*

Smokeyjumpers primary mission is initial attack. All initial attack orders will be honored when smokejumpers are available. There are two primary methods for ordering smokejumpers, initial attack load or booster load/individual smokejumper. The type of order should be predicated on immediate need or augmentation.

#### **Individual Smokejumper and Booster Requests**

Smokeyjumper boosters are utilized to increase smokejumper capability at a base or within a Geographic Area. Booster requests should be based on current and/or expected fire activity with an understanding that

boosters should be released back to home or hosting unit(s) or made available to higher activity areas if activity does not develop at receiving unit.

Boosters are ordered as individual Overhead requests and can be filled from one or multiple bases. Smokejumper aircraft must be ordered separately if the aircraft is needed beyond delivery of the smokejumpers. NICC, GACCs, and local dispatch centers should communicate with the hosting and potential sending smokejumper base(s) before the request(s) are placed and filled.

When a long-term commitment is requested and cannot be met through a preposition or IA load, a booster of jumpers can be ordered as 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. Movement of Smokejumpers will be coordinated through GBCC. For Smokejumper Bases and Aircraft information see Chapter 50.

### **Smokejumper Contingency / Satellite Base**

A smokejumper contingent is ordered and mobilized with an aircraft, spotter, and approximately 12 smokejumpers from the home base to an area of need, for a moderate to long-term duration (greater than 72 hours). The contingent is activated to reduce the response time for more effective initial attack in an area or zone. The contingent should have enough cargo, smokejumpers, and supplies that the aircraft can operate out of that new location (satellite base) for multiple missions before being resupplied. Smokejumper personnel will be rotated and supported via the home jump base.

See Chapter 50 for more information on smokejumper contingent ordering.

### **RAPID EXTRACTION MODULE SUPPORT (REMS)**

The REMS is a pre-staged rescue team assigned to a wildland fire to provide firefighters a safe, effective, and efficient method of egress off the fire line, in the event of injury or illness incurred during firefighting operations. It is the intent of REMS to provide firefighters who are unable to egress under their own power, a safe and secure transport off the fire line while simultaneously receiving the appropriate medical attention.

While REMS does not intend to replace ground or air transport, ideal conditions may not exist due to several circumstances, such as heavy smoke inversion, no roads, or equipment malfunctions. REMS provide incident managers another option to reach incapacitated firefighters, with fully equipped resources, prepared to package and transport injured or ill personnel off the fire line to appropriate medical care unit (Ground or Air Ambulance).

REMS will be created in IROC using an overhead group and will use the following naming convention:

MODULE – RAPID EXTRACTION SUPPORT – AGENCY – RESOURCE NAME

Once the need for a REMS has been determined by an incident, it will be placed through normal dispatch channels, as an Overhead Group, as one of the following: REMS, REM1, REM2, or REM3.

For REMS typing, training, qualifications, and equipment, see the NWCG Standards for Rapid Extraction Module Support PMS 552.

**NON-STANDARD OVERHEAD GROUPS**

The generic overhead catalog items “FUMD – Module, Fuels” or “SMOD – Module, Suppression” will be used to order non-standard overhead groups. All requests for these catalog items will be placed through established ordering channels using an Overhead Group Request.

**NON-STANDARD OVERHEAD INDIVIDUAL REQUESTS****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.

**Communications Coordinator (COMC)**

A COMC must be assigned when a second 4390 Starter System is assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter System. The COMC should be requested as a name requested position.

The GACC will coordinate ordering with the National Interagency Incident Communications Division (NIICD) in Boise, ID by calling the National Communications Duty Officer (CDO). Rental vehicle, lap top computer and cellular phone should be authorized when placing the request.

**NIICD Communications Duty Officer: (208) 387-5644**

It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

**COMC Duties and Responsibilities** See *National Interagency Standards for Resource Mobilization*

**Field COMC Duties and Responsibilities** See *National Interagency Standards for Resource Mobilization*

**Incident Meteorologist (IMET)**

IMET status will be maintained by the respective Geographic Area in IROC. Status will include updated contact information, the home jetport, individual qualifications, and current availability.

When a National Weather Service (NWS) IMET is needed for an incident or project, the request will be placed up to the GACC. When ordering, specify whether the request is for wildfire response or prescribed

fire; if prescribed fire, provide number of days IMET is expected to be deployed. The GACC will contact the NWS National Fire Weather Operations Coordinator (NFWOC) by calling the NWS Incident Response Desk.

**NWS Incident Response Desk: (877) 323-4638**

For more information See *National Interagency Standards for Resource Mobilization*

**Air Resource Advisor**

Air resource advisor (ARA) will be ordered as a Technical Specialist (THSP). ARAs should be assigned on all Type 1 or 2 incidents or whenever a CIMT is assigned. ARAs address public health and safety impacts of smoke, including effects on roadway visibility for an IMT, and are part of the USFS-led Interagency Wildland Fire Air Quality Response Program (IWFAQRP).

The GACC will contact the IWFAQRP. Requests in Great Basin for ARAs will be coordinated through:

**Paul Corrigan, Smoke Specialist, (801)-440-1350 first.**

**Seth Morphis, Smoke Specialist, (406)-203-8789 second**, and, if unavailable, call the

**USFS W.O. FAM Air Resource Specialist (661)-438-1272 third.**

ARAs are authorized by the Dingell Act (2019) with explicit direction for use on Type 1 and Type 2 incidents. ARAs are a useful asset for CIMTs and should be considered when fire complexity escalates. ARAs are ordered through the CIMT, or Agency Administrator, and assigned under the Planning Section Chief.

Orders should be placed as an individual Overhead Name Request for “THSP” with the name provided by the Smoke Specialist, and “Air Resource Advisor (ARA)” documented in Special Needs. Laptop computer & cell phone are authorized. The resource will need an agency, or rental vehicle, capable of hauling bulky smoke monitoring kits. If the incident does not have internet connectivity, a MiFi Broadband unit is authorized. Orders will be placed utilizing established dispatch channels.

For additional information, including AD pay rates, refer to the Wildland Fire Air Quality Response Program website <https://wildlandfiresmoke.net>

**Cache Support Positions**

These positions are available to assist fire caches during periods of high activity or when shortages of locally trained personnel hinder cache operations:

- CASC – Cache Supply Clerk
- CAST – Cache Supply Supervisory Clerk
- CDSP – Cache Demobilization Specialist
- FLOP – Forklift Operator
- WHHR – Warehouse Materials Handler
- WHLR – Warehouse Materials Handler Leader
- ACMR – Assistant Cache Manager
- FCMG – Fire Cache Manager

**Specialized Aviation Positions**

Aviation Safety Assistance Team members, 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.

### **INTERAGENCY INCIDENT MANAGEMENT TEAMS (IMTs)**

Incident Management Teams will be ordered by type using an Overhead Group request in IROC. The following standards apply to all wildfire incident assignments. Assignments to other incidents, such as all-hazard response, may not adhere to these standards.

#### **NMAC Management of IMTs**

NMAC is delegated authority to prioritize and direct the use of all team assignments for Complex Incident Management Teams (CIMTs), National Incident Management Organization (NIMO), and Area Command Teams, as necessary, to achieve team experience objectives, ensure proficiency, manage fatigue, or for other reasons. NMAC engagement in IMT management will occur according to direction contained herein.

When situations warrant (determined by NMAC), rationale is required by NMAC for assignment of Complex, NIMO, and Area Command Teams prior to mobilization.

To manage fatigue, promote mental health and well-being, and provide opportunities for CIMT members to attend to work and personal responsibilities, all IMTs will have 7 days of unavailability upon return from any assignment geographically or nationally (including preposition) of 7 days or more (exclusive of travel). (This applies to the IMT; individuals may have differing agency requirements.) During periods of elevated need, there may be a request by NMAC for earlier availability. This will be determined and communicated as early as practicable and prior to the start of the team's unavailability period. A GA may extend a team's unavailability period for additional rest. Refer to Chapter 10, CIMT Length of Assignment and Mandatory Unavailability for specific information or to the NWCG Standards for Interagency Incident Business Management, PMS 902, <https://www.nwcg.gov/publications/pms902>.

#### **Appropriate Use of Interagency IMTs**

Suppression repair work is limited to the repair of resources, land, and facilities that were damaged as a direct result of suppression actions taken on the incident. Only the most critical suppression repair work should be completed during high preparedness levels. During high preparedness levels, firefighting resources are scarce, and the deployment and work of these resources should be focused on priority, emerging, and expanding incidents of concern that possess critical values at risk.

NMAC's intent is to return CIMTs to availability and/or reassign CIMTs once wildfire incidents have stopped expanding, reached high containment levels, shifted primarily to suppression repair work, and/or when the complexity of the incident decreases such that it can be managed by a lower complexity incident management organization.

CIMTs should not be used to manage ongoing indirect line construction or other non-suppression work when the need is no longer justified and there is a reduction of fire growth, behavior, and projected spread. Once suppression repair becomes the primary emphasis of work, a CIMT may be reassigned to manage

other higher priority incidents.

Agency Administrators may consider limiting suppression repair until both fire activity and preparedness levels have decreased. The Emergency Stabilization and Rehabilitation (DOI) or Burned Area Emergency Response (FS) process should be used for tasks like hazard tree abatement within the burned area.

### **Interagency Complex Incident Management Teams (CIMTs)**

Each GA is responsible for annual selection and rostering of CIMTs, developing an internal rotation schedule, and maintaining team availability commensurate with fire activity and mobilization standards as well as supporting national response needs. GAs will manage their CIMTs in accordance with the National Interagency Standards for Resource Mobilization and communicate with their NMAC liaison regularly on any changes or concerns.

Within their GA, CIMTs will be mobilized according to GA guidance, with the following exception: CIMTs ordered through NICC or prepositioned by NICC from the national rotation for staging within a GA will be prioritized for assignment to any new federal incident within that area or when a replacement team is needed within that area.

CIMTs will be requested through established ordering channels. When a GA cannot fill an CIMT order internally, the national rotation will be utilized. NMAC manages the national rotation and may direct changes to the management of geographic rotations based on preparedness levels and/or resource scarcity. NMAC, at any time, can direct a GA to utilize an out-of-area CIMT. CIMTs will be mobilized nationally according to the call-out procedures from the national rotation managed by NICC.

The intent of CIM is to strive for continuous improvement. This includes leadership development and mentorship opportunities unique to each incident. Individual teams are expected to seek to improve their capacity and to request and provide assistance, as needed.

The assignment length and unavailability period for IMTs is determined based on the Incident Commander's (IC) travel. Refer to Chapter 10, CIMT Length of Assignment and Mandatory Unavailability for specific information.

### **IMT Configurations – ALL**

The Incident Commander positions on IMTs may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees:

- Finance/Admin. Section Chief
- Procurement Unit Leader
- Comp/Claims Unit Leader

Unless notified, trainees will be mobilized for incidents on federal lands.

### **CIMT Configuration**

CIMTs are expected to be fully rostered when available. CIMTs will be considered unavailable for assignment without a minimum roster of the seven Complex Command and General Staff (C&G) plus 17 discretionary qualified positions, for a total of 24 positions.

All CIMT rosters shall follow the standard CIMT configuration:

- Master roster refers to any team's roster for the calendar year based upon approval by their coordinating group/oversight body. The number of personnel and positions on this roster is approved by the coordinating group/oversight body.
- Mobilization roster refers to any team's roster in IROC which will be used to fill a current request.
  - The minimum required configuration is the seven Complex C&G plus 17 discretionary positions, for a total of 24 positions.
  - See the list of recommended positions at <https://www.nifc.gov/nicc/logistics/overhead>

POSITIONS	##	NOTES
Minimum Required Roster	24	7 Complex C&G + 17 discretionary qualified positions
Discretionary	51	May be filled as qualified or trainee at IC discretion
TOTAL	75	CANNOT exceed without documented negotiation

- The maximum roster is 75 personnel unless approved in writing by the host Agency Administrator (AA) and attached in IROC.
- Roster requests of above 75 personnel must be approved in writing by the host unit AA following roster negotiations through the Pre-Mobilization Incident Management Team (IMT) Call, found at <https://www.nifc.gov/nicc/logistics/reference-documents>
  - Personnel may work virtually or on-site, as dictated by GA business rules and IC discretion; however, they still count towards the team's total size.
  - Supporting personnel and functions are not included in the team's mobilization numbers (i.e., Resource Advisors, Air Resource Advisors, etc.).
  - Local unit personnel assigned to work on the incident with the team are not considered team members but additional support.

### CIMT Roster Negotiation

Upon receiving an order, the mobilization roster will be finalized based upon incident complexity. The IC shall negotiate the mobilization roster configuration through communications with the ordering AA. The Pre-Mobilization Incident Management Team (IMT) Call is intended to facilitate this communication and convey initial situation and intent, which should drive roster negotiations and approvals of over 75 personnel. It should include an overview of fire activity and resource availability geographically and nationally, to inform overhead and resource allocation, provided by a representative from the hosting GA. This representative may be one of the following:

- GA coordinating group or operations group representative.
- State/regional/equivalent-level Fire Management Officer (FMO) for the host agency.
- Geographic Area Coordination Center (GACC) CIMT Coordinator, if in place.

GA NMAC liaisons are encouraged to participate in roster discussions for awareness on challenges such as personnel availability and/or resource scarcity and to augment situational awareness from a national perspective.

AAs will utilize the NWCG Wildland Fire Risk and Complexity Assessment (RCA), PMS 236, to guide the negotiation discussion, specifically Part D: Functional Complexity.

- The RCA will inform complexity by functional area and assist in identifying additional Incident Command System (ICS) position needs.

- Continued use of Wildland Fire Decision Support System (WFDSS) is equally important for those agencies who do so, using the Part D output to guide the negotiation.
- Document the agreed upon mobilization roster in the delegation of authority and on the Pre-Mobilization Incident Management Team (IMT) Call, <https://www.nifc.gov/nicc/logistics/reference-documents> For rosters above 75, the approved document must be attached in IROC. Identify how further scaling will be communicated and accomplished during the team's assignment.
- For all-hazard incidents, ICs will negotiate the roster with the Regional ESF #4 Coordinator. Refer to the section **IMT Assignments to All-Hazard Incidents** for more information.
- The additional negotiated positions will be immediately added to the roster for mobilization. ICs may provide names of qualified available personnel to fill these additional negotiated positions; these name requests will be honored.
- GA Coordinating/Operations Groups should additionally approve, directly or by proxy/delegation to the GA CIMT Coordinator, the mobilization roster.
- Hosting GA representative will notify the receiving GA of any position shortages.
- When a CIMT is ordered to preposition, ICs will negotiate any positions in addition to the master roster with the ordering GA coordinating group chair or delegate to determine the mobilization roster.
  - Rosters for NICC preposition orders will be negotiated between the IC and NICC CIMT Coordinator based on direction from NMAC.
- To support incident workforce development and succession, assignment of trainees is strongly encouraged.
  - AAs and ICs should negotiate the number and types of trainees; consideration should be given to trainees critical to CIMT succession and to trainees in positions that are chronically difficult to fill nationally.
  - ICs should utilize trainees in their trainee position, not in a position in which the individual is already qualified.
  - Assignment of regular agency employees (including full time state and local agency personnel) deploying as trainees should be given priority over all other Administratively Determined (AD) trainees.

Mobilization rosters in IROC will be closed at either 75 total positions or at the time of in-briefing. While it is recognized there may be incidents that require large numbers of overhead personnel for safe and effective management, additional personnel should be ordered based upon the specific incident needs rather than by increasing the CIMT roster beyond the approved configuration of 75 total personnel.

### **CIMT National Rotation Process**

For 2025, all 41 interagency CIMTs are eligible for mobilization through the national rotation. Additional teams (such as state or local teams) may be integrated appropriately by the GA with NMAC coordination. (See section on Surge Capacity IMTs below.)

- GACCs will ensure their respective CIMTs are available for the national rotation and their roster in IROC meets the mobilization configuration standards.
- The national rotation rotates every seven (7) days on Thursday, effective 0001.
  - All GAs will manage their internal rotations to rotate on Thursday also.
- The national rotation will be posted/reallocated by April 1 annually.
- The national rotation will be identified by GA; each GA will determine which teams fills the order based on internal rotations and availability.
  - GAs are expected to effectively manage workload distribution across all CIMTs to mitigate fatigue, to enable team members to meet home unit responsibilities, to provide experience opportunities to all CIMTs, to meet training and workforce succession goals, and to ensure availability of CIMTs nationally when competition exists.
  - To ensure distribution of assignments and days committed to incidents, NMAC strongly

- encourages GAs consider utilization of the national rotation.
  - Historical data suggests a median of 3 assignments per calendar year per CIMT is an optimal goal for NMAC and GAs to manage towards.
- For the months of January through April and October through December, the national rotation will identify two (2) GAs for a 7-day period.
  - IMT rosters may differ from peak season rosters; ad hoc CIMT rosters are acceptable.
- For the months of May through September, the national rotation will identify a minimum of six (6) GAs for a 7-day period.
  - If necessary, the rotation could restart with the first position within the 7-day period.
- At any time, NMAC may adjust the number of GAs in the national rotation to meet demands.
- Orders will be placed to GAs according to the order of the national rotation. GAs must return a resource order as Unable to Fill (UTF) if no eligible CIMT can meet the date and time needed.
- GAs unable to provide a CIMT when ordered for assignment from the national rotation will be listed as unavailable on the national rotation.
- If the IC determines that the CIMT is underprepared for the incident due to experience or comfort levels of the C&G due to incident complexity, the GA may maintain their place in the national rotation without penalty and the next available GA will be requested to provide a CIMT.
- Prepositioned/staged CIMTs will be considered part of the rotation and will be the first utilized.
  - CIMTs on GACC preposition will be first within the GACC.
  - CIMTs on NICC preposition will be first nationally.
  - CIMTs preposition assignments longer than 7 days will be coordinated with NMAC.
  - Preposition will count as an assignment when the CIMT is assigned 96 hours or longer from the date and time needed.
- Reassignment of a committed CIMT prior to demobilization will be counted as a single assignment.
- The GA will coordinate with the national CIMT Coordinator before reassigning an out-of-area CIMT to another incident.
- Any CIMT mobilized in the previous calendar year whose assignment extends into the next calendar year will not be shown as assigned in the new calendar year.
- If a GA fills a CIMT order but the order is canceled or released within 72 hours, the GA will return to its position on the national rotation for the remainder of its regular rotation period.
- CIMT extensions can be requested by the incident agency through existing approval processes using the appropriate form, <https://www.nifc.gov/nicc/logistics/reference-documents>
- The CIMT current national rotation and assignment history is maintained throughout the calendar year at: <https://www.nifc.gov/nicc/logistics/overhead>

Regardless of Preparedness Level, NMAC retains the authority to manage all CIMT assignments or amend the national rotation as necessary.

### **NICC CIMT COORDINATOR**

The NICC CIMT Coordinator will manage the national rotation list and serve as the NMAC CIMT Coordinator when this NMAC support function is activated. The CIMT Coordinator is responsible for communications with the GAs to ensure transparency in the process and clarity of guidelines.

**NICC CIMT Coordinator: (208) 207-2859**

**NMAC CIMT Coordination Support** *See National Interagency Standards for Resource Mobilization*

**Surge Capacity IMTs** *See National Interagency Standards for Resource Mobilization*

**IMT Assignment to All-Hazard Incidents** *See National Interagency Standards for Resource Mobilization*

### **CIMT Assignments for Suppression Repair**

*See National Interagency Standards for Resource Mobilization*

**National Incident Management Organization (NIMO)**

*See National Interagency Standards for Resource Mobilization*

**Area Command Team** *See National Interagency Standards for Resource Mobilization*

**All-Hazard Incident Management Teams** *See National Interagency Standards for Resource Mobilization*

**GREAT BASIN INCIDENT MANAGEMENT TEAMS****General Procedures**

The Great Basin has six CIMTs. The teams are identified by team number, with the Incident Commander's last name added at the time of mobilization.

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. All teams will comply with the Great Basin IMT Standard Operating Guide.

**ROLES & RESPONSIBILITIES FOR IMT COORDINATION AND MOBILIZATION****National Interagency Coordination Center (NICC)**

- NICC is responsible for the CIMT national rotation.
- NICC will contact GBCC when the Great Basin shows on the national rotation.

**Great Basin Coordination Center (GBCC)**

- GBCC is responsible for coordinating and rostering the GB CIMTs.
- Maintaining current information regarding rotation/availability for national and Great Basin call-up rotation dates.
- Coordinating with the IC, roster manager or delegate, for roster configuration and substitutions as needed.
- Receiving, implementing, and processing mobilization requests from the ordering units through appropriate channels.
- Notify IC of on-call/standby status of team and any current fire activity which could potentially affect team status.
- Providing team status information on the GBCC Intel Morning Report. This information will be shared as appropriate with NICC and the local dispatch centers.
- Coordinating travel arrangements between sending and receiving units when necessary.
- Providing an end-of-the-year report of team utilization in the GBCC Annual Reports.

**Local Dispatch Centers**

- Local dispatch centers may assist team members with statusing availability via IROC, 24 hours prior to their on-call rotation period.
- Will assist with team member notifications, if requested.
- Will communicate with team members as they make themselves unavailable for a call-out period.
- Will receive mobilization/demobilization order and process according to dispatch plan.
- Will coordinate with GBCC concerning team members' transportation arrangements as needed.

## Great Basin Complex Incident Management Teams (CIMT)

There are six CIMTs in the Great Basin. The Incident Commanders are:

Team 2 – Tony DeMasters      E-mail: [tonydemasters@yahoo.com](mailto:tonydemasters@yahoo.com)

Team 3 – Brett Waters      E-mail: [brettwaters@utah.gov](mailto:brettwaters@utah.gov)

Team 4 – Steve Shaw      E-mail: [srshaw@blm.gov](mailto:srshaw@blm.gov)

Team 5 – Trent Ingram      E-mail: [trent\\_ingram@fws.gov](mailto:trent_ingram@fws.gov)

Team 6 – Mack McFarland      E-mail: [mack\\_mcfarland@nps.gov](mailto:mack_mcfarland@nps.gov)

Team 7 – Mike Johnston      E-mail: [michael.b.johnston@usda.gov](mailto:michael.b.johnston@usda.gov)

## Current Year CIMT Members

Current year CIMT member rosters for the Great Basin are listed on the following website:

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

## GREAT BASIN CIMT ROTATION

CIMT rotation is established following the Great Basin team selections and is approved by February every year. The rosters and rotation are approved by the GB OPS committee and the GBCG.

Each on-call period will begin at 0001 hours Thursday (MT) and continue through the following Wednesday at 2400 hours (MT). The CIMT call-out schedule will be three weeks on and three weeks off during the established GB schedule. On-call team members will be available for mobilization within two hours during the designated period of call-out.

CIMT will be considered unavailable for assignment if the Command and General staff positions are vacant. The Deputy IC may be allowed to take the team with GBCG approval. Any deviation to the availability and substitution principle must have GBCG and NMAC approval.

If the CIMT is unavailable, NICC will be notified, and GBCC will be removed from the National Rotation until such a time when the next team becomes available.

## Procedures for Notification of Rotation Updates

GBCC will notify the IC or delegate of the affected CIMT of any rotation updates or changes. The IC will notify their team members. The team members are responsible for statusing themselves in IROC through the appropriate local dispatch center.



<b>2025 Great Basin Core CIMT Rotation</b>			
Thursday 0001 MT through Wednesday 23:59 MT	First Out	Second Out	Third Out
May 15 - 21	Team 2 - Tony DeMasters	Team 4 - Steve Shaw	none
May 22 - 28	Team 2 - Tony DeMasters	Team 4 - Steve Shaw	none
May 29 - June 4	Team 4 - Steve Shaw	Team 6 - Mack McFarland	Team 3 - Brett Waters
June 5 - 11	Team 6 - Mack McFarland	Team 3 - Brett Waters	Team 5 - Trent Ingram
June 12 - 18	Team 3 - Brett Waters	Team 5 - Trent Ingram	Team 7 - Mike Johnston
June 19 - 25	Team 5 - Trent Ingram	Team 7 - Mike Johnston	Team 2 - Tony DeMasters
June 26 - July 2	Team 7 - Mike Johnston	Team 2 - Tony DeMasters	Team 4 - Steve Shaw
July 3 - 9	Team 2 - Tony DeMasters	Team 4 - Steve Shaw	Team 6 - Mack McFarland
July 10 - 16	Team 4 - Steve Shaw	Team 6 - Mack McFarland	Team 3 - Brett Waters
July 17 - 23	Team 6 - Mack McFarland	Team 3 - Brett Waters	Team 5 - Trent Ingram
July 24 - 30	Team 3 - Brett Waters	Team 5 - Trent Ingram	Team 7 - Mike Johnston
July 31 - August 6	Team 5 - Trent Ingram	Team 7 - Mike Johnston	Team 2 - Tony DeMasters
August 7 - 13	Team 7 - Mike Johnston	Team 2 - Tony DeMasters	Team 4 - Steve Shaw
August 14 - 20	Team 2 - Tony DeMasters	Team 4 - Steve Shaw	Team 6 - Mack McFarland
August 21 - 27	Team 4 - Steve Shaw	Team 6 - Mack McFarland	Team 3 - Brett Waters
August 28 - September 3	Team 6 - Mack McFarland	Team 3 - Brett Waters	Team 5 - Trent Ingram
September 4 - 10	Team 3 - Brett Waters	Team 5 - Trent Ingram	Team 7 - Mike Johnston
September 11 - 17	Team 5 - Trent Ingram	Team 7 - Mike Johnston	Team 2 - Tony DeMasters
September 18 - 24	Team 7 - Mike Johnston	Team 2 - Tony DeMasters	Team 4 - Steve Shaw
September 25 - October 1	Team 2 - Tony DeMasters	Team 4 - Steve Shaw	Team 6 - Mack McFarland
October 2 - 8	Team 4 - Steve Shaw	Team 6 - Mack McFarland	Team 5 - Trent Ingram
October 9 - 15	Team 6 - Mack McFarland	Team 5 - Trent Ingram	none
October 16 - 22	Team 3 - Brett Waters	Team 7 - Mike Johnston	none
October 23 - 29	Team 3 - Brett Waters	Team 7 - Mike Johnston	none

### **GREAT BASIN CIMT COORDINATOR SUPPORT**

GBCC will support the National CIMT coordinator and NMAC by relaying team activity, mobilization, demobilization, availability, and prepositioning information in a timely manner or as requested.

The GB CIMT coordinator will work directly with the GBCG chair and the GBCC center manager with communication on team rosters, rotations, and availability. In lieu of this position being filled, the duties of the GB CIMT coordinator will be completed by the GBCC Center Manager or Coordinator-On-Duty.

### **Great Basin CIMT 7-Day Early Up**

The GBCG may request a CIMT to become available, up to a maximum of 7-days/minimum of 1-day, prior to the Great Basin rotation schedule. This allows a CIMT to consider availability for mobilization during periods of high fire activity within the Great Basin or nationally prior to their normal availability period.

Factors to be considered prior to early activation; length and timing of fire season, team fatigue/work/rest, availability of CIMTs in and out of geographic area, strategic actions on existing large fires, and overall fire situation.



- A CIMT is not required to accept an early up request.
- Communication between GBCC/GBCG and the Incident Commander regarding the ability of their CIMT to early up should occur as soon as practical.
- Consideration of an early up will only take place if no other CIMT is available within the geographic area.
- GB CIMT accepting an early up will not move ahead of any other CIMT on rotation.
- The request to early up should not be utilized to place a CIMT into staging or preposition.

## **CIMT REASSIGNMENT, DEMOBILIZATION and EVALUATION PROCEDURES**

### **Reassignment**

Reassignment of CIMTs, from one incident to another, will not occur unless done in coordination with GACC Center Manager (GBMAC Support Coordinator), GBCG chair, NICC/NMAC representative.

### **Demobilization**

Normal demobilization procedures for CIMTs 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 will be necessary for this to occur.

### **Team Performance Evaluation**

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 Interagency Incident Management Team (IMT) Incident Evaluation <https://www.nifc.gov/nicc/logistics/reference-documents> 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.

## **TYPE 3 INCIDENT MANAGEMENT TEAMS**

- The standards for Type 3 IMTs apply to any Type 3 IMT mobilizing across GA boundaries. <https://www.nifc.gov/nicc/logistics/overhead> Internally, a local unit may assign ad hoc Type 3 organizations appropriately configured to the incident.
- Each GA determines their internal rotation and availability periods. Year-round availability of any Type 3 IMT is neither expected nor intended.
- No national rotation will exist for Type 3 IMTs; they will be ordered and filled as needed, following standard ordering processes.
- GAs are encouraged to enact a 7-day unavailability period for standing Type 3 IMTs.
- The minimum roster to mobilize beyond the Type 3 IMT's home GA is the 10 qualified positions as noted below.
- The remaining 25 positions are identified at the full discretion of the IC and may be either qualified or trainee responders. The pre-mobilization calls between the IC and (AA) will assist in right-sizing the roster and configuration needs based on the specific incident.
- Type 3 IMTs are encouraged to include Medical Unit Leader (MEDL), Communications Technician (COMT), Helibase Manager (HEBM), Geographic Information System Specialist (GISS), and an additional Division/Group Supervisor (DIVS)/Task Force Leader (TFLD) in the organization.

- The maximum mobilization roster size is not to exceed 35 without documentation of approval from the incident AA.

Minimum Qualified Positions Required for Mobilization	Number	Notes
Incident Commander Type 3 (ICT3)		
Safety Officer Type 3 (SOF3)		
Public Information Officer Type 3 (PIO3)		
Operations Section Chief Type 3 (OPS3)		
Division/Group Supervisor (DIVS)		
Planning Section Chief Type 3 (PSC3)		
Logistics Section Leader Type 3 (LSC3)		
Unit Leader		Discretionary, any Logs Unit Leader
Finance/Administration Section Chief Type 3 (FSC3)		
Unit Leader		Discretionary, any Finance Unit Leader
<i>Minimum Personnel</i>	10	
<b>Discretionary Positions</b>	25	Trainee or Qualified acceptable
<b>Maximum Personnel</b>	35	Not to exceed without documented negotiation

- Type 3 IMTs are not expected to staff for completing strategic planning such as the Incident Strategic Alignment Process (ISAP), to branch operations, or to mobilize with Liaison Officers (LOFR). These tasks imply an inherent level of complexity to necessitate management by a CIMT.
- Roster negotiation process:
  - Upon receiving the order, the IC, AA, local fire management officer, and other appropriate entities will review the NWCG Wildland Fire Risk and Complexity Assessment (RCA), PMS 236 and/or Wildland Fire Decision Support System (WFDSS) decision to discuss incident specifics and negotiate roster size and other details as needed.
  - Rosters above 35 must be based on RCA/WFDSS, specifically Part D: Functional Complexity, and documented on Pre-Mobilization Incident Management Team (IMT) Call, <https://www.nifc.gov/nicc/logistics/reference-documents>, which should be attached in the IROC.
- Suggested business rules for roster management:
  - GA Coordinating/Operations Groups should additionally approve, directly or by proxy/delegation to the GA CIMT Coordinator, the mobilization roster.
  - Rosters above 35 will not be mobilized without written approval from the incident AA.
  - The minimum IMT roster will be used when an IMT is made available for assignment in IROC.
  - Required positions for mobilization will preferably not be rostered as Fill on Mob.

- A GA should consider whether a standing Type 3 IMT should be unavailable if the ICT3 or two Command and General Staff (C&G) positions are vacant or designated as Fill on Mob.
- Personnel may work virtually or on-site, as dictated by GA business rules and IC discretion; however, they still count towards the team's total size.
- The same mobilization standards will apply to preposition requests.
- Supporting personnel and functions are not included in the team's mobilization numbers (i.e., drivers, Remote Incident Support Team [RIST], etc.).

Local unit personnel assigned to work on the incident with the team are not considered team members but additional support.

### **GREAT BASIN TYPE 3 INCIDENT MANAGEMENT TEAMS**

Type 3 IMTs which have been approved through the GB Operations Committee and GBCG may be available for off unit assignment within and outside of the Great Basin, they will be referred to as Standing T3 IMTs.

Incident requests for a Standing T3 IMT within the geographic area, GBCC will follow the closest forces concept. For Standing T3 IMT assignments outside of the Great Basin, the pre-established rotation will be followed.

#### **GB Standing Type 3 Rotation**

Standing Type 3 IMT rotation will run from mid-May to mid-October. ICs will roster through GBCC.

Availability of Standing Type 3 IMTs for assignment outside of the hosting area/state will be determined by the team's local governing board. Once the Standing Type 3 IMT has been approved for out of area/state assignment, GBCC will contact the IC.

### **INTERAGENCY BUYING TEAMS (BUYT)**

The primary mission of a BUYT is to support the local administrative staff with incident acquisition. BUYTs are ordered by the incident host agency and report to the Agency Administrator or other designated incident agency personnel.

- Additional information on BUYT, including responsibilities and coordination, can be found in the following: NWCG Standards for Incident Business Management, PMS 902: <https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>
- National Interagency Buying Team Guide: <https://www.nwcg.gov/committees/incident-business-committee>

#### **BUYT Configuration**

National Interagency BUYTs are comprised of a leader and six team members. One of the six members may be assigned as an assistant or deputy leader. In addition to the seven-member team, personnel from the incident host agency or alternate Buying Team members may be added, as needed, to supplement the primary team. Two members of the team must be Contracting Officers. National Interagency BUYTs will consist of the following positions:

- Two qualified procurement personnel
- Four personnel support positions
- One procurement or leader trainee

Geographic BUYTs can range in personnel from three to five members, one member shall have delegated procurement authority, i.e., warrant and should consist of the following:

- One qualified procurement personnel
- Two to three personnel support positions
- One trainee

### **BUYT Mobilization**

Interagency BUYTs will be mobilized according to the national call-out procedures from the Interagency BUYT Rotation managed by NICC. Orders for BUYTs will be placed through established ordering channels using an Overhead Group Request; “BUYT – Team, Buying.”

To the extent possible, each Geographic Area should train and make available a minimum of one BUYT that is available for national dispatch.

Geographic Areas will internally mobilize their National or Geographic Area Buying Teams, or ad hoc Buying Teams before requesting a National or Geographic Area Interagency Buying Team from NICC. Requests for Buying Teams will specify National or Geographic Area team in the “Special Needs” of the request. National and Geographic Area BUYTs are mobilized according to national call-out procedures.

### **BUYT Rotation Process**

- BUYTs will remain on-call for a maximum fourteen days.
- At the time (clock hour and day of week) a BUYT from the BUYT Rotation list is requested, the next eligible BUYT in rotation will be notified and will remain in call status for the next fourteen-day period. The next two BUYTs in rotation will also be notified of the schedule change.
- Geographic Areas unable to provide a BUYT when ordered for a national assignment will be listed as unavailable on the BUYT Rotation and will not be considered until the designated Geographic Area slot rotates into position again.
- Geographic Areas with more than one BUYT may decide which “eligible” team responds to a national call. Geographic Areas must pass if no “eligible” BUYT can meet the needed date/time of the request.
- BUYTs will be considered unavailable for a national assignment if more than two procurement or support positions are to be filled with a substitute.

NMAC retains the authority to adjust the BUYT Rotation list when necessary to achieve team experience objectives or for other reasons.

The national rotation and current assignment history can be found at:

<https://www.nifc.gov/nicc/logistics/overhead>

## **GREAT BASIN BUYING TEAMS**

### **General Procedures**

Great Basin Geographic Area has established National and Geographic Buying Teams. When activated, a BUYT will be assigned to and work for the Line Officer or designated 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 Geographic BUYTs consist of four positions: one qualified procurement personnel, two support personnel and one trainee. Each team shall have at least one procurement official with a minimum \$25,000 warrant authority. Support personnel from the incident agency may be used.

Every effort will be made to substitute BUYT personnel within the Geographic Area. 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 priority trainee program to be utilized, if needed.

**Great Basin BUYT Coordinator:**

**Christina Phillips NVSO BLM (775) 621-6629 [csphillips@blm.gov](mailto:csphillips@blm.gov)**

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.

During high fire activity, incident and agencies are encouraged to share BUYTs with neighboring units, as needed.

**Roles and Responsibilities**

For both National and Geographic 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.

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.

**Buying Team Member**

- Buying team members will update their status in IROC 24 hours prior to coming available.
- BUYT members are unavailable for non-team assignments without prior approval of the BUYT leader.
- It is incumbent on each team member to make notification to his/her BUYT leader and local dispatch center if he/she will be unavailable for the call-out period.

**GBCC**

- GBCC will track the rotation status of the BUYT and the IROC roster.
- Geographic rotation schedule will mirror the GB CIMT rotation, there will be two teams available per two-week rotation period for national availability.
- Once a team has been mobilized the next team on rotation will be notified. Permission must be obtained from the Buying team coordinator prior to early call out of an off-rotation BUYT assignment.

**Local Dispatch Centers**

- Local dispatch center may assist team members with statusing availability via IROC.
- Receive mobilization/demobilization order and process according to established dispatching procedures.
- If a unit needs additional procurement assistance, orders may be placed for the specific required positions.
- In the absence of a BUYT, the local Administrative Representative will provide those services that are necessary for the unit to function.

### 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, it is the team member's responsibility to inform the BUYT leader and local dispatch of status change.

<b><u>2025 Great Basin Buying Team Rotation</u></b>		
<b>Alert Dates</b>	<b>Team Name</b>	<b>Team Name</b>
<b>Activation Order</b>	<b>First Out</b>	<b>Second Out</b>
May 15 – May 28*	Team 2 Aslett	Team 3 Pitchford
May 29 – June 11	Team 3 Pitchford	Team 2 Aslett
June 12 – June 25*	Team 2 Aslett	Team 3 Pitchford
June 26 – July 9*	Team 3 Pitchford	Team 2 Aslett
July 10 – July 23	Team 2 Aslett	Team 3 Pitchford
July 24 – Aug 6	Team 2 Aslett	Team 3 Pitchford
Aug 7 – Aug 20	Team 2 Aslett	Team 3 Pitchford
Aug 21 – Sept 3*	Team 3 Pitchford	Team 2 Aslett
Sept 4 – Sept 17	Team 2 Aslett	Team 3 Pitchford
Sept 18 – Oct 1	Team 3 Pitchford	Team 2 Aslett
Oct 2 – Oct 15*	Team 2 Aslett	Team 3 Pitchford
Oct 16 - 29	Team 3 Pitchford	Team 2 Aslett
* Denotes Holiday ** When team is unavailable move rotation to next team in rotation.		

GBCC will maintain a Geographic BUYT rotation located at:

[https://gacc.nifc.gov/gbcc/logistics/docs/Geo-Buying-Team\\_Rotation.pdf](https://gacc.nifc.gov/gbcc/logistics/docs/Geo-Buying-Team_Rotation.pdf)

**PAYMENT TEAMS** See National Interagency Standards for Resource Mobilization

**REMOTE INCIDENT SUPPORT TEAM (RIST)** See National Interagency Standards for Resource Mobilization

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

See *National Interagency Standards for Resource Mobilization*

## 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 Standards for Resource Mobilization*

### Great Basin NFPET Coordinators

Primary: **Kelsey Brizendine**; BLM ID State Mitigation, Education and Prevention Specialist

[kbrizendine@blm.gov](mailto:kbrizendine@blm.gov) (208) 509-0924

Alternate: **Sierra Hellstrom**, USFS R4 AD Cooperative Fire, [sierra.hellstrom@usda.gov](mailto:sierra.hellstrom@usda.gov) (801) 940-4935

## COMMUNITY MITIGATION ASSISTANCE TEAMS (CMAT)

See *National Interagency Standards for Resource Mobilization*

### Great Basin CMAT Coordinator:

**Sierra Hellstrom**, USFS R4 AD Cooperative Fire, [sierra.hellstrom@usda.gov](mailto:sierra.hellstrom@usda.gov) (801) 940-4935

## FIRE AND AVIATION SAFETY TEAMS (FAST)

See *National Interagency Standards for Resource Mobilization*

### Great Basin Mobilization of FAST

Requests for a FAST 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 from 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 sample Delegation is located at: [https://gacc.nifc.gov/gbcc/GB\\_MAC.php](https://gacc.nifc.gov/gbcc/GB_MAC.php) under the MAC Plan header. A national FAST may be ordered through NICC and authorized through NMAC if qualified personnel are not available within the Great Basin.

## AVIATION SAFETY and TECHNICAL ASSISTANCE TEAMS (ASTATs)

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

- **ASTAT Configuration**
  - 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)

### Great Basin Mobilization of ASTAT

An ASTAT 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.

### **SERIOUS ACCIDENT INVESTIGATION TEAMS (SAIT)**

SAITs are mobilized to investigate serious wildland fire accidents. Serious wildland fire accidents are defined in the *Interagency Standards for Fire and Fire Aviation Operations (NFES 2724)*

Team members ordered through established channels will be mobilized as THSPs. Requests for SAIT members will be placed using individual overhead requests.

Normal SAIT Configuration is as follows:

- THSP – Team Leader
- THSP – Chief Investigator
- THSP – Advisor/Safety Manager
- THSP – Interagency Representative
- THSP – Subject Matter Expert (experienced in specialized occupation)
- THSP– Public Affairs Officer

### **CRITICAL INCIDENT STRESS MANAGEMENT (CISM) TEAM**

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. 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 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.

### **CRITICAL INCIDENT PEER SUPPORT GROUP (CIPS)**

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 CISM Coordinator, peer group leader, peer supporters trained in critical incident stress response processes, and a licensed mental health professional under agency contract.

Critical Incident Peer Support Groups are mobilized through the normal dispatch channels. Requests for CISM services are made to the unit's dispatch or GBCC from the Agency Administrator, or designee, of the jurisdiction the incident occurred on.

The CISM Coordinator will provide the names of the group members. Personnel are ordered as Critical Incident Stress Management Team Leader CISM, Critical Incident Stress Management Team Member CISM, or Technical Specialist THSP.

GBCC or local dispatch will create the incident, coordinate with management to determine the appropriate charge code, and create associated orders via IROC.



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 a need is identified. 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, or an incident if needed. 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 established contracts for mental health professionals. If the services for a mental health professional exceed \$2,500 (USFS) or \$10,000 (BLM) micro-purchase limits the national contracts must be utilized. Mental health professionals whose services are less than \$2,500 (USFS) or \$10,000 (BLM) may be acquired directly from the vendor. The BLM and Forest Service Regional and 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 Interagency Standards for Resource Mobilization, Supplement 2, Critical Incident Stress Management](#) or the National Interagency CISM Peer Support website at: <https://gacc.nifc.gov/cism/>

## **SPECIALIZED 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. For agency specific requirements for Security Specialist Level 1 & 2 and Security Guards see the *Federal Wildland Fire Qualifications Supplement*.

### **Cache Demobilization Specialist (CDSP)**

CDSP may be ordered by the IMT or local cache unit and must be coordinated with GBK prior to ordering. The CDSP will report to the Logistics Section Chief or unit Fire Management Officer. A CDSP should be in place at the incident a minimum of 2 days prior to the demobilization date. As needed, they may be requested at any time to assist in the return of supplies.

A CDSP will assist in the return of supplies and provide advice in the handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, with documentation and to place supplies in an available status quickly. CDSP is recommended on all incidents with more than 500 personnel at full mobilization.

### **Contract Equipment Specialist**

The Fire Contract Equipment Administrator (FCEA) works directly with the Intermountain Regional Fire Equipment Contracting Officer and all other Contracting Officers associated with IBPAs under an interagency agreement from the Great Basin Coordinating Group.

The FCEA duties include the following:

- Provides fire contracting support within the Great Basin, including Forest Service, Intermountain Region 4, and Bureau of Land Management, Idaho, Nevada, and Utah.
- Coordinates and/or conducts inspections and reviews of contractor equipment, and personnel qualifications ensuring compliance to contracts and NWCG standards.
- Performs site visits after coordinating with local dispatch centers and fire management personnel to identify and evaluate contractor performance or other issues conducting formal and informal communications with GBMAC group, State FMOs, IMTs or local Fire Management officials.
- Serves as a point of contact for the Incident Contract Project Inspector (ICPI) and affected Contracting Officers dealing with contract compliance issues. Provides Contracting Officer with proper documentation and coordinates corrective actions with Contractor and IMT.
- Acts as representative for the Great Basin for national policy and procedural discussions as it relates to fire equipment and contract training.
- Will follow up with local FMOs and IMTs providing written feedback regarding site visits addressing specific issues and recommendations.

### **Incident Business Advisor**

The Incident Business Advisor (INBA) serves as liaison and advisor to the Agency Administrator (AA), working directly for the AA or their delegate. The INBA 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 INBA will facilitate the unit’s ability to implement sound incident business practices such as cost effectiveness and proper financial documentation.

### **Incident Contract Project Inspector (ICPI)**

ICPIs may be ordered to provide support to the local unit and IMT with inspections and documentation of contracted resources. ICPI will work closely with Operations, Logistics, Finance and the local unit conducting contract compliance inspections. ICPIs coordinate actions with the IMT, Contracting Officers and/or the Regional Fire Contract Equipment Administrator for non-compliance issues.

### **Human Resource Specialist (HRSP)**

HRSP should be considered for all CIMT 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.
- 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 CISM and CIPS 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 agency's 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:

**Shawn Stanford Phone: (208) 253-0125 (work) or (385) 251-5063 (cell).**

Notification will include the fire name, IC and contact information.

## Interagency Resource Representative (IARR)

IARR may be assigned to support Great Basin resources on incidents in other geographic areas when four or more crews, or 15 engines are committed, or when agency management determines a need. Requests for IARR will be initiated on the GBCC support order and report daily to the Coordinator-on-Duty (COD), IARR coordinator or the GACC center manager.

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

Duties of the IARR consist of but are not limited to:

- Providing oversight and assistance for resources regarding performance, pay, accident/injury, medical care, human resources, R&R logistics, travel, and cultural issues.
- Provide assistance, as needed, to the local expanded dispatch, demobilization unit, mobilization centers and GACCs.
- They may also attend IMT briefings, strategy meetings and planning sessions to keep current on incident plans and resource movement.

## 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](http://fsweb.r4.fs.fed.us/unit/rf/safety_wellness/blasting/index.shtml)

**Regional Coordinator, Steven Johnson, Phone: (801) 625-5222**

**Regional Blaster, Shane Yarrington, Phone: (801) 739-5502**

## Hospital Liaisons

Caring for personnel injured in the line of duty is a critical role for all agencies within the Great Basin. GBCC has developed an interagency roster of individuals who have been trained and are available to meet injured firefighter/personnel at any hospital within the geographic area. The hospital liaison will serve as support and advocate in those critical first hours until family, or other support personnel, can arrive.

GBCC will make notifications to the hosting incident agency duty office and the injured personnel agency duty officer and assist with upward notifications.

USFS/R04 Hospital Liaison Coordinators will be contacted in the following order:

**Megen Van Cleave, phone: (801) 648-6172**

**John Knighton, phone: (385) 467-4357**

**Terry Swinscoe, phone: (801) 368-7197**

## **EMERGENCY MEDICAL SERVICES (EMS) BY STATE**

### **Idaho**

#### **EMS Reciprocity in Idaho**

The priority for EMS used on wildland fires in Idaho shall be EMS providers licensed by the State of Idaho. Further direction, priority and details can be found in the Idaho supplement to Chapter 50 of the *NWCG Standards for Interagency Incident Business Management (SIIBM)*. <https://gacc.nifc.gov/gbcc/business.php>

### **Nevada**

#### **EMS Reciprocity in Nevada**

The State of Nevada EMS Services are governed by NRS 450B and NAC 450B, though counties may have heightened requirements due to agreements and contracts. Further direction, priority, and details can be found in the Nevada supplement to Chapter 50 of the *NWCG Standards for Interagency Incident Business Management (SIIBM)*. <https://gacc.nifc.gov/gbcc/business.php>

### **Utah**

#### **EMS Reciprocity in Utah**

The Utah Division of Forestry, Fire and State Lands maintains a cooperative rate agreement or EERA. The 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 Utah 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 <https://bemsp.utah.gov> (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 may include the closest trauma center, burn center and medical air ship for the area, which may be in a neighboring state.

EMS providers from out of state have 48 hours to complete the documentation to continue working within the state. EMS Bureau can grant a 21-day certificate to work on an incident in Utah.

### **Wyoming**

#### **EMS Reciprocity in Wyoming**

The State of Wyoming Office of Emergency Medical Services (OEMS) may grant an Emergency License

to an individual as an EMR, EMT, AEMT, IEMT, or Paramedic based on written, or electronic, confirmation that the individual is currently licensed, or was previously licensed at a comparable level in another state.

To request an Emergency License, the responsible individual will electronically submit a Wyoming Emergency License Application or a NWCG Limited Request for Recognition Form. These forms can be accessed at: <https://health.wyo.gov/publichealth/ems/ems-forms/>

Once granted, an Emergency License is incident specific and expires when the emergency no longer exists, the licensee's services are no longer required, or ninety (90) days from the date of issuance. If an emergency exists for greater than ninety (90) days, a new request for licensure must be completed.

For additional information, contact WY EMS Licensing Coordinator:

**Jennifer McMahon Phone: (307) 777-6021, [Jennifer.mcmahon@wyo.gov](mailto:Jennifer.mcmahon@wyo.gov)**

### **Emergency Structure Protection Modules**

#### **USFS / R4 Structure Wrapping**

Structure wrapping personnel may 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 fire line qualified and trained in OSHA fall protection standards and climbing.

Units may 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.

**Module Coordinator, John Wallace, Phone: (208) 781-2596**

**Training Coordinator, Farrington (Christian) Goodlander, Phone: (208) 821-5014**

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