



Northern Rockies Coordinating Group

Federal, State, and Local Government Agencies Working Together in Emergency Response Management

Date August 17, 2021

NRCG Memo# 2021-008

To: Northern Rockies Interagency Wildland Fire Community

From: Chair, Northern Rockies Coordinating Group

Subject: NRCG Incident Commander – Path Process

How to Become a Northern Rockies Incident Commander

Becoming an IC in the Northern Rockies involves the agency and the home unit that the employee works for, mentorship by the Northern Rockies Incident Commander (IC) community, and finally, successful application to, and approval by, the Northern Region Coordinating Group (NRCG) Board.

Roles/ Responsibilities and Navigating the Process

The Home Agency (Unit)

It is the responsibility of each agency to issue a Type 1 or 2 IC task book to an employee. The home agency of the employee will utilize the process/es that it has in place when initiating a task book for someone seeking the IC qualification. They are also responsible for the final agency certification for the completed task book.

Home agencies should consider if an individual employee is ready to have a task book for IC opened and that the unit, including the unit line officer, would support the individual pursuing an IC qualification. There should be recognition that the employee is ready to pursue the qualification but that the purpose of the task book is to train the individual to become an IC.

Mentoring by the IC Community

In most cases, potential IC candidates will be known by one or more of the Northern Rockies ICs. Individuals that self-identify, or if asked by an IC that they are interested in pursuing the IC position, will have discussion regarding commitment, expectations, and capabilities, “fit” etc. with the IC. This discussion should also take place with the leadership of the employee’s agency/home unit.

A mentoring IC should ensure that the individual has the support of the home agency but recall that the purpose of the task book is to train the individual to become an IC.

ICs should counsel the trainee on any areas of needed focus during their training assignments. A discussion with the home agency can also help focus the training assignments of the individual trainee to help ensure their success.





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Trainee Assignments:

Trainees will work with a primary IMT but will also have at least 1 assignment with another IMT. Trainees will acquire individual performance reviews by a host Agency Administrator (AA) for each assignment.

NRCG board representative(s) are encouraged to spend time with IMTs that have trainees during the assignment specifically to ascertain how trainees are performing. It would be preferable to spend the night to see the entire incident cycle and interface with host agency personnel regarding trainee experiences and development.

If NRCG board members have input for and individual trainee’s development, it should be shared with the primary IC and the trainee during the task book process.

Recommendation to the NRCG Board:

Upon Completion of the certification of the task book by the home unit/agency, the IC Committee will discuss the individual and make a recommendation to the Board as to the appropriate position for the individual as either ready to be the lead IC or as deputy IC.

Application to the NRCG Board

The Northern Rockies Wildland Fire Agency Administrators have delegated the NRCG Board selection of IC’s for the Northern Rockies Incident Management Teams. The Board entrusts the IC’s/IC Committee as very experienced, capable, and savvy folks to responsibly train and promote current IC trainees to the Board so all parties involved can discuss issues and concerns early and as needed in the trainee process. The Board will take trainee development/qualification attainment and IC role suitability under advisement from the IC’s/IC Committee for informed decision making. The Board has the sole authority to choose the individuals who will lead the teams that represent the Northern Rockies.

Recruitment Notice with Application Requirements

It is the candidate’s responsibility to make sure that they submit all required documents to the board by the due date and follow all the instructions from the Recruitment Notice detailed below.

Joshua J
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Chair, Northern Rockies Coordinating Group (NRCG)

