



Pacific Northwest Wildfire Coordinating Group Northwest Geographic Area Board

To: ICs of all PNW Type 1 and NW Type 2 Incident Management Teams (IMTs)
From: NW Geographic Area Board (Geoboard)
Subject: Use of Administratively Determined (AD) Team Members

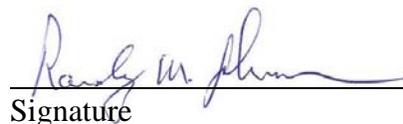
In a 2013 memo, PNWCG set expectations and gave direction regarding the use of ADs in C&G positions on our IMTs. That direction was that:

- current qualified agency employees – when available - were to be utilized instead of ADs,
- ADs were to be utilized only when no qualified current agency employee was available, and
- If an AD was utilized, it should have an attached Agency trainee for the position.

The Geoboard, with the concurrence of PNWCG, would now like to expand those expectations to include all 50 rostered IMT positions – not just C&G positions - and to provide the following additional direction.

Using the current NW Alternate List, individuals are classified as Primary (applied for a team but was not selected) or Alternate (applied as an Alternate) or Trainee. If you have an AD listed on your current roster, we expect you to look at the list of Primary and Alternate applicants on the Alternate list and discuss your position with them. If that does not lead to a qualified individual for your team, please add a trainee using the following priority order:

1. From the NW Alternate pool.
2. From another NW team.
3. In the event no trainee is available from 1 & 2 above, when dispatched and in consultation with the Agency Administrator, consider ordering one from outside the GACC in conjunction with any nationwide prioritized trainee list.

 March 22, 2016
Signature Date

NWGA Board