



SOUTHWEST COORDINATION CENTER (SWCC)



"Cooperation Through Coordination"

Date: January 3, 2014

Topic: Albuquerque Mobilization Center Team Recruitment

REPLY DUE February 10, 2014

Please share this letter widely with your workforces as we are looking for applicants to be team members and alternates for the upcoming 2014 season.

The Albuquerque Mobilization Center (Mob Center) is an interagency mobilization center with national utilization. The Mob Center is managed by the US Forest Service Southwestern Regional Office and works in close coordination with the Southwest Coordination Center (SWCC) in mobilization, staging and demobilization of crews, equipment, and overhead personnel.

The Mob Center is staffed by two pre-identified teams, with a list of alternates, using a two-week "on-call" schedule. Each team consists of a team leader and 2 team members. A list of additional personnel to supplement the teams will be managed by SWCC in the event night shifts and long duration team mobilizations occur. Although each team member brings unique skills to the Mob Center, everyone is expected to "pitch in" and assist with whatever tasks arise. Participants **MUST** be team players and willing to assist with driving, documentation, answering phones, relaying information through proper channels in a timely fashion, cleaning, security and assisting firefighters representing all agencies, geographical areas and cultures. People skills are critical!

The Mob Center team members are ordered as Technical Specialists. Incident Qualifications Card skills that are important to operation of the Mob Center include Driver, Ramp Manager, Personnel Time Recorder, Equipment Time Recorder, Equipment Manager, Time Unit Leader, Staging Area Manager, Ground Support Unit Leader, Resource Unit Leader, Logistics Section Chief, Base Camp Manager, Facilities Unit Leader, Dispatch Recorder and/or Support Dispatcher. **Personnel with Purchasing Authority are encouraged to apply.** Previous fire experience and Incident Qualifications Card certifications are helpful, but not required, to work at the Mob Center.

In considering whether to join a team, individuals should understand that their availability for the "on-call" two week rotations is required. **Both the employee and their supervisor need to be committed to making the employee available during their designated "on-call" time period.** Again, the Southwest Coordination Center thanks everyone for their support. The success of the Mob Center depends upon your support and participation. I hope you can continue to assist us in this important endeavor.

For those individuals selected as team members. Mob Center team leaders will coordinate with team members on requested leave or work conflicts. Applicants not selected for a team will have their names automatically placed on the alternate list. We encourage those who cannot commit to a team assignment

to submit their names for the alternate list. The list is used extensively throughout the year and no one is obligated to work when called upon if they are unable to do so.

Please be aware that the employee and their supervisor should acknowledge the potential commitment. During a busy fire season, the Mob Center often opens in March and is open intermittently through November.

Individuals interested in becoming a team member, or an alternate, must complete the enclosed nomination form, have your immediate supervisor sign it and return it to Frank Bedonie (fbedonie@fs.fed.us) at the Southwest Coordination Center, 333 Broadway SE, Albuquerque, NM 87102. Contact Frank Bedonie or Kenan Jaycox at (505) 842-3473 for any questions or further information on the nomination process. It is important that all nomination forms be returned by February 10, 2014. **Nominations forms received after February 10, 2014 will not be considered.**

/s/ **Kenan R Jaycox**

Center Manager

Southwest Coordination Center