

1 **Overhead**

2 **Ordering Protocols**

3 Requests for individual overhead positions must comply with position names and
4 descriptions as shown in the Incident Qualifications and Certification Handbook (PMS
5 310-1) and USFS Fire and Aviation Qualification Guide. Additional position codes have
6 been added in ROSS to accommodate FEMA requests as the Federal agencies have been
7 tasked to assist under the National Response Plan. Orders for positions not described in
8 these handbooks will be considered as "Technical Specialist (THSP)" personnel requests.
9 As such, a detailed description of parameters will be required in the special needs block
10 in ROSS when placing the request. A dispatcher should NOT take a request for a position
11 without being positive of the exact job description.

12 Based on fire qualifications listed in the ROSS program, all efforts shall be made by the
13 SWCC to distribute requests for personnel assignments equitably among all dispatch
14 centers. It is the responsibility of each individual to manage their availability in ROSS
15 utilizing self-status or keep their dispatch center current on their availability. The
16 system, if properly maintained, provides dispatchers at the centers and SWCC with the
17 information used to fill requests in a timely manner.

18 Units filling requests for personnel are responsible for ensuring all performance criteria
19 are met. Requests will be processed as "fully qualified" unless "Trainee Acceptable" is
20 selected as an inclusion in ROSS.

21 All requests must include the incident/project order number, request number, financial
22 codes, and reporting instructions. Whenever possible, a copy of the resource order
23 should be given to all individuals mobilizing to incidents.

24 If a request requires individuals to be self-sufficient for the duration of the assignment,
25 they must be able to procure food, lodging, and local transportation. ADs going out as
26 single resources are required to be self-sufficient unless other arrangements have been
27 agreed to by the ordering unit.

28 Unless specifically excluded, ADs and private contractors will be accepted for
29 suppression and severity orders.

30 All requests will be placed through normal dispatch channels. The only exception to this
31 is when resources are on rosters where the request is placed directly with the home
32 dispatch. The servicing dispatch centers will be used to mobilize and demobilize all
33 resources. Servicing dispatch centers can mobilize and commit resources internally.
34 When resources are exhausted internally, request(s) will be placed to the SWCC or per
35 the neighborhood ordering policy.

1 **Name Requests**

2 The SWCC will generally process name requests for agency personnel within the
3 geographic area; however, name requests for ADs may be denied if there are agency
4 personnel available with like qualifications. The National Mobilization Guide outlines the
5 following for name requests outside the geographic area: "Name requests for
6 suppression or all-hazard incidents should be rare and are appropriate only for highly
7 specialized positions or to meet specific agency objectives (for example, name requests
8 between state agencies). The ordering unit must confirm availability for the individual
9 being requested prior to placing the request." All name requests not filled by the
10 sending unit will be returned to the requesting unit as Unable to Fill (UTF).

11 Name Requests for trainees in identified Priority Trainee positions (see Overhead
12 Trainee section below) must be the highest priority in that position or they will be
13 denied by SWCC.

14 Severity requests often involve strategic movement of resources from areas with lower
15 fire potential. In these cases, name requests may be appropriate and are typically
16 directed by agency managers.

17 Name requests charged to budgeted/programmed, non-suppression funds are
18 acceptable and will be processed without delay, i.e. specific agency objectives, BIA tribal
19 ceremonies, etc.

20 **Overhead Trainees**

21 The Southwest Area has a Priority Trainee program that provides an avenue to mobilize
22 priority trainees to incidents in support of interagency succession objectives. A Priority
23 Trainee reflects someone serving in a position that is in critical need of receiving on the
24 job training to: 1) meet a job requirement, 2) help fill a team shortage, or 3) career
25 development. Annually, the SWCG will establish a process to prioritize and identify
26 priority trainees. The Geographic Area Training Representative (GATR) will manage and
27 maintain the Southwest list. Dispatch offices will use the Priority Trainee list first to fill
28 requests prior to using personnel not on the master list.

29 More information and how to apply to be a Priority Trainee can be found on the SWCC
30 website at:

31 [http://gacc.nifc.gov/swcc/management_admin/training/Priority_Trainee_Program/ptp.
32 htm](http://gacc.nifc.gov/swcc/management_admin/training/Priority_Trainee_Program/ptp.htm)

33 Personnel with trainee qualifications outside of the priority trainee positions identified
34 by the SWCG will still be mobilized using normal dispatching procedures.

1 If a trainee is available to mobilize with a qualified resource, the sending dispatch must
2 get approval from the ordering dispatch and a separate request number (i.e. O-XXX) is
3 required. Prior to sending a trainee with a qualified resource, dispatch offices will
4 ensure the individual is the highest ranking available trainee, or there are no Priority
5 Trainees available.

6 **Interagency Wildland Fire Modules**

7 The primary mission of a Wildland Fire Module (WFM) is to provide an innovative, safe,
8 highly mobile, logistically independent, and versatile fire module for wildland fire
9 management and incident operations.

10 The Southwest Area WFMs are as follows:

- 11 Type 1 Wildland Fire Module - Saguaro National Park
- 12 Type 2 Wildland Fire Module – Apache Kid (Cibola NF)

13 Across the nation, there are approximately 17 Wildland Fire Modules. In ROSS, these
14 modules are ordered as one overhead group and are rostered.

15 Interagency Wildland Fire Modules provide skilled and mobile personnel for prescribed
16 and wildfire management in the areas of planning, fire behavior monitoring, ignition,
17 and holding. Secondary priorities follow in the order below:

- 18 • Support burn unit preparation.
- 19 • Support mechanical hazardous fuel reduction projects.
- 20 • Assist with fire effects plot work.

21
22 Orders for Interagency Wildland Fire Modules will be placed through established
23 ordering channels in ROSS using an Overhead Group Request; Module, Wildland Fire,
24 Type 1 (WFM1) or Type 2 (WFM2).

25
26 For minimum module standards for national mobilization, see Interagency Standards for
27 Fire and Aviation Operations, Chapter 13, Firefighter Training and Qualifications,
28 Wildland Fire Modules at: http://www.nifc.gov/policies/pol_ref_redbook.html

29 Or

30 PMS – 430 Interagency Standards for Wildland Fire Module Operations – Chapter 7 at:
31 <http://www.nwccg.gov/sites/default/files/products/pms430.pdf>

1 As an interagency resource, the Wildland Fire Modules are available nationally
2 throughout the fire season. Standard WFM configuration includes; one (1) module
3 leader and six (6) to nine (9) module crewmembers.

4 If requested, WFMs can be configured and mobilized with less than the standard WFM
5 configuration, but only after agreement between the requesting and sending units. Any
6 negotiated configurations must be identified within the original request.

7 **Non-Standard Overhead Groups**

8 The agencies within the Southwest Area have capacity to mobilize smaller groups of fire
9 qualified personnel configured as Suppression and/or Fuels Modules. Each agencies'
10 configuration standards may differ slightly, but the following is an example
11 configuration standard of a BLM Suppression Module (Reference – Interagency
12 Standards for Fire and Fire Aviation Operations Chapter 2):

- 13 • Crew size 5-10 personnel
- 14 • 1 SRB/ICT5, 2 FFT1, 2 FALA
- 15 • Agency only
- 16 • 2 programmable radios
- 17 • Self-sufficient and transportation

18 The generic ROSS overhead catalog items “module, fuels” or “module, suppression” will
19 be used to order non-standard overhead groups. All requests for these catalog items will
20 be placed through established ordering channels using an Overhead Group Request.
21 Length of assignment rules apply to all non-standard overhead groups.

22 Units may name request individual overhead positions from various units following
23 standard ordering procedures for overhead requests and upon arrival, create modules
24 locally based on mobilization needs and priorities.

25 **Overhead Specialty Positions**

26 **Incident Meteorologist**

27 Incident meteorologists should be automatically ordered to compliment a Type 1
28 Incident Management Team and are recommended on a case-by-case basis for Type 2
29 teams. All orders for incident meteorologists will be passed to the SWCC, where the fire
30 meteorologists will attempt to assist in obtaining the closest available resource. If the
31 SWCC meteorologists are unavailable, the SWCC staff will contact the NWS National Fire
32 Weather Operations Coordinator 1-877-323-IMET (4638) to obtain the closest available
33 resource.

1 **Interagency Resource Representative**

2 An Interagency Resource Representative shall be assigned to incidents occurring outside
3 the Southwest Area that have four or more Southwest Area Type 2 crews. All Southwest
4 Area IARRs are ordered by the SWCC and report directly to the Coordinator on Duty
5 (COD) or the IARR Coordinator if the position is activated.

6 As a representative of the Southwest Area (SWA) and the agencies located within SWA,
7 the IARR acts as a liaison between area resources and the incident management teams,
8 geographic area coordination center (GACC), hosting Agency Administrator/fire
9 management organization, and represents the interests of the sending area in relation
10 to the sending area resources, mostly but not limited to, those of the Type 2 crews. The
11 IARR is an ambassador (an authorized representative) for the sending GACC. They will
12 check in with the hosting GACC office and/or incident planning section to represent the
13 Southwest Coordination Center.

14 Duties of the IARR consist of, but are not limited to, assisting IMT/GACC in giving
15 oversight to: R&R logistics, pay issues, accident/injury incidents, human resource issues,
16 crew performance, and cultural issues. They provide assistance, as needed, to the
17 demobilization unit, mobilization centers, and geographic area coordination center.
18 Also, attends IMT briefings, and strategy and planning sessions to keep current on
19 incident plans.

20 They will report daily to the SWCC COD or the IARR Coordinator. Submits daily reports
21 to the SWCC at the end of each assignment. They also maintain regular contact with
22 crew representatives, crew bosses, other IARRs, and single resources from the sending
23 area to ensure that accurate information is transmitted to the SWCC on a daily basis.

24 *Forms and Support Needs* - The IARR will need a cellular telephone, mobilization guides
25 (National and Southwest), Crew Management Handbook, Incident Business
26 Management Handbook, and will be completely self-sufficient. A government or agency
27 issued purchase card and lab top is recommended. Forms needed consist of the Daily
28 IARR Report Form and the SAFENET Form; these forms are available on the Southwest
29 Area Web site. The IARR needs to be familiar with filing and reporting safety issues and
30 concerns.

31 *Qualifications* - In accordance with the PMS 310-1 and Forest Service Fire & Aviation
32 Qualification Guide, the Southwest Coordinating Group has established the following
33 prerequisite experience for all agency IARRs.

34 *Prerequisite Experience:* Must meet agency requirements.

35 *Other positions that will maintain currency:* None. If there is any discrepancy, refer to
36 sponsoring agency qualifications manual.

1 *Training:* A refresher workshop for the IARR is required every 2 years.

2 **Human Resource Specialist Position**

3 The Southwest Coordinating Group recognizes that civil rights considerations are
4 essential in the management of any emergency incident and must be given high priority
5 by all members and levels of the fire organization. The position is indicated in the
6 Planning section; however, as a specialist, the position may be assigned elsewhere in
7 the organization at the discretion of the Incident Commander and the Planning Section
8 Chief. A Human Resource Specialist (HRSP) is mandatory for all fire incidents which have
9 300 or more people in a camp situation. For camps less than 300, Incident Commanders
10 should examine the situation to determine if a Human Resource Specialist is warranted.

11 *Position Description* - The Human Resource Specialist, a member of the Planning Section
12 Staff, is responsible for monitoring civil rights activities and developing measures for
13 assuring that appropriate practices are followed. The Human Resource Specialist will
14 work with the Incident Management Team to represent the civil rights of all employees.
15 Particular attention will focus on ensuring that a positive working environment,
16 supportive of cultural diversity, will be maintained and enhanced for all personnel. The
17 Human Resource Specialist will correct inappropriate acts or conditions through the
18 regular lines of authority including, but not limited to, Incident Commander, local
19 Agency Administrators, agency EEO counselors, employee relations specialists, and
20 union representatives. Except as they relate to civil rights and appropriate behavior, the
21 Human Resource Specialist will refer concerns about pay, food, sleeping areas,
22 transportation, and shift changes to the appropriate incident staff.

23 *Qualifications* - To effectively assign the best personnel to the Human Resource
24 Specialist position, the emphasis on qualifications should not be on possession of an
25 extensive fire background, but rather the possession of "people skills." The
26 qualifications of this position focus on communication, interaction, and effective
27 listening skills, as well as sensitivity to Civil Rights/EEO issues. Completion of I-220 Basic
28 Incident Command System training is required.

29 **Communications Coordinator (COMC)**

30 The COMC manages the allocation of communications resources at the Geographic Area
31 level. This includes communications equipment, personnel, frequencies, and associated
32 supplies. The COMC provides support to SWCC and reports daily to the NIFC
33 Communications Duty Officer (CDO). The COMC will not be assigned to specific incidents
34 or to an Area Command Team.

35 During complex or multiple fire situations, the COMC will request additional qualified
36 personnel to be assigned as field COMCs.

1 The COMC also provides problem-solving recommendations and advice on
2 communications issues to SWCC, Area Command Teams, and/or to Incident
3 Management Teams within a complex or single incident. They also assist incidents with
4 communication system design and in obtaining specialized communications equipment.

5 **Military Liaison Officers**

6 Individuals in the Southwest Area have been designated as Military Liaison Officers. One
7 should be assigned to work with National Guard or other military organizations when
8 they are mobilized to assist on an incident. Persons to fill this position are available
9 through the coordination center.

10 **Special Agents/Investigators**

11 Special agents/investigators are employees assigned to handle cases or investigations
12 on specific agency lands. The investigator conducts criminal and civil investigations
13 arising from incident management activities. The investigator is trained, authorized, and
14 equipped to conduct investigations, serve warrants, and make arrests, searches, and
15 seizures. The investigator is a technical specialist and is assigned as needed.

16 **Security Specialists**

17 The Security Specialist 1 provides base, camp, or field security for the incident. The
18 Security Specialist 1 is trained, authorized, and equipped to make arrests, searches and
19 seizures, and serve warrants. The Security Specialist 1 reports to the Security Manager.
20 The Security Specialist 2 provides base, camp, or field security for the incident. The
21 Security Specialist 2 has knowledge and experience in security operations, however, is
22 not trained, authorized, or equipped to make arrests, searches and seizures, or serve
23 warrants. The Security Specialist 2 reports to the Security Manager.

24 **Forest Service Representation (NFFE) in Fire Camp**

25 See the “Master Agreement between the Forest Service and the National Federation of
26 Federal Employees” (NFFE) Article 28 (FIRE).

27 Officers of the NFFE Forest Service Council or their designees have the right to represent
28 bargaining unit employees at all fire camps. The Forest Service Council may designate a
29 sufficient number of representatives to assure up to 24-hour coverage, based on
30 representational need, at any fire camp where Forest Service employees are present.

31 The need for an onsite Union representative(s) will be based upon anticipated or actual
32 representational workload. If the Regional Vice President (RVP) or designee determines
33 a need to send a Union representative(s) to a fire camp, he/she will contact the Regional
34 Employee Relations Officer or designee. They will make arrangements for dispatch of
35 the specified Union representative(s) designated by the RVP or designee to the fire.

1 When a representative is dispatched, dispatch will be through the regular fire dispatch
2 channels. Initially, one Union representative may be dispatched. Based on anticipated or
3 actual representational workload, additional Union representatives may be dispatched
4 to the fire.

5 When a fire has reached a level of 300 individuals on a Forest Service fire or 300 Forest
6 Service employees on other than a Forest Service fire, and a fire camp has been
7 established, the RVP or designee will be notified. Notification to the Union will be within
8 24 hours after staffing reaches 300. That notification will inform the RVP or designee of
9 the location of the fire and the name of the Incident Commander. The Incident
10 Commander will be notified of the name and EC address of the RVP or designee.

11 If no representative(s) is dispatched to the fire, the RVPs or designee's name, telephone
12 numbers, and EC address will be conspicuously posted in fire camp(s). If the need arises
13 for an employee to contact the RVP, facilities will be made available to make this
14 contact.

15 Union representative(s) will check in with the Finance Chief or Comptroller upon arrival
16 at fire camp and will inform the Finance Chief or Comptroller when the representative(s)
17 leave.

18 Where there is a grievance arising from a situation on a fire, the time limit for raising
19 that issue to the appropriate official will not begin to run until the day after the
20 employee returns to his/her official duty station. If the grievant is dispatched to another
21 fire or temporary duty assignment that prevents him/her from preparing and presenting
22 a grievance in a timely manner, the time limit will be extended as stated in the first
23 sentence of this paragraph.

24 **Incident Management Teams**

25 **IMT Membership**

26 All Southwest Interagency Incident Management Teams are managed by the Southwest
27 Coordinating Group. Nominations to Southwest Area Incident Management Teams are
28 received annually, and memberships to the teams are approved by the individual's
29 supervisor, Incident Commanders, and the Southwest Operations Committee.
30 Membership to the IMTs will be according to the following priorities:

- 31
- 32 1. Agency employees (includes Federal, State, permanent FD/local agency, tribal
33 employees) within Southwest Geographic Area (SWGGA) Agencies/Regions.
- 34 2. Federal/State Agency employees from outside the SWGGA Agencies/Regions.
- 35 3. Within SWGGA Federal/State ADs and Fire Department supplemental employees.
- 36 4. Out of SWGGA ADs and other non-federal employees (case by case basis).
- 37 5. Members with no application in ICAP (must submit a Provisional Application).

1 No primary member of a Southwest Type 1 or Type 2 Team will be on more than one
 2 IMT; (that includes Zone Type 3 Teams). Individuals seeking training opportunities on
 3 different IMTs must do so in accordance with the “Freelance Guidelines” later in this
 4 Chapter.

5 **SW Interagency IMTs and Availability Periods**

Type of Team	Designation	Name of IC	Last Year as IC	Normal Minimum Season
Type 1	SWA T-1 Team 1	Bea Day	2018	Year Round
Type 1	SWA T-1 Team 2	John Pierson	2018	Year Round
Type 2	SWA T-2 Team 3	Alan Sinclair	2018	4/1–8/31
Type 2	SWA T-2 Team 4	Dave Bales	2017	4/1–8/31
Type 2	SWA T-2 Team 5	Rich Nieto	2016	4/1–8/31

6 **IMT Mobilization**

7 Southwest Area Interagency Incident Management Teams are mobilized by placing a
 8 request to the Southwest Coordination Center. The Southwest Coordination Center will
 9 work with the team to finalize the roster and generate the individual team member
 10 requests.

11 Response times to an incident are dependent upon where that team is in the rotation.
 12 Reference the Type 1 and 2 IMT Rotation sections later on in this Chapter for more
 13 information.

14 Items such as rental cars, laptops, cell phones, and other equipment need to be
 15 approved by the ordering unit and documented on the resource order. Any negotiation
 16 between the IC and the ordering unit must be documented on the resource order for
 17 proper coverage on these items.

18 It is Southwest policy that if an Incident Management Team is staged within the
 19 Southwest Area, the staged team shall receive the next assignment at that complexity
 20 level. Certain circumstances may exist where a local team is assigned before a staged
 21 team, as approved by the SWCG.

1 Preorders

2 Preorders for Incident Management Teams are established preseason and reside in the
3 ROSS system. Preorders are hosted in ROSS by specific dispatch offices as follows:

4 Team	Host Dispatch Office
5 SWA T-1 Team 1 Day	Tucson Interagency Dispatch Center
6 SWA T-1 Team 2 Pierson	Southwest Coordination Center
7 SWA T-2 Team 3 Sinclair	Prescott Interagency Dispatch Center
8 SWA T-2 Team 4 Bales	Flagstaff Interagency Dispatch Center
9 SWA T-2 Team 5 Nieto	Southwest Coordination Center

10
11 Upon mobilization, communication must occur between the LSC of the IMT and the
12 incident host dispatch to determine what will be needed on the given incident. Then the
13 LSC will work with the host dispatch of the preorder (if different from the incident
14 dispatch) who will then edit the preorder as appropriate for that given assignment.
15 Once the edits are made, contact with the incident dispatch must be made and they are
16 given access so that the preorder can be “activated” and requests generated for
17 placement in the Dispatch Coordination System.

18 Preorder contents are always dependent upon numerous factors such as fuel type,
19 current organization/resources on the incident, resource availability, expected duration,
20 weather factors, etc. It is advised that an IMT be cautious to not have large preorders in
21 the system to cover the highest complexity incidents; but instead to have a preorder of
22 those resources that will be needed for most every incident.

23 A few things to pay attention to regarding preorders:

- 24 • NFES Items should not be entered in the preorder function of ROSS. These items
25 are acquired via the IMT direct to Cache and are filled by the cache via ICBS and
26 issued request numbers in ROSS within the 100,000 block via the ICBS/ROSS
27 interface
- 28 • Supply items that are service/purchasing locally are also best left out of the
29 preorder function in ROSS. These requests can be created individually as needed
30 by the dispatcher(s)
- 31 • There is no ability to add documentation, special needs, or name request
32 information in the preorder function of ROSS. The dispatcher has to create the
33 requests first, then edit the requests to add in the supplemental information
- 34 • Preorder requests that are being shopped around in the dispatch system and
35 resource response time is delayed can often lead to other requests being created
36 by the IMT and ultimately duplicate resources at the incident. Incident dispatch

1 offices should work closely with the IMT to ensure awareness of all open orders
2 and status of responding resources

- 3 • Name Requests of vendors (especially those with competitively solicited
4 agreements) are not within the allowed business rules. All requests (including
5 those from a preorder) must follow the guidelines of dispatching contracted
6 resources (see SWCC website, Equipment page).

7 **Agency Administrator Responsibilities**

8 **Incoming IMT**

9 Agency Administrators and staff are responsible for determining type and
10 configuration of teams needed for an incident, utilizing the Incident Complexity
11 Analysis and other tools. This determination should be based on management
12 objectives, safety, threats, cost, etc., and should be discussed in advance with the
13 incoming IC whenever possible.

14 The requesting agency is responsible for negotiating and establishing reasonable
15 travel times for the incoming team, and scheduling a team in-brief meeting (see
16 the “in-briefings” section below), with clear directions to the meeting location.

17 If fires are multijurisdictional, all involved agencies should agree on the
18 complexity analysis and the type of team to be ordered. In addition, all agencies
19 should be in agreement on supplemental positions the IC may be requesting. One
20 agency should take the lead in the negotiation process with the IC, but should
21 collaborate with the other agencies involved. Agency Administrators must
22 coordinate with all interagency partners on developing one single WFSAs, WFDSS,
23 delegation of authority, and cost-share agreement. For Type 1 or 2 incidents in
24 AZ, a Cost Apportionment Team will also be mobilized in coordination with the
25 affected jurisdictional agencies.

26 If an ICP has been established, insure signage and direction is provided for
27 incoming resources.

28 Utilize the checklist for Agency Administrators for incoming IMTs found in chapter
29 11 of the “Interagency Standards for Fire and Aviation Operations” (Red Book) or
30 chapter 11, section 7C of the “Wildland Fire and Aviation Program Management
31 and Operations Guide” (BIA Blue Book).

32 Ensure communications 4390 package has been ordered.

33 Consider costs and cost containment when developing the WFSAs or WFDSS. Work
34 with your fire staff, partners, and the incoming IMT to consider the full range of
35 management strategies.

1 **Outgoing IMT**

2 Assure a written re-delegation of authority is completed and signed by the IC
3 prior to release of the team.

4 Provide a written evaluation of team performance to the IC by utilizing the
5 evaluation form in the Red/Blue Book and forward copies of evaluations to the
6 Center Manager at the Southwest Coordination Center.

7 Negotiate an out-brief meeting with the outgoing team. Discuss in advance
8 meeting expectations so that helpful improvement processes for the team and
9 the agency are frankly discussed. Arrange with the IC the level of detail expected
10 in the written narrative summary of the incident.

11 **Incident Commander Responsibilities**

12 ICs shall contact the requesting agency's representative prior to arriving on the incident
13 and receive a summary briefing of the situation.

14 ICs and Agency Administrators will ensure that initial orders for supplies, equipment,
15 and resources are consistent with the complexity and expected duration of the incident.
16 The local agency will prepare a list of firefighting forces and supplies that have been
17 ordered, are on scene, or are to be provided by the local unit.

18 **In-Briefings**

19 There should be two briefings for the incoming team. The first briefing should be
20 conducted by the Agency Administrator and staff. This in-briefing shall be conducted
21 according to the outline (Agency Administrators Briefing to the IMT) in the "Interagency
22 Standards for Fire and Fire Aviation Operations" (Red Book), appendix D or "Wildland
23 Fire and Aviation Program Management and Operations Guide" (BIA Blue Book),
24 appendix 11-1. The WFSA and/or WFDSS and delegation of authority should be
25 completed prior to and presented at this meeting.

26 The second briefing should be an operational transition of command between the
27 current IC and the incoming team. Participants in these briefings will be agreed upon
28 between the incoming IC and the Agency Administrator. Current IC can utilize the "Local
29 Incident Commanders Briefing" in appendix 1 of the Red Book or appendix 11-3 of the
30 Blue Book.

31 The time established for transfer of command to the incoming team will depend on the
32 complexity of the incident, the expertise and condition of the existing team, and other
33 issues, and will be clearly agreed upon at these briefings.

34 Ensure a service and supply plan is provided to the IMT.

1 **IMT Size/Configuration**

2 Incident Management Teams may be requested as either a long or a short team
 3 configuration. Any variation from the standard configuration is at the discretion of the
 4 requesting unit in advance of mobilization. The Deputy Incident Commander position is
 5 not mandatory. The Incident Commander position on Interagency Incident Management
 6 Teams may only be filled by current agency employees. It is recommended that the
 7 following positions also be filled by current agency employees: Finance Section Chief
 8 Type 1 or 2, Procurement Unit Leader, Comp/Claims Unit Leader, and Compensation-
 9 for-Injury Specialist.

10 **Type 1 / Type 2 Short Team Configuration (Total of 9 positions)**

11 ICT1 / ICT2 Incident Commander Type 1 / Type 2

12 SOF1 / SOF2 Safety Officer Type 1 / Type 2

13 PIO1 / PIO2 Public Information Officer Type 1 / Type 2

14 OSC1 / OSC2 Operations Section Chief Type 1 / Type 2 (2 each)

15 AOB Director Air Operations Branch Director

16 PSC1 / PSC2 Planning Section Chief Type 1 / Type 2

17 LSC1 / LSC2 Logistics Section Chief Type 1 / Type 2

18 FSC1 / FSC2 Finance/Admin Section Chief Type 1 / Type 2

19
 20 SWA IMTs typically carry a Deputy IC DPIC, Trainee IC, and a Liaison Officer LOFR which
 21 are approved for Southwest mobilizations. For National mobilizations, receiving unit
 22 Agency Administrators will approve final roster size.

23 24 **Type 1 / Type 2 Long Team Configuration (Total of 26 positions)**

25 DIVS Division/Group Supervisor (4 each)

26 ASGS Air Support Group Supervisor

27 ATGS Air Tactical Group Supervisor

28 SITL Situation Unit Leader

29 RESL Resources Unit Leader (2 each)

30 FBAN Fire Behavior Analyst

31 COML Communications Unit Leader

32 SPUL Supply Unit Leader

33 FACL Facilities Unit Leader

34 GSUL Ground Support Unit Leader

35 TIME Time Unit Leader

36 COMP Comp/Claims Unit Leader

37 PROC Procurement Unit Leader

1 In addition to the 26 positions identified on the long team configuration, IMTs may have
2 a maximum of seventeen (17) positions to be negotiated and concurred on by the
3 Incident Commander and the Agency Administrator from the requesting unit.

4 **IMT Trainees**

6 Southwest IMTs are assigned one priority IC trainee at the time of mobilization.
7 Southwest IMTs are allowed six primary trainees who are selected through the ICAP
8 process. Additional trainees (up to 6) will be mobilized from the Priority Trainee List,
9 subject to Agency Administrator approval. These 6 additional trainees may or may not
10 be S-420/520 attendees. IMTs are asked to incorporate these trainees on every
11 assignment. Once assigned to an incident, IMTs will determine what trainee position
12 needs or opportunities they have and work with the Southwest Coordination Center or
13 Geographic Area Training Representative (GATR) to fill those positions. Individual units
14 hosting Incident Management Teams often have local trainees to be utilized as
15 appropriate by the IMT. Subject to agency administrator approval, additional priority
16 trainees may be mobilized from the Priority Trainee list. Once a Priority Trainee List has
17 been depleted, additional trainees are mobilized using established dispatch channels.

18 The SWCC is the managing office for all Southwest Type 1 and 2 Interagency Incident
19 Management Team rosters. When an IMT is ordered and subsequently filled in ROSS,
20 each IMT member is assigned to an overhead subordinate request (a request number
21 with a decimal point). The SWCC will allow the adding of subordinate requests, up to 56
22 total personnel on the roster until the time of the in-brief (date and time needed). After
23 such time, any personnel additions to the IMT must be through the host expanded
24 dispatch on individual "O" numbers.

25 **Incident Management Team Freelance Guidelines**

26 It is the intent of SW Agency Administrators that SW Incident Management Teams be
27 available for timely response during periods of likely team mobilization and large fire
28 risk. It is the IMT ICs responsibility to insure that their essential team positions are
29 available for takeover of major incidents in a timely manner during their availability
30 periods. "Freelancing" is the mobilization of individuals to fire assignments that have an
31 association to team membership. Freelancing is desirable for individual experience and
32 skill development, as well as providing resources to fill incident needs. If an IMT callout
33 occurs with IMT member freelancers deployed, **it is the freelancer's and IMT IC's**
34 **responsibility to ensure that the freelancer's mobilization to their new team callout is**
35 **not detrimental or costly to the initial ongoing incident.** The IC and freelancer need to
36 carefully consider needs to not jeopardize team availability or the initial, ongoing
37 incident. Southwest Type 1 teams should consider the following guidelines to avoid
38 conflicts mentioned above (see next page):

T1 Teams	National					
Southwest	Preparedness Level	1	2	3	4	5
	1	Unrestricted	Unrestricted	Unrestricted	ON-LC OFF-SW	No
	2	ON-SW OFF-NA	ON-SW OFF-NA	ON-SW OFF-NA	ON-LC OFF-SW	No
	3	ON-LC OFF-SW	ON-LC OFF-SW	ON-LC OFF-SW	ON-LC OFF-SW	No
	4	ON-LC OFF-SW	ON-LC OFF-SW	ON-LC OFF-SW	ON-LC OFF-SW	No
	5	OFF/ON-LC	OFF/ON-LC	OFF/ON-LC	OFF/ON-LC	No

1 **Legend** Unrestricted - Freelancing Allowed No - Freelancing Not Allowed

2 ON - On Call IMT OFF - Off Call IMT

3 SW - Southwest Only NA - National OK

4 LC - Locally Only

5 Type 2 teams are essential for immediate and timely geographic response during their
6 Southwest availability periods. Members will be available to freelance “locally only”
7 when the Southwest is at PL-3 or higher during their official IMT availability dates,
8 unless the IC approves otherwise after carefully considering the factors above.

9 **Type 1 Incident Management Teams**

10 **Type 1 IMT Rotation**

11 For National Type 1 Team rotation, see the NICC Web site at:

12 <http://www.nifc.gov/nicc/logistics/overhead/overhead.htm>. For assignments both
13 within the Southwest Area and Nationally, the Southwest Area Type 1 Team On-Call
14 Schedule will be utilized. See next page.

1

Southwest Area Type 1 Team On-Call Schedule–2016

From 0001 Hours	To 2400 Hours	SWA IMT (By IC Name)
December 22 (2015)	January 4	Ruggiero
January 5	January 18	Templin
January 19	February 1	Pierson
February 2	February 15	Day
February 16	February 29	Pierson
March 1	March 14	Day
March 15	March 28	Pierson
March 29	April 11	Day
April 12	April 25	Pierson
April 26	May 09	Day
May 10	May 23	Pierson
May 24	June 6	Day
June 7	June 20	Pierson
June 21	July 4	Day
July 5	July 18	Pierson
July 19	August 1	Day
August 2	August 15	Pierson
August 16	August 29	Day
August 30	September 12	Pierson
September 13	September 26	Day
September 27	October 10	Pierson
October 11	October 24	Day
October 25	November 7	Pierson
November 8	November 21	Day
November 22	December 5	Pierson
December 6	December 19	Day
December 20	January 2 (2017)	Pierson

1 **Response Times for Type 1 IMTs**

2 Type 1 IMTs in the Southwest are available throughout the calendar year. When a
3 request is placed for a Type 1 IMT, the following response times (from time of call to
4 travel status*) should be implemented, unless date and time needed dictates otherwise:

- 5 • IMT1 first in rotation – 2 hours
- 6 • IMT1 second in rotation – 24 hours**

7 * Travel shall be in accordance with Incident Operations Driving Standards and
8 discouraged between the hours of 2200 and 0500 (Southwest Mobilization Guide Ch.
9 10).

10 ** After the first IMT1 in rotation is mobilized, the second IMT1 response time will be 2
11 hours. If an IMT cannot meet the rotation response time, they will be skipped and/or
12 potentially dropped to the bottom of rotation.

13 **Type 2 Incident Management Teams**

14 There are three Type 2 Interagency Incident Management Teams (long or short
15 configuration) in the Southwest Area.

16 **Type 2 IMT Rotation**

17 Southwest Type 2 Incident Management Teams are assigned on a rotational basis. The
18 rotation order is carried over from the previous year. The teams are listed in order of
19 rotation on the SWCC Sit300 Report and assigned to any incident (both within and
20 outside the Southwest area) requesting a Type 2 Team. Once assigned, the team is
21 removed from the list and upon out-brief will be added at the bottom of the list. If an
22 IMT is entering an “off-rotation” period they will maintain their position on the list, but
23 will not be available for assignment until they complete their off-rotation period.

2016 SW Type 2 Team Rotation Schedule	
The two week unavailability off rotation period will begin at 0001 hours (Mountain Time) on Sundays and continue through 2400 hours (Mountain Time) on Saturday.	
Team	Off-Rotation Dates
SWA T-2 Team 4 Bales	April 1 – April 09
SWA T-2 Team 5 Nieto	April 10- April 23
SWA T-2 Team 3 Sinclair	April 24 – May 7
All Teams on Rotation May 08 – July 16	
SWA T-2 Team 4 Bales	July 17 – July 30
SWA T-2 Team 5 Nieto	July 31 – August 13
SWA T-2 Team 3 Sinclair	August 14 – August 31

1 If a team gets cancelled prior to officially taking command of an incident, they will be
2 placed back at the top of the list. If a team is "unavailable", they will be skipped in the
3 rotation and the next team will be available. The unavailable team will move to the
4 bottom of the list. In cases where the unavailable team has provided timely and
5 reasonable rationale to their "unavailable" status, they will retain their position on the
6 list.

7 If an IMT is on an assignment during their designated time "off-rotation" period, they
8 will begin their unavailable period when they are released from their assignment.

9 If major imbalances in assignments for any IMT develop, the rotation may be modified
10 by SWCG. The rotation is meant as a guide, but the goals of team member skill
11 development, spreading mobilization widely across Geographic area, drawdown of
12 resources, and work/rest all may need to be considered.

13 **Response Times for Type 2 IMTs**

14 When a request is placed for a Type 2 IMT, the following response times (from time of
15 call to travel status*) should be implemented, unless date and time needed dictates
16 otherwise:

17 **During Core Fire Season/Rotation Period**

18 IMT2 first in rotation – 2 hours

19 IMT2 second in rotation – 4 hours

20 IMT2 third in rotation – 8 hours

21 When the IMT2 first in rotation mobilizes, the other 2 IMT2s will "bump up" in the
22 rotation and associated response time(s). If an IMT cannot meet the rotation response
23 time, they will be skipped and/or potentially dropped to the bottom of rotation.

24 **During Non-Core "Shoulder" Fire Season/Rotation Period**

25 IMT2 first in rotation – 2 hours

26 IMT2 second in rotation – 24 hours

27 When the IMT2 first in rotation mobilizes, the other IMT2 will "bump up" in the rotation
28 and associated response time. If an IMT cannot meet the rotation response time, they
29 will be skipped and/or potentially dropped to the bottom of rotation.

30 * Travel shall be in accordance with Incident Operations Driving Standards and
31 discouraged between the hours of 2200 and 0500 (Southwest Mobilization Guide Ch.
32 10).

1 SWA IMT Lend/Lease of Resources

2 The Southwest Area Lend/Lease Program is an informal agreement between incidents
3 that provides an avenue to share critical resources for short periods of time to fill critical
4 operational needs. This is an effective and efficient way of managing resources that are
5 either unavailable or where incidents only need these resources for a limited time.
6 Typically, Lend/Lease should not exceed 48-72 hours (validated each day by Operations).
7 Lend/Lease of resources should only be used when two or more IMTs are assigned within
8 the same local dispatch area, or in the event of a close proximity boundary incident in
9 the adjacent dispatch area. In this case, it is critical for good communication to occur
10 between the 2 affected dispatch centers and the SWCC. Resource orders are not initiated
11 by the receiving incident. Tracking of these resources is done on a separate spreadsheet
12 maintained by the local dispatch center. The Lend/Lease resource spreadsheet data will
13 be shared with the SWCC and Geographic MAC Group daily. Roles and responsibilities of
14 each functional area within an IMT organization (e.g. I-suite procedures) can be found in
15 the Southwest Area Lend/Lease Procedures document on the SWCC website:
16 <http://gacc.nifc.gov/swcc/>, Overhead and Teams page.

17 Type 3 Incident Management Teams

18 The Southwest Area has both formalized standing Type 3 Teams and also as needed
19 Type 3 capability within the dispatch areas. These teams are intended for fast response,
20 generally short duration extended attack incidents and can provide the needed
21 overhead structure to manage small to moderately sized incident organizations. These
22 Zone teams are hosted and ordered through the local dispatch centers as follows:

- 23 • Central West Zone – Phoenix Interagency Dispatch Center
- 24 • Northern Arizona Zone – Williams Interagency Dispatch Center
- 25 • Southeast Zone – Tucson Interagency Dispatch Center
- 26 • Albuquerque Zone – Albuquerque Interagency Dispatch Center
- 27 • Gila Las Cruces Zone – Silver City Interagency Dispatch Center
- 28 • Pecos Zone – Alamogordo Interagency Dispatch Center
- 29 • Santa Fe/Taos Zone – Taos Interagency Dispatch Center

30 Area Command

31 The Southwest Area hosts two Area Command Teams that are available for National
32 assignments (VanBruggen-IC and Hughes-IC).

33
34 An Area Command may be activated to coordinate multiple incidents, each being
35 handled by Incident Management Teams, or to coordinate a very large incident that has
36 several Incident Management Teams assigned. Principle duties are to insure that

1 incidents are adequately managed, set overall strategy, set priorities, allocate resources
2 based on priorities, and that established strategies and objectives are followed. This
3 organization will normally be relatively small, with personnel assigned to Command, the
4 Planning and Logistics Sections, and possibly the Air Operations function.

5 **National Incident Management Organization (NIMO)**

6 The Southwest Area has one NIMO team located in Phoenix, AZ (Houseman-IC).

7 The following priorities determine the method of filling positions for all risk and fire
8 incidents where NIMO is assigned in the SW Geographic Area. The hosting unit (land
9 management agency, city, county, state, etc.) will work with the NIMO team to
10 determine the ICS configuration needed to fill out the NIMO team.

11 First attempt will be to fill the NIMO team through normal ROSS overhead ordering.

12 If that is unsuccessful, and it is during the time of the year when SW IMTs may be active,
13 then NIMO infill will be directed at GACCs that are inactive (not busy) and will be
14 coordinated by SWCC and NICC.

15 If national PL levels are high, and the above does not fill the need, then:

- 16 • SW 1 and 2 — NIMO Team may negotiate, through SWCC and the SWCG chair,
17 the dismantling of a SW IMT(s) to fill the needed NIMO team positions. The SWCC
18 will refer to rotation for IMTs in the SW Mob Guide to determine which teams are
19 available, and less likely to be mobilized.
- 20 • SW PL 3, 4, and 5 — NIMO Team will utilize an out of geographic area IMT in an
21 inactive GACC. The SWCC will coordinate this with the NICC.
- 22 • In all cases the SWCC will notify the SWCG/SW MAC that a NIMO team has been
23 ordered. The SWCG/SW MAC will play a role in the facilitation and coordination of
24 NIMO teams in the Southwest.

25 NIMO must be issued a specific delegation of authority defining agency and team
26 responsibilities.

27 **Incident Support Teams**

28 **Buying Teams**

29 Buying Teams support incident acquisition through the local administrative staff,
30 procuring a wide range of services and supplies, as well as renting land and equipment.

1 There are two National Buying Teams in the Southwest Area. The leaders for the two
2 teams are:

- 3 • SWA Buying Team 1 – TBD
- 4 • SWA Buying Team 2 – Lorrie Evans – USDA Forest Service

5 Each Southwest Area Buying Team will be committed to a 2-week on-call schedule from
6 April 1 through October 31.

7 The Buying Team Coordinator will provide the SWCC with the team roster and a list of
8 alternates each spring.

9 *Dispatching Procedures* - Units will place orders for a Buying Team through normal
10 dispatch channels to the SWCC Overhead Desk.

11 The Team Leader will be contacted first and notified of the request information. The
12 Leader will notify SWCC of responding members and SWCC will fill the request via a
13 roster. Dispatch Centers will be notified of placement of individual member requests.

14 The buying team is supervised by the administrative officer for the Agency
15 Administrator in support of the expanded dispatch organization.

16 **Administrative Payment Teams**

17 Administrative Payment teams are available to expedite payment of financial obligations
18 resulting from an emergency incident and relieve the local administrative unit of
19 additional work generated by the incident/complex.

20 The Southwest Area has one Administrative Payment Team based out of the
21 Albuquerque Dispatch Area, Lake Meredith NPS, the Leader is Rose Pollard.

22 **Communications Advanced Teams (CAT)**

23 The CAT team is ordered by SWCC on a SWCC resource order. CAT teams are assembled
24 from a list of qualified individuals which is compiled preseason and are deployed upon
25 the ordering of an Incident Management Team. Ideal configuration of a team comprises
26 of 2 COMT and a trainee. It is preferable to include a member who is COML qualified.
27 The CAT is responsible for the initial setup of the Communications Unit on large fires
28 and can be utilized to provide necessary communications support until replacements
29 arrive with the team or soon after. Their primary concern is the setup of the
30 Communications Starter Kit (04390) although they can be utilized in the deployment of
31 additional repeaters and phone lines if other resources are not available to do so. The
32 CAT Teams work for SWCC and will be assigned and reassigned at SWCC's discretion.

1 **Burned Area Emergency Response Teams (BAER)**

2 The objective of the BAER program is to determine the need for and to prescribe and
3 implement emergency treatments on Federal Lands to minimize threats to life or
4 property resulting from the effects of a fire or to stabilize and prevent unacceptable
5 degradation to natural and cultural resources.

6
7 BAER teams are staffed by specially trained professionals: hydrologists, soil scientists,
8 engineers, biologists, vegetation specialists, archeologists, and others who rapidly
9 evaluate the burned area and prescribe emergency stabilization treatments. A BAER
10 assessment usually begins before the wildfire has been fully contained.

11 Southwest Area BAER Coordinators:

- 12 • Department of the Interior, Southwest Region, BIA: Cal Pino (NM-SWRO)
- 13 • Department of the Interior, Western Region, BIA: Keith Burnette (AZ-WEA)
- 14 • Department of the Interior, Intermountain Region, NPS: Cody Wienk (NE-MWP)
- 15 • Department of the Interior, Southwest Region, FWS: Mark Kaib (NM-R2R)
- 16 • USDA Forest Service: Region 3, Anna Jaramillo (NM-R03)

17 **Fire Prevention Education Teams**

18 Fire Prevention/Education Teams assist the local unit in the prevention of unwanted
19 human-caused wildfires. This involves working together to:

- 20 • complete fire risk assessments
- 21 • determine the severity of the situation
- 22 • facilitate community awareness and education in fire prevention including
23 prescribed burning
- 24 • coordinate announcement of interagency restrictions and closures
- 25 • coordinate fire prevention efforts with the public, special target groups, state and
26 local agencies, and elected officials
- 27 • promote public and personal responsibility regarding fire prevention in the
28 wildland/urban interface
- 29 • assist Incident Management Teams in accomplishing their objectives in working
30 with the public develop fire protection plans

31
32 The Southwest Area has no established PREV Teams; however, Team Coordinators are
33 identified below and can be called upon to fill requests. Team members will be ordered
34 as individual "O" numbers.

35 Fire Prevention Education Team Coordinators:

- 36 • USDA Forest Service — Fred Hernandez
- 37 • AZ BLM – Dolores Garcia

1 **Wildland Fire and Aviation Safety Teams (FAST)**

2 Wildland Fire and Aviation Safety Teams assist Agency Administrators during periods of
3 high fire activity by assessing policy, rules, regulations, and management oversight
4 relating to operational issues. They can also provide the following:

- 5 • Guidance to ensure fire and aviation programs are conducted safely
- 6 • Review compliance with Occupational Safety and Health Administration (OSHA)
7 abatement plans, reports, reviews, and evaluations.
- 8 • Review compliance with Interagency Standards for Fire and Aviation Operations

9 These Teams are assembled on an as needed basis and comprise the specific knowledge
10 and skills necessary for a particular assignment.

11 **Aviation Safety and Technical Assistance Teams (ASTAT)**

12 During high levels of aviation activity it is advisable to request an ASTAT. An ASTAT's
13 purpose is to enhance risk management and assist and review aviation operations on
14 wildland fires. The Southwest Area Aviation Committee will recommend activation of
15 ASTAT to the Southwest Coordinating Group who is responsible for providing a
16 delegation of authority to ASTATs assigned to the SWA. Reference the Interagency
17 Standards for Fire and Fire Aviation Operations Chapter 16 for more information. These
18 Teams are assembled on an as needed basis and comprise the specific knowledge and
19 skills necessary for a particular assignment.

20 **WFDSS Decision Support Center**

21 If managers within a geographic area decide that fire activity is such that local analysts
22 and regional decision support capabilities are becoming overwhelmed, the Wildland Fire
23 Management Research, Development & Application (WFM RD&A) is available to
24 mobilize to assist that area. The Geographic Area Editors should coordinate with the
25 GACC and call the WFM RD&A On-Call Coordinator. The WFM RD&A On-Call Coordinator
26 will discuss the areas needs to determine the number and type of specialists necessary
27 to support the effort. Support may be provided on-site, in a virtual environment or as a
28 combination depending on the situation.

29 **Geographic Area Editors:**

- 30 USDA Forest Service - Harold Riggs
- 31 USDI National Park Service – Cody Wienk
- 32 USDI Bureau of Indian Affairs – Kenny Jaramillo/John Cervantes/William Grauel
- 33 BLM NM – Michael Mora (unofficial)

1 **Specialty Services**

2 **Critical Incident Stress Management**

3 CISM is a comprehensive, integrated, systematic, and multicomponent crisis intervention
4 program that was developed to manage traumatic experiences. It is a package of tactics
5 that are designed to mitigate the impact of a traumatic event, facilitate normal recovery
6 processes, restore adaptive function, and identify people who would benefit from
7 additional support services. CISM interventions services can be applied to wildland fire,
8 law enforcement, or other emergency responses. CISM interventions should never be
9 used for grief counseling, mediation or a replacement for mental health care
10 professionals. The Agency Administrator is responsible for identifying an event as a critical
11 incident.

12 **Critical Incident Peer Support (CIPS)**

13 Critical Incident Peer Support (CIPS) is an intervention tactic designed for colleagues or
14 people of “mutual respect” to help each other through difficult situations. It is the
15 foundation of the interagency wildland fire CISM program since peers understand the
16 unique traumas, fears, job related stresses, and offer instant trust, respect, credibility,
17 and empathy. Camaraderie among peers has credibility that academic training cannot
18 create.

19 The Southwest Area has an established Interagency Critical Incident Stress Peer Support
20 Program to provide assistance to personnel who have been involved in traumatic
21 events. Procedures for activation of CIPS as well as other information can be found in
22 Appendix 23 and on the Southwest Area Web site at:

23 http://gacc.nifc.gov/swcc/management_admin/cism/cism.htm

24 To request CIPS, contact the SWCC at (505) 842-3473.

25 **Emergency Medical Services**

26 Emergency Medical Services are obtained through local medical care providers or
27 through trained government/cooperator personnel.

28 These services can be ordered in both the Overhead and Equipment catalogs of ROSS.

29 When ordering EMS services via the Overhead function, there are several levels of
30 qualifications depending on the type of care needed (i.e. basic, advanced, paramedic)
31 and also whether the services are needed for the fireline (required level of fitness). The
32 types of medical supplies carried can be different depending on the position being
33 ordered. Dispatchers need to ensure the positions being ordered and equipment
34 needed is in line with what the incident is requesting.

35 Services may be limited to those authorized by state laws for personnel trained and
36 licensed as paramedics and EMTs and may be limited to services performed within that
37 state.

- 1 To acquire EMS Services from a vendor, see Chapter 40 Equipment, Medical Support
- 2 Units.
- 3 To acquire Emergency Transport aviation resources, see Chapter 50 Aircraft, Emergency
- 4 Transport.

