



## SWCG Handbook – Appendix VI – Annual Timelines

Scheduled Event	Date	Responsible Group
<b>Incident Management Team Cycle</b>		
IC Recruitment Notice distributed	Middle of August	SWCG and SWCC
Applications for ICs due to SWCC	Middle of September	IC Applicants, SWCC
Selection of ICs	End of September	SWCG
SW Incident Commanders After Action Review	Middle of October	ICs, SWCG, SW Operations Group Chairperson
Team Member application period opens for all SW IMTs	Beginning of November	SWCG, SWCC
Team Member Applications Due	End of November	SW IMT Applicants, SWCC
IMT Members selection meeting at SWCC	Middle to Late January	ICs and SW Operations Group/SWCG
ICs notify IMT members and rosters posted on SWCC website	Beginning of February	ICs and SWCC
Annual SW IMT meeting	Spring each year	IMT Members, ICs, SWCC, SWCG
<ul style="list-style-type: none"> <li>- Deliver copies of team evaluations etc. to SWCC Center Manager after every assignment.</li> <li>- Evaluate assignments as they occur and provide feedback to ICs.</li> <li>- ICs attend at least one SWCG meeting per year.</li> <li>- SWCG members visit SW incidents and closeouts.</li> <li>- Availability of teams per SW and National rotations schedules.</li> </ul>	<p>*****ONGOING*****</p>	<p>ICs</p> <p>SWCG/ICs</p> <p>SWCG/ICs</p> <p>SWCG</p> <p>SWCC/ICs/NMAC</p>

Scheduled Event	Date	Responsible Group
<b>Priority Trainee Program Cycle</b>		
Open PT nomination period	October 1	GATR/SWCC
Zone prioritized lists due to GATR	First week of November	Zone Chairs/Training Representatives
SWA Master PT List sent to SW Operations Committee	First week of December	GATR
Operations Committee to generate final list and “break” any ties in PT scoring and send to GATR	First week of January	Operations Committee
SWA Master List published to SWCC website and disseminated	Second week of January	SWCC
Conduct AAR and propose edits to SWCG	Middle of September	GATR, CMs, Training Community, SWCG, Ops Comm
<b>S-520/620 Nominations Cycle</b>		
520 NAFRI Nomination Periods	C & G Positions - Due Date Late April AA Positions - Due Date Mid June	NAFRI/GATR
GATR sends nominations to SW Ops Committee	Beginning of May	GATR
SW Ops Committee makes recommendations/prioritization using established IMT selection criteria and submits to SWCG Chair	Middle of May	SW Ops Committee
SWCG reviews the recommendations and submits final list to GATR	Middle of May	SWCG
GATR forwards list to NAFRI	Middle of May	GATR
<b>SWCG Handbook and Appendices Update</b>		
Update SWCG Handbook and all Appendices	SWCG November Meeting	SWCG
<b>SWCG Meeting Schedule (or as needed)</b>		
SWCG Meeting and IMT Selections	Middle to Late January	SWCG
SWCG Meeting (pre-IMT Meeting)	Middle of February	SWCG
SWCG Meeting (with MAC Exercise)	Late March	SWCG

SWCG Meeting	May	SWCG
SWCG Meeting/MAC AAR (pre-IC AAR)	September	SWCG
SWCG Meeting (with IC AAR)	Mid October	SWCG
SWCG Meeting	November	SWCG
<b>SWCG MAC Group Schedule</b>		
MAC Exercise	Late March	SW MAC Group
Preparedness Level 3	Weekly Calls (or as needed)	SW MAC Group
Preparedness Level 4 and 5	Daily Calls	SW MAC Group
MAC AAR	September	SW MAC Group