SOUTHWEST INTERAGENCY TYPE 3 INCIDENT MANAGEMENT TEAM REQUIREMENTS

The following qualification standards will be used for the selection of the Southwest Type 3 Incident Management Teams.

The minimum commitment requirement for Type 3 Teams will be for one year. Team call-up period will begin after the Easter weekend in early April and end in mid July. Each year incumbents will need to reapply for the next year.

Below are the positions that will comprise a Southwest Type 3 Incident Management Team. All positions will meet the minimum standards outlined in the Interagency Standards for Fire and Aviation Operations (Red Book).

Positions	**Qualifications Requirement**
Incident Commander (ICT3)	Incident Commander Type 3 *Also Division Supervisor recommended*
Safety	Safety Officer Line (SOFR)
Operations	Strike Team Leader or Task Force Leader *or Incident Commander Type 3 or DIVS*
Division	Single Resource Boss
Plans	Local entities can establish level of skill to perform function R*ecommend ICT3 or RESL*
Logistics	Local entities can establish level of skill to perform function
Finance	Local entities can establish level of skill to perform function
Information	Local entities can establish level of skill to perform function R*ecommend Public Information Officer Experience*

Italic = suggested addition to Red Book standard

Southwest Interagency Type 3
Incident Positions and Responsibilities

1) **Command --** Type 3 Incident Commander (ICT3) will not serve concurrently as a single resource boss or have any non incident related responsibilities. Not all Type 3 incidents require a full complement of individuals at the command and general staff positions. The ICT3 is expected to establish the appropriate organizational structure for each incident as based on complexity, and span of control.

2) **Safety** – Prepare safety message, ICS 215A, ensure accidents are investigated, monitor work/rest, food/water/sanitation/PPE, review Med plan.

3) **Operations** – works with DIVS on tactics employed on the incident. Gathers information and formulates the tactical plan that is needed. Completes ICS 203, 204, 215, 215A. Assigns the following positions depending on incident complexity:
   - Staging Area Manager – Manage all activities in Staging Area. Establish area layout; determine and order support; establish Check-in; post traffic plan for area. (Plans may provide assistance)
   - Air Operations – Coordinate and supervise activity in airspace over incident and w/ other incidents; request TFR if needed; order/release aircraft. Designate an Air Ops in complex situations.
     - Helibase Manager – Brief pilots/personnel; ensure helibase is posted and cordoned & air traffic control ops are in effect; maintain agency records and reports of helicopter activities; receive and respond to requests for air logistical support; dust abatement.

4) **Division** – works with OPS on tactics employed on the incident. Gathers information and implements the tactical plan.

5) **Plans** – responsible for the collection, evaluation, dissemination, and use of information about the development of the incident status of resources, and demobilization of the incident. Plays a key role in IAP preparation and briefing presentation. Complete ICS 203 and 202**.** May assign the following or assume responsibility of these roles:
   - Situation Unit Leader – Gather incident data and post, request spot Wx, submit ICS 209 daily.
     - Field Observer – Map fire and critical features (safety zones, helispots, structures, etc), collect fire weather and behavior intelligence, assist in preparing maps, report safety hazards.
   - Status/Check-in Recorder – Ensure all resources are accounted for, post signs so incoming resources can find check-in. prepare, post, and maintain resource status cards.
   - Demob Unit Leader – Prepare demob plan and schedule.

6) **Logistics –** Responsible for establishing fire camp and ICP along with providing supplies in support of the incident. May perform the following or assign as needed:
   - Base Camp Manager – Ensure that all facilities are set up and functioning properly (ie – food, sleeping, and sanitation facilities)
   - Communication – Establish communications on incident by assigning frequencies, prepare ICS 205 for IAP.
   - Medical Unit – Provide medical aid, supplies and transportation, develop med plan (ICS 206).
   - Supply – Determine type and amount then order supplies, personnel, and equipment as requested. Receive, store and distribute supplies and equip.

7) **Information** – Formulate and release information about the incident to the media, local community and incident personnel. Obtain a copy of ICS 209. Keep updated on incident developments, control progress and potential issues. Provide escort service to media. (Have IC approval before releasing information to the media and public!)

8) **Finance** – Responsible for all financial and administrative aspects of the incident. (When possible assign duties to qualified and/or local district office personnel)
   - Personnel Time Recorder – Initiate record and close-out times of all personnel assigned.
   - Equipment Time Recorder – Oversee and record time for all equipment assigned. Ensure all contract equipment has been inspected.

Other Positions to consider ordering

Resource Advisor (READ) – Responsible for anticipating the impacts of fire operations on natural and cultural resources and for communicating protection requirements for those resources to the Incident Commander. Ensure IMT compliance with the Land Management Plan and Fire Management Plan direction, and provide the Incident Commander with information, analysis, and advice on local fire related issues.

Fire Use Manager Type 2 (FUM2) – Provide specialized expertise in WFU policy, practices and procedures which include the development of the Wildland Fire Implementation Plan (WFIP). For long term or resource benefit incidents.

Not all of these positions need to be filled, but their duties may need to be assigned to personnel on the incident.

SOUTHWEST _____ ZONE
TYPE 3 INCIDENT COMMANDER RECRUITMENT

REPLY DUE OCT. 25, 200_

To: Potential Interagency Type 3 Team Incident Commanders

From: _____ Zone Board

Information

The Southwest Geographic Area includes Arizona, New Mexico, and Federal lands in West Texas and the panhandle of Oklahoma. The primary purpose of the Southwest Zone Type 3 Incident Management Teams is to provide agencies with a qualified Type 3 Incident Management Team, in accordance with the Interagency Standards for Fire and Aviation Operations. These Type 3 teams are primarily used for Extended Attack incidents within their designated zones of the Southwest Geographic Area. Outside of the core southwest fire season April - mid July they may be considered for out of geographic area assignment.

Individual and Agency commitment to team participation is the key ingredient in making the Southwest Zone Interagency Type 3 Incident Management Teams successful. Incident Commanders are selected for a 1 year tenure. Qualified ICT3's from all agencies are encouraged to apply if they are able to fulfill the commitment. Although Zones will select a Primary ICT3, it is advatageous to select secondary and tertiary ICT3's as backups.

Instructions

Please complete the attached application for _____ Zone ICT3. Return it to the Zone Chair complete with S**upervisor and Agency Zone Representative signatures** and the supplemental information by **October 25, 200_.** Incomplete applications may not be considered. If using e-mail, please fax the signature page to the Zone Chair. After submitting applications, please follow-up with a phone call to the Zone Chair _____ at 505-___-____ to ensure reciept.

The Zone Board will make the ICT3 selection by November 10, 200_. The selectee will be expected to attend the Spring Zone Board meeting at _____on _____date where the primary team members will be selected .

Applicant Checklist:

- **Applicant Basic Information……..COMPLETE** ☐
- **Current Incident Qualification and Certification System (IQCS) master record including**
- **Fire Training, Experience, and Qualifications record documenting qualification for ICT3 Position and current Redcard……..…….. ATTACHED** ☐

- **Applicant, Immediate Supervisor, and other agency approval signatures……COMPLETE** ☐

*(Chris New)*, _____ Zone Chair

SOUTHWEST _____ ZONE
TYPE 3 INCIDENT COMMANDER APPLICATION FORM

Due Date 10-25-0_

How to Apply:

Individuals applying for ICT3 position must submit this form, a copy of their current Incident Qualifications Record and current Incident Qualifications Card (Red Card) to the ____ Zone Chair. All applications must be signed and approved by the applicant's immediate supervisor, and Agency Zone Representative. If you have any questions, please contact _____ Zone Chair at ___ - ___ - ____ or Your Agency Zone Representative.

APPLICANT INFORMATION: (Please Print)

Applicant Name: _____ Agency/Unit: _____

Sponsoring Agency: _____

Phone: _____ Cell Phone: _____

E-mail: _____ Office Fax: _____

APPLICANT SIGNATURE:

I understand that if selected, this commitment will be for a one year tenure as Incident Commander. I will be committed to managing this team to the highest standards and to the best of my ability.

Applicant _____ Date: _____

SUPERVISORY APPROVALS:

I concur with the goals and availability of the applicant for the Incident Commander position and fully support this employee's availability and commitment, if selected.

Immediate Supervisor _____ Date: _____

Print Name _____ Phone #:_____

Supervisor Remarks: (If any)

Agency Representative _____ Date _____

Print Name _____

SOUTHWEST _____ ZONE
TYPE 3 TEAM MEMBER RECRUITMENT

REPLY DUE Jan. 30 - Feb 15, 200_ (*Zones can set date within this time frame)*

To: Potential Interagency Type 3 Team Members

From: _____ Zone Board

Information

The primary purpose of the Southwest Zone Type 3 Incident Management Teams is to provide participating agencies in the SW with a qualified Type 3 Incident Management Team, in accordance with the Interagency Standards for Fire and Aviation Operations, Chapter 11. Particular emphasis is given to providing agency employees entry level opportunities for positions within the Incident Management Team. Trainee nominations for all team positions are strongly encouraged. We are also looking for Alternates who may be called upon to fill in for a regular team members that cannot be available for a call-out. Type 3 Incident Management Team call-up period will begin after the Easter weekend in early April and end ~~after the 4th of July~~ in mid July. (*Zones can set dates within this time frame)*

These Type 3 organizations will be used primarily within their designated zones of the southwest geographic area. Outside of the core southwest fire season April - mid July they may be considered for out of geographic area assignment. Individual and Agency commitment to team participation is the key ingredient in making the Southwest Zone Interagency Type 3 Incident Management Teams successful.

Instructions

Attached you will find the form for nominations for _____ Zone Type 3 Incident Management Team members, trainee and alternate positions. Return it to your Zone Agency Representative complete with supervisor's signature and copy of your current Incident Qualifications Card no later than January 30 - Feb. 15, 200_ (Zones can set date within this time frame). Incomplete applications may not be considered.

Zone Agency Representatives:

AGENCY	NAME	NUMBER / FAX	EMAIL
USFS	*(Each Zone inserts Zone Agency Representatives)*		
BLM			
BIA			
NPS			
FWS			
State Forestry			
County/Municipal			

Nominees for positions will make a minimum one year commitment to team participation and shall be expected to be available for call-out during the call-up period April - mid July. The

Zone Board will make Selections by March 15, 200_. Nominees can only be on one Southwest Incident Management Team Roster. That includes Type 1, Type 2, FUMT, and Type 3.

_____ Interagency Dispatch Center will dispatch all requested personnel from the team roster to insure that resources are organized and dispatched correctly and efficiently. Alternates for these positions will be requested as needed. The ICT3 will be responsible for making sure rosters are complete either with Primary or Alternate qualified personnel.

If you have any questions, please contact _____Zone Chair at ___ - ___ - ____ or You're Agency Zone Representative. (See above list)

SOUTHWEST _____ ZONE
TYPE 3 TEAM MEMBER NOMINATION FORM

Due Date Jan. 30 – *Feb. 15,* 200_

(*Zones can set dates within this time frame)*

How to Apply:

Individuals applying for positions as a primary, trainee or alternate must submit this form, a copy of their current Incident Qualifications Card (Red Card) to their Agency Zone Representative. All applications must be signed and approved by the applicant's immediate supervisor. If you have any questions, please contact _____ Zone Chair at ___ - ___ - ____ or Your Agency Zone Representative.

APPLICANT INFORMATION: **(**Please Print)

Applicant Name: _____ Agency/Unit: _____

Sponsoring Agency: _____

Phone: _____ Cell Phone: _____

E-mail: _____ Office Fax: _____

POSITION(S) APPLIED FOR: *(list ALL positions that you would like to be considered for)*

Position 1 _____

Position 2 _____

Position 3 _____

Trainee _____

Alternate _____

APPLICANT SIGNATURE AND SUPERVISORY APPROVALS:

Applicant Signature _____ Date _____

I understand that if selected, the nominee is committed for a minimum of one year as a member of an Incident Management Team.

Supervisor Signature _____ Date _____

Print Name _____

Agency Representative _____ Date _____

Print Name _____