Arizona State Forestry Division
Bureau of Indian Affairs: Southwest, Navajo, Western Regions
Bureau of Land Management: Arizona, New Mexico
National Park Service, Intermountain Region
New Mexico State Forestry Division
U. S. Fish and Wildlife Service, Region 2
U. S. Forest Service

Date: February 13, 2012

To: Southwest Area Agency Administrators
Southwest Area Incident Commanders
Members, Southwest Coordinating Group

From: Chair, Southwest Coordinating Group

Subject: Incident Management Team Evaluation Form

The Southwest Coordinating Group has agreed to adopt the Interagency Incident Management Team evaluation form found in the *2012 Interagency Standards for Fire and Fire Aviation (Appendix I).* The form can be downloaded at the following internet address:

http://www.nifc.gov/PUBLICATIONS/redbook/2012/AppendixI.pdf

Upon completion (with signatures of all jurisdictionally participating agencies) a copy of the evaluation will be sent to Kenan Jaycox, SWCC Center Manager, via email, kjaycox@fs.fed.us, or fax, (505) 842-3801. If you have any questions please contact me at (602) 379-6798 x1241 or email me at Leon.Ben@bia.gov.

Sincerely,

/s/ Leon W. Ben, Jr.

Chair, Southwest Coordinating Group

Attachment – Interagency Incident Management Team evaluation form

Incident Management Team Performance Evaluation			
Team IC		**Incident Type**	
Incident Name		**Incident Number**	
Assignment Dates		**Total Acres**	
Host Agency		**Evaluation Date**	
Administrative Unit		**Sub-Unit**	

At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1 - 5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home geographic area multi-agency coordination group to ensure prompt follow-up to any issues of concern.

Complete the follow evaluation narratives and rating for each question
0 - did not achieve expectations, 3 - met expectations, 5 - excelled

1. How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?

Circle one	0	1	2	3	4	5

(Explain)

2. How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?

Circle one	0	1	2	3	4	5

(Explain)

3. How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?						
Circle one	0	1	2	3	4	5
(Explain)						

4. How well did the Team deal with sensitive political and social concerns?						
Circle one	0	1	2	3	4	5
(Explain)						

5. Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?						
Circle one	0	1	2	3	4	5
(Explain)						

6. How well did the Team anticipate and respond to changing conditions, was the response timely and effective?						
Circle one	0	1	2	3	4	5
(Explain)						

7. How well did the Team place the proper emphasis on safety?						
Circle one	0	1	2	3	4	5
(Explain)						

8. Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?						
Circle one	0	1	2	3	4	5
(Explain)						

9. How well did the Team use local resources, trainees, and closest available forces?						
Circle one	0	1	2	3	4	5
(Explain)						

10. How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?						
Circle one	0	1	2	3	4	5
(Explain)						

11. Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?						
Circle one	0	1	2	3	4	5
(Explain)						

12. How timely was the IC in assuming responsibility for the incident and initiating action?						
Circle one	0	1	2	3	4	5
(Explain)						

13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?						
Circle one	0	1	2	3	4	5
(Explain)						

14. Did the Incident Management Team provide an organized financial package (comps/claims documentation completed, payment documents forwarded, I-suite updated, etc.) to the host unit or next IMT prior to demobilization?						
Circle one	0	1	2	3	4	5
(Explain)						

15. Other comments:			
Agency Administrator or Representative:		**Date:**	
Incident Commander:		**Date:**	