



Southwest Geographic Area Incident Management Team Guidelines

(Updated November 30, 2015)

Mission Statement of SW Incident Management Teams

The mission of the Incident Management Teams (IMTs) in the Southwest Area is to provide Agency Administrators with organized, highly skilled and qualified personnel to implement land management based objectives on incidents, especially wildfires. All risk incidents will be supported as appropriate. Firefighter and public safety will be the first priority.

Relationships among Agency Administrators, SWCG, and SW Area Incident Management Teams

Southwest Area IMTs work for Agency Administrators as outlined in their delegation of authority from the agency administrator. Southwest Area Incident Commanders and their teams are selected by the Southwest Coordination Group (SWCG). The Southwest Coordinating Group provides direction, guidance, and oversight for Type 1 and Type 2 Incident Management Teams in the Southwest.

SW Coordinating Group members or delegated representatives reserve the authority to attend in-briefs and closeouts as part of their authority and responsibility for managing the IMTs in the Southwest.

Recognition of Teams

Southwest Agency Administrators, Southwest Fire Managers, and SWCG recognize the valuable service provided by members of Southwest IMTs. The work done on incidents cannot be accomplished by individual agencies or groups, and requires effective interagency actions and relationships to be accomplished successfully.

SW Mobilization Guide

These principles and guidelines supplement the information provided in the Southwest Area Mobilization Guide - Chapter 20, Overhead and Teams. This chapter and these guidelines apply to all Southwest Area Interagency IMTs.

Safety

1. The Southwest Coordinating Group (SWCG) and agency administrators are committed to safe and mindful actions by all personnel involved in fire and incident management.

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2. The commitment and accountability for safety is the responsibility of all firefighters, IMT members, and agency administrators.
3. The Delegation of Authority, Incident Action Plans, Wildland Fire Situation Analysis (States of Arizona and New Mexico), Wildland Fire Decision Support System and related activities must reflect this safety commitment.
4. Incident Commanders shall ensure safety considerations are discussed and mitigated at all operational briefings, that safety briefings are occurring throughout the incident organization, and that safe actions are implemented.
5. Individuals must be personally committed, responsible, and accountable for their own performance.
6. Only fully qualified individuals, with qualifications documented on their incident qualification card, will be assigned on incidents.
7. All teams assigned in the Southwest will brief the Agency Administrator or representative daily with an emphasis on safety issues. The Agency Administrator or representative, and SWCC Center Manager, will be notified immediately if any serious accident, injury or fatality occurs.
8. The SWCG encourages all IMT members to be able to voice any safety concerns without negative repercussions.
9. It is important that no IMT member be supervised directly by a relative, or a member of their household. Relatives are defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister (5CFR310.102).
10. All Incident Management Teams will ensure that employees are provided a safe work environment free from any form of harassment or hostile work conditions. The highest standards of ethics and conduct will be maintained.

Team Oversight

1. Oversight and coordination of the IMTs is provided collectively by the SWCG. At higher national preparedness levels, the National Multi-Agency Coordinating Group (NMAC) provides specific direction, guidance and coordination. IMT activities and availability are coordinated through the Southwest Coordination Center (SWCC).

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2. Following each assignment, Incident Commanders (ICs) will provide the following documentation to the SWCC Center Manager, who will provide the information to the SWCG, to assist in the management of the teams.

- Evaluation of team or IC by the host Agency Administrator.
- Information on any mobilization issues.
- IC's will provide information to the SWCG Chair if unusual events or controversies develop.

3. Individual performance or conduct issues should be directed to the respective agency representative on SWCG. This is to ensure agencies promptly address performance/conduct issues, and to ensure the SWCG and ICs have documentation on specific individuals during IMT selection process the following year.

4. ICs will meet with the SWCG to conduct a post-season After Action Review (AAR) each fall to discuss and identify issues for management action.

5. Team meetings will be held prior to each fire season to orient and train team members, develop team cohesion, and develop standard operating procedures for the team. The SWCG will provide updated direction, guidance, and expectations at the team meeting(s). If Agency Administrators have issues or concerns they would like covered, they are encouraged to communicate in advance through any representative on the SWCG. Reference the SWCC website for current SWCG member list.

6. Southwest IMTs will be allowed to carry six primary trainees on their roster. These are selected through the ICAP process. Additional trainees (up to 6) will be mobilized from the Priority Trainee List, subject to Agency Administrator approval. These 6 additional trainees may or may not be S-420/520 attendees. IMTs are asked to incorporate these trainees on every assignment. Once assigned to an incident, IMTs will determine what trainee position needs or opportunities they have and work with the Southwest Coordination Center or Geographic Area Training Representative (GATR) to fill those positions. Individual units hosting Incident Management Teams often have local trainees to be utilized as appropriate by the IMT. Subject to agency administrator approval, additional priority trainees may be mobilized from the Priority Trainee list.

7. Training Specialists (TNSP) are responsible to document each assignment for a Priority Trainee including: PTB percentage completed and ensure completion of a Performance Evaluation. A copy of the trainee documentation package will be included in the incident documentation package and sent to the GATR.

8. The SWCG may assist SW IMTs with the purchase of essential items to manage the teams, through individual SWCG member agency purchase support. Such purchases must be coordinated well in advance due to different agency purchase regulations. For larger purchases, such as capital equipment, requests may be brought forward to the SWCG to determine if/how they can be purchased.

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- Items such as overhead gear bags, T-shirts, brief cases, magnets, ballcaps, stickers, mugs, etc. cannot be purchased by the SWCG.
- Each IMT is allowed up to \$1500.00 worth of purchases from their sponsor(s).
- SW IMTs should coordinate with the following SWCG Agency Representatives for their needs:
 - ⊖ Team 1 – USFS
 - ⊖ Team 2 – BLM NM
 - ⊖ Team 3 – BLM AZ
 - ⊖ Team 4 – FWS/NPS/BIA Western
 - ⊖ Team 5 – BIA Southwest/BIA Navajo/NMS

Selection of Incident Commanders

1. When a vacancy exists, it will be advertised by the SWCG through the SWCC. Written nominations for Incident Commanders will be collected by the SWCC Center Manager. The SWCG will review all nominations and select the new ICs.

- Each nomination will be submitted on the SW IC Nomination Form, and will be accompanied by a supplemental questionnaire and an interview by the SWCG (typically via conference bridge). Each application must be accompanied by a narrative from the candidate and their supervisor, stating that they understand the level of commitment necessary both personally and on the job to meet the demands of an IMT Incident Commander.
- ICs will serve for a three year period, contingent on satisfactory performance. The outgoing IC will serve as the team IC until the new team roster is finalized.
- In the event an IC cannot complete their tenure, the SWCG will appoint an interim IC to complete that fire season.
- ICs for Southwest IMTs must be sponsored and represented by a Southwest agency that is a signatory to the **Memorandum of Understanding for the Operation of the Southwest Coordinating Group**.
- ICs must be regular agency employees, according to national policy.
- Deputy and Alternate ICs are required to apply to an advertisement that occurs in September each year. Deputy ICs are approved by the SWCG, and then selected to IMTs through the ICAP process in January each year. Alternate ICs are approved by the SWCG after the application process, but are not selected through ICAP as they are not permanent members of an IMT roster.
- If a Southwest IC or Deputy or approved Alternate is not available to take their team on an incident, then a current IC or Deputy from another interagency SW IMT, (at that complexity level), may take that team if reasonable transition arrangements are made. Any other substitute ICs must be approved by the SWCG or the IMT will be removed from the rotation.
- Trainee ICs are required to apply to an advertisement that occurs in September each year. These candidates require approval from the SWCG to perform in these positions.

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Trainee ICs are prioritized by the SWCG according to several factors and will not be permanent members of a particular roster. This facilitates assignments with multiple teams and broadens the trainee's experience.

Selection of Team Members

1. Nominations for IMT members within the Southwest Area are the responsibility of the individual and supervisor. Nominations shall be submitted to the SWCC through the ICAP process as identified in the application announcement.

- Each position on the team(s), with the exception of the IC's, are required to re-apply each year.
- Each E-application must be signed by the employee, supervisor, and line officer, stating that he or she will make the necessary commitment to meet the National and GACC schedule, assignments, and meetings.
- The E-application will be routed through the Unit Wildland Fire Qualification Coordinator for the position(s) applied.
- Applicants should identify their preference of IMTs they would like to serve on.
- No primary member shall be on multiple rosters. One person, one team, one roster (this includes Zone sponsored Type 3 Teams).
- Primary Team members will not accept Priority Trainee assignments until an alternate is identified for their primary IMT position.
- The SW Operations Group and ICs will meet by the third week of January to approve the proposed team rosters for the IMTs; SWCG input, if needed, will be sought immediately during or following that meeting before the rosters are posted per #3 below.
- A letter of expectation from the SWCG will be prepared for Southwest Incident Commanders. This letter will clearly express the expectation the SWCG has of the Incident Commander and what the Incident Commander can expect of the SWCG. This letter will be reviewed and signed by the Chair of the SWCG and the Incident Commander at the Spring IMT Meeting.

2. In selecting primary team members and trainees, the ICs and SWCG Operations Group will strive for the best possible mix of highly qualified and diverse agency candidates, which may require some adjustments within initial team selections.

- Candidate must meet all prerequisites for training, experience, and physical requirements. Failure to meet all qualification requirements will preclude selection.
- A broad-based diversity of agencies, experience and skills are sought for the most flexible, adaptable, and balanced teams.
- Each Incident Commander will develop a succession plan to outline how training and assignments will be utilized to ensure there are qualified individuals being prepared to fill future team vacancies. This succession plan will be presented to the SW Coordination Group Chair at the IMT Selection Meeting.
- The following guidelines will be used by the SWCG and ICs when prioritizing selection of IMT members:

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1. Agency employees (includes Federal, State, permanent FD/local agency, tribal employees) within Southwest Geographic Area (SWGA).
 2. Federal/State Agency employees from outside the SWGA.
 3. Within SWGA Federal/State ADs and Fire Department supplemental employees.
 4. Out of SWGA ADs and other non-federal employees (case by case basis)
 5. Member with late or no application in ICAP (must get confirmation of supervisory approval).
- Agency personnel will be utilized when possible before Administratively Determined (AD) personnel, to ensure continued development of agency employees. If an AD is selected for a primary position, the IC is responsible to address that in the succession plan.
 - Out of GACC team members will be considered if no qualified SW agency candidates are available. Out of Geographic Area applicants must have the approval of the Geographic Area that they reside in, as indicated by the out of Geographic Area approval signature line on the application.
 - Trainees and S-420/520 attendees will be encouraged, with an emphasis on developing future team candidates and participation.
 - Priority Trainees are identified each year by the ICs, Operations Committee, and SWCG. This list is distributed and each IMT is expected to use up to 6 personnel identified on this list (subject to Agency Administrator approval).
3. After SWCG Operations Committee and SWCG approval, SWCC will work with the ICs to publish a final roster of team membership. The roster will follow the guidelines in the SW and National Mob Guides. If critical positions cannot be filled on an IMT, the SW Operations Committee may recommend to the SWCG that a particular IMT be stood down.
 4. SWCG will approve and prioritize S-420, S-520, S-620, S-580 and S-590 candidate nominations, and inform GATR of priorities.

Team Configuration and Mobilization for Incidents

1. ICs are responsible for honoring team configuration requests, such as “short” team requests, by the ordering unit. If the configuration request does not seem to meet the needs of the incident, the IC should engage in further discussions with the requesting unit and agency representatives; ultimately it is the decision of the requesting unit to determine the appropriate configuration for the expected complexity of the incident. Any deviations from the national mob guide configuration standards must be communicated in advance of mobilization to the requesting unit and approved by the ordering Agency Administrator.

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The National Mobilization Guide (Chapter 20 Overhead and Teams) outlines the following IMT configuration standards:

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

ICT1 / ICT2 Incident Commander Type 1 / Type 2

SOF1 / SOF2 Safety Officer Type 1 / Type 2

PIO1 / PIO2 Public Information Officer Type 1 / Type 2

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

AOBD Air Operations Branch Director

PSC1 / PSC2 Planning Section Chief Type 1 / Type 2

LSC1 / LSC2 Logistics Section Chief Type 1 / Type 2

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

Note – SWA IMTs typically carry a Deputy IC and IC Trainee which are approved for Southwest mobilizations. For National mobilizations, receiving unit Agency Administrators will approve final roster size.

NIMO / Type 1 / Type 2 Long Team Configuration (Total of 26 positions)

DIVS Division/Group Supervisor (4 each)

ASGS Air Support Group Supervisor

ATGS Air Tactical Group Supervisor

SITL Situation Unit Leader

RESL Resources Unit Leader (2 each)

FBAN Fire Behavior Analyst

COML Communications Unit Leader

SPUL Supply Unit Leader

FACL Facilities Unit Leader

GSUL Ground Support Unit Leader

TIME Time Unit Leader

COMP Comp/Claims Unit Leader

PROC Procurement Unit Leader

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

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Representative (GATR) to fill those positions. Individual units hosting Incident Management Teams often have local trainees to be utilized as appropriate by the IMT. Subject to agency administrator approval, additional priority trainees may be mobilized from the Priority Trainee list. Once a Priority Trainee List has been depleted, additional trainees are mobilized using established dispatch channels.

Incident Commanders will ensure team rosters are complete when their IMT is up on rotation. Completing the rosters when the IMT receives an order is not acceptable.

The SWCC is the managing office for all Southwest Type 1 and 2 Interagency Incident Management Team rosters. When an IMT is ordered and subsequently filled in ROSS, each IMT member is assigned to an overhead subordinate request (a request number with a decimal point). The SWCC will allow the adding of subordinate requests, up to 56 total personnel on the roster until the time of the in-brief (date and time needed). After such time, any personnel additions to the IMT must be through the host expanded dispatch on individual "O" numbers. Reference Page 9 for a roster example for a Southwest IMT.

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Southwest Area Incident Management Team Roster		SWA Type ____ Team # ____			
Position	Name	Home Unit	AD (Y/N)		Succession Planning/Comments
*Incident Commander				1	
*Deputy Incident Commander				1	
*Safety Officer				2	
Liaison Officer				2	
*Information Officer				3	
Public Information Officer				3	
*Operations Section Chief				4	
*Operations Section Chief				5	
Division Supervisor				6	
Division Supervisor				7	
Division Supervisor				8	
Division Supervisor				9	
Division Supervisor				4	
*Air Ops Branch Director				10	
Air Support Group Supervisor				11	
Air Tactical Group Supervisor				12	
Air Tactical Group Supervisor				5	
*Planning Section Chief				13	
Planning Section Chief				6	
Situation Unit Leader				14	
Resource Unit Leader				15	
Status Check In				16	
Fire Behavior Analyst				17	
Computer Technical Specialist				7	
GIS Technical Specialist				8	
Demob Unit Leader				9	
*Logistics Section Chief				18	
Medical Unit Leader				10	
Communications Unit Leader				19	
Human Resource Specialist				11	
Supply Unit Leader				20	
Facilities Unit Leader				21	
Ground Support Unit Leader				22	
Food Unit Leader				12	
Supply Unit Leader				13	
Receiving & Dist. Mgr.				14	
Security Manager				15	
Ordering Manager				16	
*Finance Section Chief				23	
Procurement Unit Leader				24	
Comp/Claims Unit Leader				25	
Cost Unit Leader				17	
Time Unit Leader				26	
Primary Trainees					
				1	
				2	
				3	
				4	
				5	
				6	
*National Short Team (9)	National Long Team (26)	Negotiated (17)	Primary Trainees (6)	Priority Trainees (6)	

Note each IMT position configuration may vary, but are still within the standards identified in the National and Southwest Mobilization Guides

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If a resource order cannot be filled within the Southwest, name requests will be considered. Federal, state, and/or cooperator personnel are to be mobilized prior to the use of ADs or supplemental fire department resources. Name Requests for any personnel are always at the discretion of the sending agency. The Priority Trainee list will be used first for name requesting of trainees (for those positions identified in the PT Procedures). If no Priority Trainees in a certain position are available, other trainees may be mobilized.

Name Requests for out of area resources beyond the 56 personnel are subject to the guidelines identified in National Mob Guide:

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies). The ordering unit must confirm availability for the individual being requested prior to placing the request. Name request for Geographic Area Priority Trainee positions will be justified within special needs as being approved by the Geographic Area Priority Training Coordinator and will be processed without delay.

2. Team members must regularly update and maintain their availability in the Resource Ordering and Status System, (ROSS status), per SWCC and team dispatch procedures. Members must maintain status as “available local”. Failure of individual team members to properly maintain their status can result in delayed mobilization for the entire team.

3. Agency Administrator and IC responsibilities when ordering a team are found in the Southwest Mob Guide (Chapter 20- Overhead and Teams). IMTs and Center Managers should remind ordering units about this reference when they make initial phone contact.

4. Freelancing guidance to Southwest IMTs is found in the Southwest Mob Guide (Chapter 20- Overhead and Teams).

5. Southwest IMTs are encouraged to carry/develop trainees, especially those that are progressing toward filling future Southwest team needs. IMTs should not carry trainees for prolonged and excessive periods of time as a way to carry additional enhanced positions on the team. The SWCG expects training specialists to monitor the situation and ensure that trainees are making good progress and receiving quality assignments toward completing task books.

SWA IMT Lend/Lease of Resources

The Southwest Area Lend/Lease Program is an informal agreement between incidents that provides a procedure to share critical resources for short periods of time to fill critical operational needs. This is an effective and efficient way of managing resources that are either unavailable, or where incidents only need identified resources for a limited time. Typically, Lend/Lease should not exceed 48-72 hours (validated each day by Operations). Lend/Lease of resources should only be used when two or more IMTs are assigned within the same local dispatch area, or in the event of a close proximity boundary incident in the adjacent dispatch

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area. In this case, it is critical for good communication to occur between the 2 affected dispatch centers and the SWCC. Resource orders are not initiated by the receiving incident. Tracking of these resources is done on a separate spreadsheet maintained by the local dispatch center. The Lend/Lease resource spreadsheet data will be shared with the SWCC and Geographic/Local MAC Group daily. Roles and responsibilities of each functional area within an IMT organization (i.e. I-suite procedures) can be found in the Southwest Area Lend/Lease Procedures document on the SWCC website: <http://gacc.nifc.gov/swcc/>, Overhead and Teams page.

FEMA-USFA Type 3 All-Hazard Incident Management Team (IMT) Program

The NWCG has established this program in close coordination with the US Fire Administration and through this effort; many Type 3 All-Hazard IMTs (AHIMT) are located throughout the Nation. These teams have been deployed on “shadow” assignments with the Interagency Type 1 and 2 IMTs in recent years. Southwest IMTs may be asked if there is capacity for shadow assignments for certain longer duration candidate fires. The SWCG expectations in regards to these shadow assignments are the following:

- Notification from the NICC to SWCC will take place.
- SWCC will notify the SWCG (if not done through NMAC/GMAC channels).
- SWCC and/or SWCG will talk with the IC on a candidate fire.
- A waiver would have to be signed (liability).
- The AHIMT cost will be covered through DHS within FEMA.
- Any shadow positions will not displace Priority Trainees or disrupt a quality trainee assignment.
- If IC's are contacted directly by an AHIMT for a shadowing assignment, IC's will direct that requester to the NICC Coordinator on Duty at 208-387-5400.

Team Rotations and IC Tenure Dates

1. Type 1 Team Rotation, On-Call and Assignments will be according to the National and SW mobilization guides. They may also be found on the SWA Website.
2. All SW Type 2 IMTs will be on a full rotation from April 1 to August 31 of each year. See SW Mobilization Guide for additional guidance.
3. If major imbalances in assignments for any IMT develop, rotation may be modified by SWCC and SWCG. The rotations are meant as a guide, but the goals of team member skill development, spreading mobilization widely across the geographic area, drawdown of resources, and work/rest all may need to be considered. The rotations may be amended at the discretion of the SWCG. Changes will be after discussion with involved parties.
4. The normal tenure of SW Incident Commanders for a specific IMT shall be 3 years (see page 4 “Selection of Incident Commanders”).

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Work/Rest Guidelines

1. Agency Administrators and ICs are responsible to ensure that IMTs comply with established work/rest and length of assignment guidelines.
2. Guidelines for work/rest and assignment length can be found in the Interagency Standards for Fire and Fire Aviation Operations – Chapter 7, (Interagency Red Book), and the Wildland Fire and Aviation Program Management Operations Guide – Chapter 8, (BIA Blue Book).
3. ICs may make their team unavailable for longer than the standard two days off following an assignment during busy seasons, after a particularly rigorous assignment, or for other reasons. This must be coordinated with the SWCG/SWCC Center Manager, so that the Southwest Geographic Area may maintain sufficient availability and contingency resources.

Financial Management

1. ICs and Agency Administrators are responsible to ensure that incident finance and property management is consistent with interagency and agency policy.
2. Durable and non-consumable property purchased on an incident must be turned over to the host unit at the end of the incident.

Serious Accident, Entrapment, and Shelter Deployment Reporting and Investigation

Responsibilities for ICs and Agency Administrators are found in the Interagency Standards for Fire and Fire Operations - Red Book, Chapter 18, and BIA Wildland Fire and Aviation Program Management Operations Guide - Blue Book, Chapter 17.

Stand Down Policy

It is the policy within the Southwest Area to stand down IMTs when there are substantial factual indications of specific findings of a serious breach of conduct or a high level of concern with entrapment, shelter deployment, serious injury or fatality situations. If this initial stand down occurs, the SWCG will determine the merits of a continued stand down within 72 hours of the initial determination. Stand downs are not intended to place blame, but to take that IMT out of rotation until preliminary findings indicate direction of investigation or actions needed to make the team whole again.

- Team members may need to be available to investigators, or individual team members may need stress counseling. If the IMT's performance is not a contributing factor in the preliminary findings, then the IMT may be placed back into rotation upon discussions

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with the IC. The SWCG will work closely with the appropriate agency, IC, and the investigation team to expedite investigation work and completion of preliminary and final reports.

- Preliminary findings should be presented to the Agency Administrator and the SWCG Chair-within 72 hours of the activation of the investigation. The Chair will pass on findings as appropriate, and consult with SWCG members. The final report will be completed and presented to the SWCG in accordance with the specific agencies accident investigation policy.
- If an Incident Management Team receives an “unsatisfactory” or “needs to improve” rating, the IC will immediately notify the SWCG Chair. The SWCG will be convened to come to resolution or corrective action with the IC, before the IMT can be assigned. The SWCG will determine if the situation is serious enough to require a stand down of the team, and will notify SWCC/NICC of team status.
- The SWCG will be the resolving group for complaints, issues, and questions of performance by IMTs on assignments. Usually the SWCC Center Manager will be the receiver of any issues, and these will be passed on to the SWCG Chair for timely discussion/action by SWCG. The SWCG will attempt to resolve the issue(s) with the IMT.

Southwest Briefing Package for out of GACC IMTs

The SWCC annually produces the Incident Management Team Briefing Handbook which is accessible through the SWCC website at:

http://gacc.nifc.gov/swcc/dispatch_logistics/overhead/overhead.htm

This document gives important information to all IMTs including such things as:

- Dispatch/Cache Contacts
- MAC Activation Information
- Predictive Services Products
- FTP Site Information
- Safety/Border Operations Protocol
- Safety/Oil and Gas Hazards Protocol
- Retardant Avoidance Areas
- CAT Team Information
- Critical Incident Peer Support Information
- Burn Care and Emergency Transport Information
- Lend/Lease Procedures

In addition, SWCC/SWCG briefer(s) will highlight the following items at out of GACC IMT general in-briefing. The briefer will follow the briefing guideline found in the Interagency Standards for Fire and Fire Operations - Red Book, Appendix D, and the BIA Wildland Fire and Aviation Program Management Operations Guide - Blue Book, Chapter 10, Page 10-22.

- Southwest Area Neighborhood resource sharing policy, and any other pertinent agreements

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- Appendix IV of SWCG Handbook (IMT Management and Guidelines)
- SW Mob Guide Chapter 20- Overhead and Teams
- Southwest Area ICS-209 reporting procedures and times, including state smoke reporting procedures
- MAC call times and protocols, including instruction on IC call reporting form/procedures.
- If team is to be assigned to an incident, any specific items requested by the hosting agency may be passed on, but team will have a specific agency in-brief at the incident location.

SWA Mobilization Guides, hardcopy maps, and external drives with interagency GIS data are available from the SWCC.

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SWCG Annual Team Management Cycle

Scheduled Event	Date	Responsible Group
IC Recruitment Notice distributed	Middle of August	SWCG and SWCC
Applications for ICs due to SWCC	End of September	IC Applicants, SWCC
Selection of IC's	Beginning of October	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	All applicants for teams
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
IC's 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"> • Deliver copies of team evaluations etc. to SWCC Center Manager after every assignment. • Evaluate assignments as they occur and provide feedback to ICs. • ICs attend at least one SWCG meeting per year. • SWCG members visit incidents and closeouts. • Availability of teams per Southwest and National rotations schedules. 	<p>*****ONGOING*****</p>	<p align="center">ICs</p> <p align="center">SWCG/ICs</p> <p align="center">ICs</p> <p align="center">SWCG</p> <p align="center">SWCC/ICs/NMAC</p>