



## SWCG Handbook – Appendix V – Annual Timelines

(Updated March 2016)

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	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	and 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"> <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 IC's.</li> <li>- IC's 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>	<ul style="list-style-type: none"> <li style="text-align: center;">ICs</li> <li style="text-align: center;">SWCG/ICs</li> <li style="text-align: center;">SWCG/ICs</li> <li style="text-align: center;">SWCG</li> <li style="text-align: center;">SWCC/IC's/NMAC</li> </ul>

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>		
GATR sends nominations to SW Ops Committee	Mid/Late September	GATR
SW Ops Committee makes recommendations/prioritization using established IMT selection criteria and submits to SWCG Chair	Late September	SW Ops Committee
SWCG reviews the recommendations and submits final list to GATR	Late September	SWCG
GATR forwards list to NAFRI	October 1 (or by deadline)	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

**SWCG MAC Group Schedule**

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