



Southwest Coordinating Group Handbook

(Updated January, 2016)

INTRODUCTION

Agency policies and interagency agreements mandate that SW Area wildland fire agencies will manage wildfire, and at times other all-risk incidents; e.g. floods, earthquakes, hurricanes, etc. All SW Coordinating Group members are delegated representatives for their agencies by the direction of their respective state and/or regional leaders. Managers for all agencies require that agreements be pursued with cooperators at all levels to facilitate efficient fire management activities.

A cost-effective sharing of resources among public agencies is expected by the public and Congress. Southwest agencies fully support this concept.

The purpose of the Southwest Coordinating Group (SWCG) handbook is to provide management direction for cooperation, standardization, and operational guidelines for fire and incident management activities in the Southwest Area. The handbook helps provide consistency and continuity between agencies signatory to the Southwest Coordinating Group Memorandum of Understanding, (MOU), see Appendix I.

10 MISSION, PURPOSE AND ORGANIZATION OF SWCG

10.1 Mission of the Southwest Coordinating Group

The mission of the Southwest Coordinating Group is to enhance the safety, efficiency, and effectiveness of wildland fire management activities and to support approved non-fire emergencies.

10.2 Purpose of the Southwest Coordinating Group

SWCG's purpose is to provide a forum for understanding and implementing interagency policy, direction, and coordination to the Zone Coordinating Groups and to the Southwest Coordination Center (SWCC) for fire and incident management activities.

SWCG's goal is to provide a cooperative interagency forum seeking consistency in fire and incident management within the Southwest Geographic Area.

SWCG implements procedures and standards to coordinate fire management programs of the participating agencies to avoid duplication and to provide a framework of constructive cooperation.

SWCG shall provide for multi-agency coordination, facilitate information exchange between agencies, and monitor and evaluate the performance of the interagency dispatch centers and the Southwest Coordination Center.

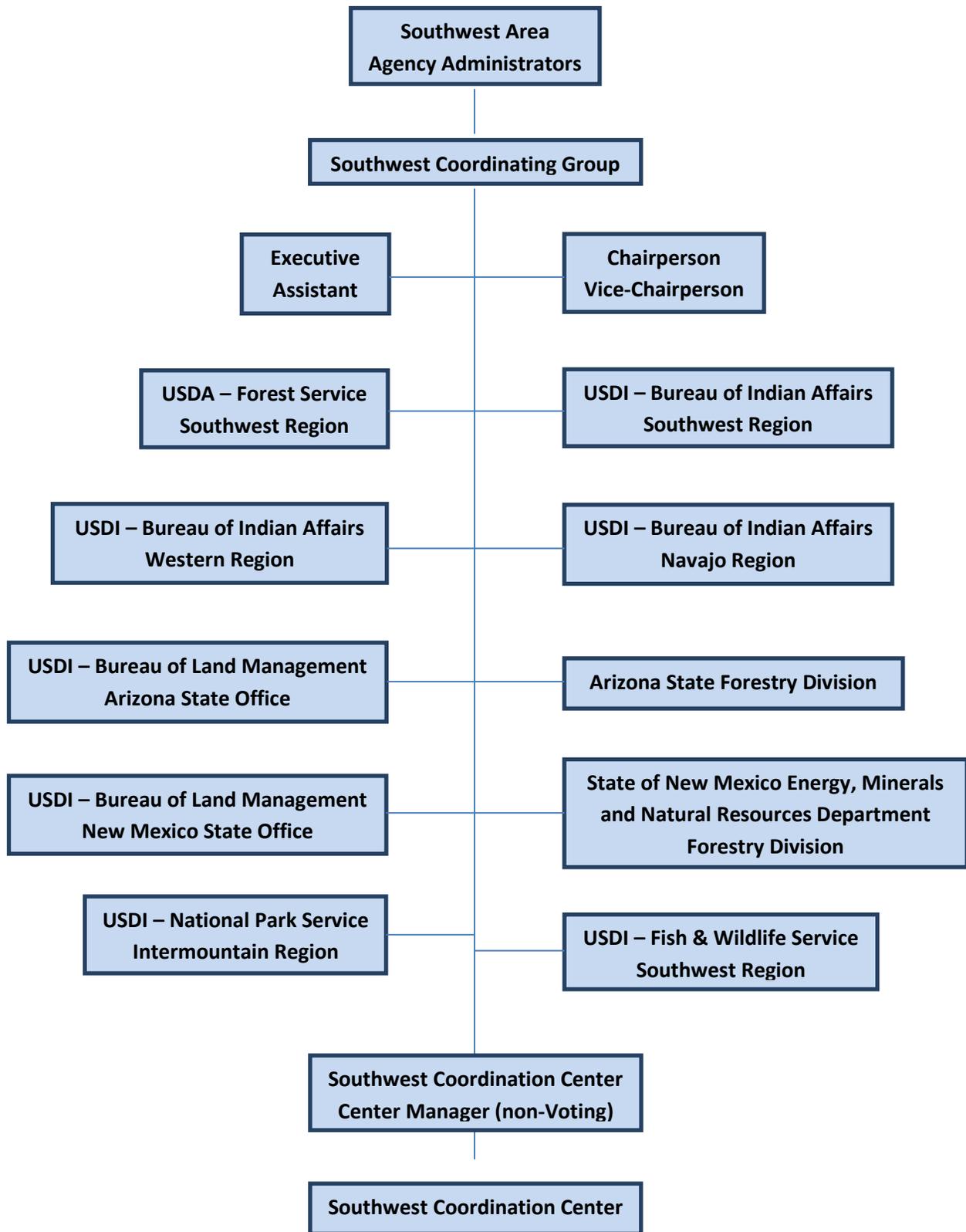
10.3 Relationship to Joint Powers/State Master Agreements

SWCG MOU supplements the joint powers/state master agreements between the States of Arizona and New Mexico and the federal agencies.

10.4 Organization

SWCG and supporting organizations establish a degree of standardization to conform to national guidelines, while allowing interagency coordination and cooperation to meet the needs of the agencies. SWCG maintains written procedures and guidelines to ensure continuity in direction and cooperation.

The SW Area fire and SWCG organization chart is on the next page.



10.5 Definitions

Area - A geographic area of land involving large jurisdictional administrative units; i.e., regions and states. The Southwest Geographic Area consists of AZ, NM, and the federal lands in the Oklahoma panhandle and West Texas.

Committees (or Groups) - Committees are long-term chartered groups which carry out standing work and functional area assignments of SWCG.

Coordinator on Duty (COD) - The Coordinator on Duty (COD) is an individual that provides direct supervision to the supervisory dispatchers and is responsible for managing the overall dispatch operation and acts as a focal point for resource order related questions. A primary responsibility of the Coordinator on Duty is to provide an immediate contact for agency fire management officers, Southwest Area Interagency Resource Representatives (IARRs), and Incident Management Teams.

Dispatch Center - A dispatch center is an office that is assigned the responsibility for directing and coordinating the movement of resources between agencies within a zone that is identified as their sphere of influence. The dispatch center may have initial attack authority for one or more of the represented agencies when delegated that authority. The dispatch center also has a primary responsibility to provide support for escaped fires within the Zone. The dispatch center will request support from the Southwest Coordination Center when local resources are unavailable or exhausted.

Expanded Dispatch - Expanded Dispatch is an organization that is put in place when situation complexity develops to a point where it is necessary to separate dispatch functions; i.e., initial-attack and extended emergency-support dispatch. Timely expansion at the dispatch center is essential for continuation of effective initial attack dispatch and incident support.

Geographic Area Coordination Center (GACC) -The GACC acts a focal point for internal and external requests not filled at the local level. The Southwest Coordination Center (SWCC) is the coordination center for the Southwest Area, and is a “second tier” dispatch center.

Liaison (Committee) – A SWCG Agency Representative assigned to a committee to serve as a conduit for information flow and management guidance from the SWCG to the committee.

Liaison (Zone) - A SWCG Agency Representative assigned to an interagency dispatch zone to serve as a conduit for information flow and management guidance from the SWCG to the local interagency zone coordinating group.

Multi-Agency Coordination (MAC) Group - Representatives from SWCG Agencies convene to make resource allocation and incident prioritization decisions. This provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available for incidents. They also issue coordination and collective situational status reports.

Sub-committees – Subordinate groups working under a SWCG established committee which carry out standing work and functional area assignments for their respective committee.

SWCG Agency Representative – A member delegated as the representative for their agency by the direction of their respective state and/or regional leaders to the SW Coordinating Group.

Task Groups - Task groups are put together by SWCG to work on specific assignments or special projects, and dissolve when their work is completed.

Unit - A Unit is defined as an administrative area of land with initial-attack and escaped-fire support jurisdiction; i.e., National Forests, BIA Regions/Agencies, National Park areas, BLM Field/District Offices, Fish and Wildlife Refuges, or State Districts.

Zone - A Zone is defined as a geographic area of land based on logical sources of fire management resources.

Zone Coordinating Group -An interagency group with the overall responsibility of coordinating the fire and incident management activities of those agencies represented in the Zone. Zone Coordinating Groups are established to provide direction for cooperation and increased efficiency of fire management and incident activities between different agency units within the Zone. Zone Groups should develop and implement the Zone Memorandum of Understanding or Zone Charter for the Zone, and develop and oversee the Dispatch Center Annual Operating Guide(s) or Plan(s).

20 AUTHORITY AND RESPONSIBILITIES

20.1 Scope of Operation

The Southwest Coordinating Group represents the interests of the senior executive leadership of the federal, state, and local government agencies represented by SWCG MOU. SWCG representatives will communicate to individual Agency Administrators any recommendations to establish significant new policies in fire or incident management prior to implementation. The Coordinating Group provides general oversight and direction for the fire management programs throughout the Southwest Area.

The primary cooperating agencies are the Bureau of Land Management, U.S. Fish and Wildlife Service, U.S. Forest Service, National Park Service, Bureau of Indian Affairs, and the States of Arizona and New Mexico. SWCG is focused on wildfire management, incident management, fuels/smoke management activities, and all-risk incidents in the Southwest Geographic Area, which includes Arizona, New Mexico, and the surface lands administered by the signatory agencies west of the 100th Meridian in Texas and Oklahoma.

20.2 SWCG Authority and Responsibilities

Members of SWCG are delegated authority to act on behalf of their respective agencies for purposes of planning, priority setting and implementation of current agency policies, directions and standards for fire and incident management activities. Related activities include:

- Ensure Southwest Mobilization Guide, SWCG Handbook and appendices are current and updated.
- Provide specific direction and guidance to:
 - Southwest Coordination Center
 - Zone Coordinating Groups and Local Dispatch Centers
 - National shared resources
 - SW Incident Management Teams
 - Severity resources
 - Mobilization centers
 - Resources mobilized for nationally significant incidents.
- Assess training and interagency standardization.
- Provide incident and situation intelligence.
- Convene MAC Group during periods of high fire activity.
- Review and develop State Master/Joint Powers Agreements.
- Coordinate fire restrictions and closures including prevention teams.
- Coordinate with National Multi-Agency Coordinating Group (NMAC)
- Represent the Southwest on the Coordinating Group Advisory Council (CGAC).
- Coordinate interagency fire information that affects the Southwest Area.
- Facilitate resolution of Southwest fire issues or controversies.
- Establish priorities for prepositioning and deployment of fire suppression resources based on evaluation of current/predicted fire activity and firefighting resource availability, and communicate these priorities to the SWCC Center Manager for implementation.

20.3 Interagency Dispatch Centers

A. Southwest Coordination Center

SWCC provides service to all Wildland Fire Management agencies within the Southwest Area and has the responsibility to provide support to the zone level interagency dispatch centers within the Southwest Area. SWCC provides support to both wildland fire and all-risk incidents. This is done through coordinating movement of resources between the interagency dispatch centers within and outside the geographic area. SWCC also requests support from the National Interagency Coordination Center (NICC) when resources are unavailable or exhausted within the Area. Except for dispatch of air tankers and lead planes based outside the zone the fire is located in, SWCC does not have initial-attack dispatch responsibilities. SWCC will review and modify the SWCC Operations Guide (Appendix II) and submit a copy to SWCG no later than March 15th annually.

a. Role of the Southwest Coordination Center, (SWCC):

- Process and request fire and incident management resources from the National Interagency Coordination Center and zone interagency dispatch centers within the Southwest Area.
- Complete and forward to the National Interagency Coordination Center required reports, updates on fire situations, and status of firefighting resources.
- Disseminate Predictive Services and Intelligence information to NICC, agency representatives, and field units within the Southwest Area. In addition SWCC maintains the SWCC website.
- Perform other functions as assigned or directed by the center manager and performs the full range of responsibilities assigned to second tier Geographic Coordination Centers.
- Take the lead in assembling the SW Mobilization Guide, IMT nominations, and provides leadership to zone interagency dispatch centers. SWCC coordinates closely with national caches and mobilization centers.
- Coordinate movement of resources through issuance of resource orders with host units.

b. Responsibilities of the SWCC Center Manager, as delegated by SWCG

- Implement decisions made by SWCG and MAC Group related to priorities for personnel, equipment and supplies, and aircraft, in multiple-fire and all risk incidents. Coordinate and balance resource orders for fire assignments between interagency dispatch centers.
- Ensure that zone interagency dispatch centers and SWCC are following the standards outlined in the mobilization guides, annual operating plans, and state and local agreements.
- Represent the SW Geographic Area to national groups and NICC to ensure SW agency perspectives are well represented.
- Participate in fire reviews, incident closeouts, analyses of coordination and dispatch activities, and reviews problem areas for resolution.
- Provide leadership in training programs to facilitate current dispatch and coordination needs.
- Work with agencies to coordinate and identify the need to pre-position preparedness, severity, and suppression resources at the most strategic locations. Coordinates major movements and funding with SWCG.
- Coordinate IMT rosters and mobilization.
- Under direction of the MAC Group, SWCC Center Manager will direct, control, allocate, and re-allocate resources among or between area commands and IMT's to meet Geographic Area priorities.
- Declare and communicate the Geographic Area Preparedness Level commensurate with the SW Mob Guide. Ensures changes in Geographic PL levels are archived.
- Coordinate and provide Geographic Area fire information to agency public information staff as necessary.

- Coordinate with Predictive Services and make recommendations to SWCG on long range risk assessments.
- Provide day-to-day oversight, delegated supervision, and leadership to all SWCC Staff, emphasizing interagency cooperation and service. Coordinate issues with agency supervisors and fire program managers.

B. Third Tier Interagency Dispatch Centers

a. Role of Third Tier Interagency Dispatch Centers:

- Dispatch multi-agency wildland firefighting resources within a pre-established and identified dispatch zone boundary.
- Process and respond to resource requests from units within the Zone as well as SWCC.
- Complete and forward to SWCC prompt updates on fire situations, required reports, and status of firefighting resources.
- Disseminate intelligence and information products to all units within the Zone.
- Perform duties assigned by the Zone Coordinating Group.
- Update Annual Operating Plans and other Zone Management documents.

b. Responsibilities of the Zone Interagency Dispatch Center Managers:

- Coordinate with the SWCC Center Manager and Zone Coordinating Group to establish needs and priorities for resource allocation and to fill requests for assistance.
- Conducts post-season review of issues and problem areas, implement resolutions, or make suggestions to the Zone Coordinating Group for improvement.
- Coordinate mobilization of resources between units within the Zone.
- Inform Fire Management Officers of potential for critical situations, based on knowledge of weather, fuel conditions, and availability of resources, both within the Southwest Area and nationally.
- Coordinate action to pre-position resources within the Zone.
- Initiate requests through appropriate Unit Fire Managers and budget offices for step-up actions.
- Activates resources within the authorities and in accordance with established agency policies and agreements for units within the Zone.
- Review and modify the Dispatch Center Annual Operating Plan.
- Ensures recommendations from Dispatch Center Reviews are followed up with a Corrective Action Plan to the respective agency(s).

20.4 Zone Coordinating Group

Purpose: The Zone Coordinating Group is an interagency group with the overall responsibility of coordinating the fire and incident management activities of those agencies represented in the Zone.

Composition: The Zone Coordinating Group is comprised of representatives from cooperating federal, tribal, state, and local agencies that are physically located within the Zone and have wildland fire management responsibility. Coordinating Group members shall be assigned by and act as representatives for their Agency Administrator, with signatory authorization to implement the Zone Charter/Annual Operating Plan.

Operations: Each Zone Coordinating Group must operate under a current charter or Memorandum of Understanding. The term of the chairperson and the number of meetings needed will be determined by each Zone Coordinating Group. The chairperson will participate in SWCG/MAC group meetings as requested.

Zone Coordinating Group Duties

- Collaborate among zone unit representatives to reach decisions on how to manage the zone fairly and efficiently. Annually review, modify, and implement the Zone Annual Operating Plan.
- Ensure dispatch centers and zone coordinating groups are adhering to:
 - Geographic/National Mobilization Guides
 - NMAC/SWCG Memorandums and policies
 - Interagency Standards for Fire and Fire Aviation Operations (Chapter 19 – Dispatch and Coordination System)
- Coordinate utilization of Incident Management Teams with SWCC and SWCG. This includes:
 - Suggestions to bring team(s) on earlier or keep later than scheduled dates.
 - Suggestions to SWCG on improving team management.
 - Identification to SWCG of team trainees critical to the zone.
 - Need to stage team during periods of critical fire risk.
 - Maintaining open communications with IMTs.
 - Encouraging zone unit members to participate on SW IMT's.
 - Manage IMT assignments/rotations to ensure adequate rest and promote safety.
- Provide interagency coordination of zone sponsored training.
- Oversee and manage Zone Interagency Dispatch Center(s) as an interagency group.
- Establish and manage a Zone Multi-Agency Coordination (MAC) group that will identify and prioritize incidents within the Zone at higher Preparedness Levels, and relay these priorities to the SWCC manager or the SW Multi-Agency Coordination (MAC) Group. Set priorities concerning the distribution of critical suppression resources within the Zone.

- Coordinate and release public information regarding Zone activities or Dispatch Center(s) activities on an interagency basis.
- Identify and provide oversight to zone task groups established to address Dispatch Center(s) issues or other zone activities.
- Update the Zone Memorandum of Understanding/Charter as necessary.
- Coordinate fire restrictions, closures and rescissions on an interagency basis and communicate decisions following Southwest Area policy and guidance.
- Develop and implement a process to ensure severity requests are coordinated on an interagency basis.
- Provide management and oversight of established interagency Zone T3 organizations.
- Take forward issues and concerns to the zones' respective SWCG liaison.

30 SOUTHWEST COORDINATING GROUP MANAGEMENT

30.1 Chair Rotation

Chair and vice-chair will hold tenure for two years, and the vice-chair will normally follow the chair tenure. Rotation is as follows:

- BIA – Western Regional Office
- BLM – New Mexico State Office
- BIA – Southwest Regional Office
- FWS – Southwest Region
- BIA – Navajo Regional Office
- Arizona State Forestry Division
- FS – Southwest Region
- BLM – Arizona State Office
- NPS – Intermountain Region
- State of New Mexico Energy, Minerals and Natural Resources – Forestry Division

30.11 Chair and Vice-Chair Duties and Responsibilities

- Responsible to reflect the guidance of the interagency group, not the individual.
- Responsible for follow-up to ensure implementation of SWCG actions.

- Receives issues for study and resolution from member agencies and Southwest Agency Administrators. When receiving issues, chair will obtain identification of the task to be completed, the scope and the product to be delivered, and a timeframe for completion.
- Manages SWCG activities. Delegates and manages assignments given to SWCG liaisons to committees, task groups, and zones.
- Coordinates preparedness level changes with SWCC manager. Monitors fire activity and resource shortages with SWCC manager, and convenes Southwest MAC Group as necessary.
- Represents SWCG to other geographic areas, NMAC, CGAC, and various national groups.
- Works with SWCG Executive Assistant to establish time and place of SWCG meetings, prepares and distributes agenda, assembles material to be acted upon by SWCG, convenes and facilitates SWCG business meetings.

30.12 Vice-Chair

Assume the duties and responsibilities of the Chair as directed or during the absence of the Chair. The Vice-Chair will usually assume the role of the Chair when the two year tenure is complete. The Vice-Chair is also the representative to the Coordinating Group Advisory Council (CGAC) and is expected to attend annual meetings and periodic conference calls.

30.2 Executive Assistant

An Executive Assistant may be designated by SWCG. The duties include working with the chair to:

- Coordinate agenda items, and then coordinate with the Chair to develop agendas for meetings and conference calls.
- Forward meeting agendas, locations, and information to members.
- Record meeting notes, decisions, and action items.
- Send materials in advance of meetings for review.
- Follow through on contacts, requests from SWCG, and designated administrative requests. Coordinate closely with the SWCC Center Manager.

- Coordinate SWCG information and documents on the SWCC website. Maintain and archive on SWCC website past meeting notes, decisions, memos, and actions items as appropriate.

30.3 Members

- Attend meetings, or designate an acting alternate who may participate as a full member of SWCG for the representative agency.
- Research background information on assigned tasks, work collaboratively with other members of SWCG so projects are completed at a high standard and within assigned timeframes.
- Serve as a conduit between SWCG and their agency to identify issues and develop guidance for resolution.
- Costs for time and travel for participation in SWCG will be borne by member's agency.
- Provide feedback on SWCC manager's performance to the supervisor of record.
- Assist in reviewing and revising SWCG Handbook and guidance documents.
- Participate in collaborative management of IMT's including roster selection, reviewing performance evaluations, attends incident closeouts, etc.
- Coordinate SW training activities and nominations for national level training courses.
- Represent as a SWCG Liaison to assigned Southwest Fire Management Zone and SW committees.

30.4 Meeting Management

The following SWCG meeting management rules will be followed at all meetings and conference calls. They may be modified by agreement of the members:

- Please put your cell phone on off or vibrate.
- Return from breaks promptly.
- Keep side bar conversations quiet, and to a minimum.
- Listen. Try not to interrupt when people are speaking.
- If you are the speaker, try and be concise and to the point. Don't monologue for long periods.
- Be courteous when you disagree. Respect everyone.

30.5 Scheduling

SWCG will meet as often as deemed necessary to accomplish mission and assigned tasks. Future meetings will be listed at the start of each set of meeting notes.

The following are pre-determined meetings that need to be scheduled annually:

- After fire season critique by SWCG (fall).
- After season IMT AAR (Oct).
- Selection of SW students to S-520/S-620/M-580/590 and other national level candidates (winter).
- Attendance at SW IMT Selection (January).
- Spring IMT Meeting(s).
- Pre-season MAC Practice Session (spring).
- See Appendix IV for IMT management dates.

30.6 Conducting of Business

Meeting Elements:

- Introductions and review of meeting rules
- Review/approve last meeting's minutes and status of action items
- Confirm agenda and query for new business
- SWCC manager update
- Visitor presentations/new business
- Agency reports
- Executive session, if necessary
- Committee and task group reports
- Review of new action items

Visitors: Visitors are those other than agency administrators, invited guests or presenters, and committee or task group representatives. They are welcome but are requested to not participate in discussions of issues or topics unless invited.

Decisions: Decisions will be reached by a quorum of >50% of SWCG members present and recorded in the notes as such. Approved alternates are pre-identified by SWCG members each year. No proxies will be utilized for missing/absent members when votes are taken. In the event of a tie, the SWCC Center Manager will become a voting member so that a majority vote can be reached. If it is determined that additional information is required for a decision to be made, then it may be "tabled" for a later date, or assignments may be made to resolve the item.

New action items will be reviewed at the end of the meeting to assure clarity and understanding.

All decisions will include the process to disseminate the information to the appropriate persons, and the determination of who those persons are, and the identification of follow-up actions associated with the decision, i.e. development processes to implement decisions, including due date.

If a recommendation is to be carried forward to Southwest Agency Administrators that was not carried by consensus, then the concerns of the members opposed will be displayed in the recommendation.

Decisions concerning authorization of agency funds for SWCG projects will normally only be voted upon by those agencies expending funds.

Conference Calls: Meetings by conference call may be used to pass information, resolve issues under consideration, when members agree to a follow-up call after getting more information, or to conduct emerging business that is time sensitive. Scheduling and requesting of meetings by conference call will be by the Chair, who will facilitate and designate a note taker.

30.7 Presenters and Presentations

Presenters are expected to submit a concise summary of their presentation to the Chairperson when submitting an agenda item. If materials must be presented, they need to bring enough copies for the members at the time of presentation. Presentations should be identified in advance as informational or decisional or recommendation needed, and as brief and to the point as possible. There must be adequate time for questions by members after the presentation. Presentations submitted in advance of the meeting will usually receive higher priority than ad-hoc agenda items.

30.8 Executive Sessions

The executive session portion of SWCG meeting or conference call is intended for members to openly and frankly discuss matters of a sensitive nature in an environment free of distractions and influences that may exist by the presence of non-members. Decisions concerning authorization of funds, personnel matters, or sensitive issues may be reserved to an Executive Session by request of any member.

30.9 Notes

Draft meeting notes will be distributed to members and posted on the website within 10 working days and then presented at the next scheduled meeting for approval. Notes should remain on the website for at least 12 months and will be archived by SWCC after that.

40 MULTI-AGENCY COORDINATION AND AREA COMMAND

40.1 Multi-Agency Coordination Group

See Appendix III, SW MAC Group Operations Handbook for details and procedures.

40.2 Area Command

An Area Command may be activated at SWCG, SW MAC, or agency administrator's request to coordinate multiple incidents, to coordinate a very large incident that has several IMTs assigned, or to implement specific assigned objectives. The activating group will develop a clear, concise delegation of authority designating the mission of the Area Command team. Principal duties are to insure that incidents are adequately managed, help set overall strategy, set priorities, allocate resources based on priorities, and insure that established strategies and objectives are followed.

50 COMMITTEES AND TASK GROUPS

50.1 Committees and task groups

SWCG may establish committees or task groups to carry out functional work or special projects.

50.2 Committees

Committees are an interagency association of members whose responsibilities include providing SWCG with recommendations, which will advance the operational value of the functional area. Committees are considered to be permanent and have a charter. Charters will be approved by SWCG.

Generally, tasks or assignments from SWCG will be in writing to the committee Chairperson or via SWCG liaison to that committee. Committees may, in cooperation with SWCG, define projects or tasks to be addressed by the committee and make specific work assignments to committee members to complete.

Current standing committees established by SWCG:

- Arizona Interagency Coordinating Group (AICG)
- Aviation Committee
- Dispatch Operations Committee
- Fire Planning (FPA) Committee
 - Wildland Fire Decision Support (WFDSS) Sub-committee
- Incident Business Management Committee
- Information and Prevention Committee
- New Mexico Fuels Management Committee (NMFMC)

- Operations Committee
 - Type 1 Crew Sub-committee
 - Type 2 Crew Sub-committee
- Communications Committee
- Predictive Services Committee
- Training Committee

Task groups can be found on the Southwest Coordinating Group webpage:
<http://gacc.nifc.gov/swcc/swcg/committees/committees.htm>

50.3 Liaisons

Each committee or task group will have a SWCG member assigned to it to serve as liaison between the committee/group and SWCG. The role of the liaison is to provide guidance and counsel to the committee or task group, as a technical advisor or to clarify policy and procedures, and to provide a direct conduit to SWCG for issues. See SWCG section on the SWCC website for current assigned SWCG member liaison to each committee.

50.4 Roles and Responsibilities of Committees and Sub-committees

Committees are responsible for their own administration. They will select a chairperson and rotation, determine membership, maintain a charter that has been approved by SWCG, keep open communications with SWCG, take notes of meetings, and maintain records of actions taken by the committee.

A. Chair Responsibilities:

Provide leadership for meetings and lead tasks. This includes site selection, agenda preparation, facilitation, and notes. Meeting location, time, and proposed agenda will be shared with SWCG committee liaison.

Ensure the committee section of SWCG website is kept current with charter, membership, and current work.

Ensure that recommendations are presented to SWCG by a selected committee member or SWCG liaison.

Attend at least one SWCG meeting annually and provide a brief update of issues to SWCG, and summarize the past years activities of the committee. SWCG liaison should ensure that these actions occur.

B. Membership responsibilities:

Research background information on assigned tasks, work collaboratively with other members of the committee so projects are completed at a high standard and within assigned time frames.

Serve as a conduit between SWCG and agency field personnel to identify issues and develop guidance for resolution; and to provide a forum for technology transfer.

50.5 Task Groups

Task groups are an association of members brought together by SWCG to address a specific problem or to work on a specific task. Task Groups are temporary in nature and require written direction from SWCG.

Task groups will operate under the following guidance:

- SWCG may establish task groups either within its membership or with subject matter experts to accomplish specific tasks.
- The task group members will be identified and shared with all members of SWCG for concurrence.
- SWCG will provide direction and oversight to the task group by clearly identifying the task, the scope, required products, and time line for completion.
- A task group shall sunset upon completion of its task.

60 Freedom of Information Act (FOIA) Requests

SWCG has the responsibility of the oversight of the Southwest Coordination Center (SWCC) and the interagency employees within it. When a FOIA request is submitted through an Agency and requests information from the SWCC records and/or employees, SWCG has established the following procedures:

- FOIA requests related to ***dispatch or coordination center activities*** will be coordinated by the FOIA Specialist from the primary managing agency for the computer (IT) records and hard copy logs of the pertinent dispatch or coordination center.
- The primary managing agency FOIA Specialist will fully coordinate with other pertinent agency FOIA Specialists in every case where the FOIA request involves an individual from another agency. This will be done prior to issuing the FOIA response.

Similar procedures should be duplicated by local zone coordinating groups and respective dispatch centers.

Appendices – See SWCG website for current copies

Appendix I - MOU for Operation of SWCG

Appendix II - SWCC Operations Guide

Appendix III - SW MAC Operations Handbook

Appendix IV - SW IMT Guidelines

Appendix V – SWCG Annual Timelines