



October 18, 2004

To: Agency Administrators, Fire Management Officers, Dispatch Center Managers and Incident Management Team Members

From: Chair, Great Basin Coordinating Group

**GREAT BASIN
COORDINATING GROUP**

Department of the Interior
Bureau of Land Management
Idaho, Nevada, and Utah, Arizona
National Park Service
Intermountain Region
Pacific West Region
Bureau of Indian Affairs
Western Region
Fish and Wildlife Service
Mountain Prairie and Pacific Region

Department of Agriculture
Forest Service
Intermountain Region

State Agencies
Idaho, Utah, and Nevada

Please find attached the form for submitting nominations to the Great Basin Interagency Incident Management Teams, both Type 1, Type 2 and FUMT positions and trainee positions. Please have nominees complete the appropriate nomination form(s), and return them through their supervisors **to their respective Agency Representative** who will then forward them to the appropriate Great Basin Coordination Center by **January 16, 2005**. It is important that only individuals with the proper qualifications be nominated to these positions. **Current** incident management team members who have been on the same team in the same position for three consecutive years must reapply; all other **current** team members do not need to reapply for their positions. Individual and agency commitment to team participation is the key ingredient in making the Interagency Incident Management teams successful. Type 1 management team call-up periods are one week in length, occurring at three week intervals during the activation period. FUMT and Type 2 management team call-up periods are two weeks in length, occurring every two weeks during the activation period. FUMT and Type 2 management teams should not be brought up to on-call status during the two week off-call period.

Positions that lack nominations for qualified current agency employees may be filled by AD's/Contractors/Retired Annuitants. It is recommended that the following positions be filled by current agency employees: Finance Section Chief; Procurement Unit Leader; Compensation/Claims Unit Leader; and Compensation Specialist. If IC's want to utilize an AD/Contractor/Retired Annuitant on their team for any position, then approval will need to be granted by the Great Basin Coordinating Group and Great Basin Operations Committee prior to placing the individual in the team position. Approved AD's/Contractors/Retired Annuitants should have a trainee assigned to them. All AD's/Contractors/Retired Annuitants assigned to the team will be required to attend annual team meetings to get current agency policy changes related to the position assigned. AD's/Contractors/Retired Annuitants will only have a one year team commitment.

Team members missing three call-up periods during a season, without extenuating circumstances, will find their continued team participation the subject of interagency management review. Nominees for positions will make a minimum three year commitment to team participation.

Again this year, the Great Basin will offer the opportunity to nominate an individual for any team position as an Alternate. Use of an alternate as a replacement for a regular team member will be only for the remainder of the year until the next team selection, and any time served will not count against the three year time committed to the team. Individuals who would like to be considered only as alternates need to submit an application form. These individuals will be given first consideration when looking for alternates for replacement of team members for the remainder of the year.

The surest way for an individual to become fully qualified in a position is to be assigned to an incident management team as a trainee. Nominees for trainee positions should understand that they will not be full time members of a team. After a trainee has met the training requirements for a position, the trainee will be replaced on the team in order to allow others to fill a trainee position.

The following positions have been added to TYPE 1 team positions:

SCKNw/I-SUITE	HEB1	INCM
MEDL	GIST	PSC2
HRSP	FUDL	RCDM
COST	TNSP	CTSP
DMOB	ORDM	COMT
COTR	OPBD	BCMG
IOF2	SOF2	

The following positions have been added to TYPE 2 team positions:

SCKNw/I-SUITE	ORDM	ATGS
MEDL	COTR	COMT
FUDL	HEB1	DMOB
COST	AOBD/ASGS	RCDM
CTSP	DPIC	TNSP

The following positions have been added to FUMT team positions:

COST	RESL	CTSP
GIST	TIME	

TEAM MEMBER RECRUITMENT AND NOMINATION PROCESS GUIDELINES

The following schedule will be used for the selection of the Incident Management Teams (IMT), (Type 1, 2 and FUMT) in the Great Basin for the upcoming fire season. These timelines have been identified by the Great Basin Operations Committee (GBOC).

Current IMT members need not reapply. The exception for the Type 1 , Type 2 and Fire Use Teams would be that after three years in one position, incumbents will need to reapply and compete for a new team position with a minimum commitment of three years.

Nomination forms will be **submitted through supervisors to your Agency Representatives by January 12**, for Type 1 , Type 2 and Fire Use Teams. Nominations received after January 16 will have to be approved by the Great Basin Operations Committee. Individuals should be nominated for any positions that they are interested in and qualified for, regardless of whether

there is a known vacancy or not. Agency Representatives will submit names of individuals for trainee positions as well.

Type 1 , Type 2 and Fire Use Teams Recruitment and Nomination Process Guidelines.

1. 10/22 Coordination Center Managers initiate nomination letter to the agencies within their Geographic Area for Team Member and a separate letter for Incident Commander and Deputy IC's.
2. 10/22 Announcement for Incident Commander/Deputy Incident Commander. Closes December 3. All applications due to Coordination Centers.
3. 12/20 GBOC recommends new Incident Commanders and Deputy IC's for selection to GBCG.
4. 1/12 Nominations due to Agency Representatives from nominee supervisors.
5. 1/16 Nominations due to Coordination Centers from Agency Representatives.
6. 2/10-11 Team selections
7. 2/18 Coordination Centers notify team members of selection.
8. 4/4-8 IMT Meeting, Reno, Nevada

/s/ Sheldon Wimmer, Chair GBCG

Authenticated: Nelda St. Clair, WGBCC
Center Manager

ATTN: SUBMIT NOMINATION THROUGH SUPERVISOR TO YOUR AGENCY REPRESENTATIVE.

PRIMARY

INCIDENT MANAGEMENT/FUMT TEAM NOMINATION FORM

NAME: _____ DISP CTR: _____ BODY WT: _____

AGENCY: _____ JET PORT: _____

HOME UNIT: _____ NEAREST AIRPORT: _____

(Circle the following that apply)

TYPE 1 TEAM:

TYPE 2 TEAM:

FUMT:

POSITION 1: _____

POSITION 1: _____

POSITION 2: _____

POSITION 2: _____

POSITION 3: _____

POSITION 3: _____

TRAINEE: _____

TRAINEE: _____

QUALIFICATIONS (COPY OF RED CARD ACCEPTABLE):

RECENT FIRE EXPERIENCE (LAST THREE YEARS):

<u>FIRE NAME</u>	<u>DATE</u>	<u>POSITION</u>	<u>DURATION</u>
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Nominee: _____

Date: _____

I understand that if selected, the nominee is committed for a minimum of three years as a member of an Incident Management Team. Commitments for trainees are for the period of time necessary to meet training requirements. This individual meets all NWCG/Agency training and qualifications guidelines for team positions identified.

Supervisor: _____

Date: _____

ATTN: SUBMIT NOMINATION THROUGH SUPERVISOR TO YOUR AGENCY REPRESENTATIVE!

ALTERNATE

INCIDENT MANAGEMENT/FUMT TEAM NOMINATION FORM

NAME: _____ DISP CTR: _____ BODY WT: _____

AGENCY: _____ JET PORT: _____

HOME UNIT: _____ NEAREST AIRPORT: _____

(Circle the following that apply)

TYPE 1 TEAM:

TYPE 2 TEAM:

FUMT:

POSITION 1: _____

POSITION 1: _____

POSITION 2: _____

POSITION 2: _____

POSITION 3: _____

POSITION 3: _____

TRAINEE: _____

TRAINEE: _____

QUALIFICATIONS (COPY OF RED CARD ACCEPTABLE):

RECENT FIRE EXPERIENCE (LAST THREE YEARS):

<u>FIRE NAME</u>	<u>DATE</u>	<u>POSITION</u>	<u>DURATION</u>
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Nominee: _____

Date: _____

I understand that if selected, the nominee is committed for a Minimum of three years as a member of an Incident Management Team. Commitments for trainees are for the period of time necessary to meet training requirements. This individual meets all NWCG/Agency training and qualifications guidelines for team positions identified.

Supervisor: _____

Date: _____

ATTN: SUBMIT NOMINATION THROUGH SUPERVISOR TO YOUR AGENCY REPRESENTATIVE!

SUBSTITUTE

INCIDENT MANAGEMENT/FUMT TEAM NOMINATION FORM

NAME: _____ DISP CTR: _____ BODY WT: _____

AGENCY: _____ JET PORT: _____

HOME UNIT: _____ NEAREST AIRPORT: _____

(Circle the following that apply)

TYPE 1 TEAM:

TYPE 2 TEAM:

FUMT:

POSITION 1: _____

POSITION 1: _____

POSITION 2: _____

POSITION 2: _____

POSITION 3: _____

POSITION 3: _____

TRAINEE: _____

TRAINEE: _____

QUALIFICATIONS (COPY OF RED CARD ACCEPTABLE):

RECENT FIRE EXPERIENCE (LAST THREE YEARS):

<u>FIRE NAME</u>	<u>DATE</u>	<u>POSITION</u>	<u>DURATION</u>
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Nominee: _____

Date: _____

I understand that if selected, the nominee is committed for a Minimum of three years as a member of an Incident Management Team. Commitments for trainees are for the period of time necessary to meet training requirements. This individual meets all NWCG/Agency training and qualifications guidelines for team positions identified.

Supervisor: _____

Date: _____

