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Mountain Prairie & Pacific Region
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Date: December 11, 2012

To: Potential Team Members, Agency Administrators, Fire Management Officers,
Great Basin Dispatch Centers

From: Chair, Great Basin Coordinating Group

Subject: Incident Management Team Nominations

Nominations for Great Basin Incident Management Teams (IMTs) and Rocky Basin Buying Teams are now open. Nominations will be submitted via the Incident Command Application System (ICAP) The official site is located at: <http://www.nwportal.fs.usda.gov/>. However it is recommended that applicants access ICAP from the Eastern Great Basin Coordination Center (EGBCC) website: <http://gacc.nifc.gov/egbc/overhead.php> Detailed instructions are posted here for convenience, as well as attached to this letter. **Please read the ICAP instructions prior to applying through ICAP.** **Nominations need to be submitted no later than January 25, 2013.**

Team Rotations: The Great Basin currently sponsors two Type 1 Incident Management Teams and five Type 2 Incident Management Teams. Type 1 Incident Management Teams are expected to be available on a year around basis. Type 1 Incident Management Teams also share a National rotation with other Geographic Areas.

Type 2 IMT's typically remain available from mid-May until mid to late October. Incident Management Teams are assigned based on an established team rotation schedule. Type 1 IMT's are on-call for a rotation period of one week. Type 2 IMT's are on-call for a two week rotation period with alternating first, second and third teams out.

Selection: The GBCG strongly encourages applicants interested in operations *positions to consider applying to other functions, specifically Plans, Logistics, Air and Finance*. Typically the Great Basin receives more operations related nominations (Division Group Supervisor, Operations Section Chief, and associated trainees) than we have vacancies while shortages continue to grow in the other areas. Applicants interested in branching out into other functions should coordinate with their local unit and Great Basin Operations Committee agency representative regarding training needs and other requirements that may be identified when applying to an alternative functional area.

Term: The GBCG changed the IMT membership tenure from three years to one year beginning in 2013. All IMT members including AD's and excluding Incident Commanders will be required to re-apply on an annual basis. Incident Commanders will be selected every three years. Deputy

Incident Commanders and IC Trainees will be selected on an annual basis. Supplemental information (KSA's) are required for these positions and selections are made in the early fall however **nominations for those positions will be accepted through ICAP during this year's open nomination period.**

AD's : Agency employees will be given consideration prior to selecting an AD. If an agency resource becomes available for a position that is held by an AD, the AD may be replaced by the regular agency resource and/or as trainees become fully qualified. Replacements will not occur during an AD's one year tenure after being selected but during annual team selections unless other arrangements have been made.

Team Succession Planning: The Great Basin Coordinating Group is in the process of developing a Great Basin Incident Management Team Succession Plan and Guidelines. This plan outlines the re-structuring of the current IMT program and targets pre-identified team(s) to begin transitioning to Type 1 status. Current and future team members will be encouraged to attend S-520 and other possible training platforms as well as become trainees on Type 1 teams. We are encouraging Type 2 Command and General Staff members to be proactive in the transition to Type 1 qualifications. If you are interested in beginning this transition in 2013 please indicate so in the Experience Block of the ICAP Nomination Form.

All candidates for S-520 and S-420 must perform as a trainee (task book initiated) on a Type 1 (for S-520) or Type 2 (for S-420) prior to attending the course. Based on the recommendation of an Incident Commander this requirement may be waived on a case by case basis. Final approval will be made by the Great Basin Operations Committee.

The following schedule and guidelines will be used for the selection of all positions on Great Basin Incident Management Teams.

Type 1 , Type 2 and Buying Team Recruitment and Nomination Process Guidelines.

- 1. First week of September:** A recruitment notice will be sent out for IC, Deputy IC and IC trainee.
- 2. Mid-October:** Nominations for IC's, Deputy IC's and IC trainees due to respective Geographic Area Coordination Center.
- 3. End of October:** Great Basin Incident Business Committee Training Committee coordinates with the IC's and GB Ops to identify priority trainees.
- 4. November:** GB Ops will forward IC recommendations to GBCG for approval.
- 5. Early February:** GB Ops and IC's select IMT members and RB Incident Business establish Buying Teams.
- 6. After Selection Meeting:** IC's will notify team members of selection and call out rotation, which will be in effect for the next Team Rotation. Rosters posted to GACC websites.

If you have any questions please contact Tracy Swenson, Chair Great Basin Operations Committee at 435-734-6449.

/s/ Michael Morcom