

SUPPLEMENT 1**GREAT BASIN INCIDENT MANAGEMENT TEAM OPERATING PLAN****A. Purpose and General Guidelines**

1. Great Basin Incident Management Teams are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators in the management of complex wildland fires within their area. An analysis will be used to assist Agency Administrators in determining the type and complexity of each incident. This will be documented and used to match the appropriate management capability to the requirements of the incident and its potential.
2. Type 1 Teams represent the highest level of incident management expertise in the nation; they participate in a national rotation and may be mobilized to any kind of incident. Normally they are ordered and assigned to high complexity incidents involving; multiple agencies or jurisdictions, complex logistical support needs over extended duration, high-level political involvement, and high risks to resources, public safety, or life/property. Type 1 Teams are staffed to be fully functional in all ICS sections, have expertise to manage complex air operations, and can expand to support numerous divisions and groups for extended periods of time.
3. Type 2 Teams are staffed to manage incidents complex enough to exceed the capabilities of a Type 3 Team, but of less complexity than would require a Type 1 Team. All ICS Command and General staff positions are occupied, but management experience is generally less than Type 1 Teams.
4. When assigned, Great Basin Incident Management Teams serve Agency Administrator(s) of a local unit/jurisdiction or a group of units and will abide by the policies of the agencies for which service is being provided.
5. Teams will apply guidelines in the Interagency Standards for Fire and Fire Aviation Operations (Red Book), NWCG Fireline Handbook, National and Great Basin Mobilization Guides and other agency-specific operational policies to assure safe and effective management strategies and tactics.



B. Team Oversight and Evaluation

1. The Great Basin Coordinating Group is the decision body and provides oversight to the Incident Management Teams. The Great Basin Operations Committee provides recommendations to the Coordinating Group as well as provides logistical support including staffing for Great Basin Incident Management Teams.
2. Evaluations will be completed by Agency Administrators for all incidents within their jurisdiction using the Great Basin Performance Evaluation Form. Performance evaluation forms or narratives shall be completed and forwarded to the Great Basin Coordinating Group Operations Specialist within 14 days of the team closeout by the Incident Commander. The Great Basin Operations Specialist will forward evaluations to the Great Basin Operations Committee chairperson. Agency Administrators should follow-up with Incident Commanders 60 to 90 days following the close of the incident to provide feedback on the incident finance package. An overview of


closeout issues will be prepared by the Operations chair/ Operations Specialist and presented to the GBCG.



C. Incident Commander and Incident Management Team Selection Procedures

Selection of Incident Commanders

-  1. When a vacancy exists a Vacancy Announcement will be developed and it will be advertised by the Great Basin Coordination Centers. Nominations for Incident Commanders and Trainees will be submitted via the IMT Center Web Portal at <http://www.imtcenter.net/jobs/default.aspx>. The nomination package will be forwarded to the Great Basin Operations Chair who will assign a task group to review and evaluate the nominees. The GB Operations Committee will forward their recommendation to the GBCG for approval in October. The GBCG will send out acceptance letters to the new IC's.
2. In geographic area IC's will serve In geographic area ICs will serve for three years contingent on satisfactory performance. Out of geographic area candidates must reapply every year. The outgoing IC will serve as the team IC until the new team roster is finalized.
-  3. A standard set of selection factors and a rating and ranking criteria shall be utilized for selection of all Incident Commander Positions. Interviews will also be conducted.
4. In the event an IC cannot complete their tenure, the GBCG will appoint an interim IC to complete that fire season.
5. IC's for Great Basin IMTs must be sponsored and represented by a Great Basin agency that is a signatory to the Memorandum of Understanding for the Operation of the Great Basin Coordinating Group.
6. If a Great Basin IC is not available to take their team on an incident and Alternate IC may that the team if reasonable transition arrangements are made. Alternate IC's must be approved by the GBCG. If no Alternate IC is available the IMT will not be available and may be removed from rotation.
7. Type 1 ICs will have prior experience as a Type 2 IC on an organized geographic area sponsored Type 2 Team. They will have been assigned as an Incident Commander for at least one season.

Selection of Incident Management Team Members

-  1. Nominations for IMT members within the Great Basin are the responsibility of the individual, their supervisor and their respective Great Basin Operations Committee representative. Nominations will be submitted via the IMT Center Web Portal at: <http://www.imtcenter.net/jobs/default.aspx>.
2. The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. All team members must meet NWCG 310-1 qualifications.
3. Each position on the team(s) is required to re-apply every three years. **Out of geographic area candidates, trainees and AD's must reapply every year.**

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4. Team members who move to a new job within the Great Basin will need to submit a new nomination form with new supervisor approval to complete the present commitment.
 5. Each nomination must be signed by the employee and supervisor via the IMT Web Portal. This ensures that he or she will make the necessary commitment to meet the National and GACC schedule, assignments, and meetings. The agency IQCS/IQS records ensure all prerequisite experience and qualifications are met.
 6. The GB Operations Committee and Great Basin IC's will meet by the first week of February to review and approve the proposed team rosters for the proposed IMT. The GBCG Chair will attend the selection meeting to provide input and oversight.
 7. Proposed team rosters will be submitted on the annually published master roster to ensure consistency of team positions, number of trainees, and consistent with Great Basin policies.
 - a. If a vacancy occurs after the team is selected, the Incident Commanders may select a replacement of a team member by having the individual submit a nomination. This will initiate a three year commitment unless otherwise negotiated.
 - b. Individuals may be assigned to only one incident management team at a time with the exception of trainees.
 -  c. All Great Basin personnel that apply for out of geographic area teams need approval from their agency representative to ensure the needs of the Great Basin are met first. It is the responsibility of the Great Basin Operations Committee Representative to coordinate this with the Great Basin Operations Specialist and / or the Great Basin Coordination Centers.
 8. The Great Basin standard for team selection priority is in the following order:

Agency (Federal/State) – In the Geographic Area

Cooperators – Full time – In the Geographic Area

Agency (Federal/State) – Out of the Geographic Area

Administratively Determined (AD) – In the Geographic Area

Administratively Determined (AD) – Out of the Geographic Area

Cooperators – Out of the Geographic Area

Supplemental Fire Department Resources (SFDR)
 9. In selecting primary team members and trainees, the IC's and GBOC will strive for the best possible mix of highly qualified and diverse candidates which may require some adjustments within initial team selections.
 - a. Candidates must meet all pre-requisites for training, experience, and physical requirements. Failure to meet all qualification requirements will preclude selection.

- b. Agency personnel will be utilized when possible before Administratively Determined (AD) personnel or Supplemental, to ensure continued development of agency employees. Out of geographic area team members will be considered if no qualified Great Basin agency candidate's area available. Out of Geographic Area applicants must have approval from the Geographic Area they reside in.
 - c. Trainee and mentored positions will be encouraged, with an emphasis on developing future team candidates and participation. Trainees will be assigned on a 1:1 ratio with current team members.
10. Nominees and Trainees not selected for teams will be notified of their status and put on a list for all teams to select from as additional positions are needed. (Utilize GB List as first priority). These names may also be forwarded to other GACC's for their use on their own teams.
- a. **Great Basin Type 1 Team Pre-requisites:**
 - Successful performance in a Command and General Staff position at the Type 2 Team level. This is required of all candidates for Type 1 Team Command and General Staff Positions.
 - All candidates for S-520 must perform successfully as a trainee on a Type 1 team prior to attending the course. Trainees are required to have some percentage of their Position Task Book (PTB) prior to attending S-520.
 - If the candidate does not perform as a trainee on a Type 1 team they must have a recommendation from their Type 2 IC. This should be an exception and apply to candidates with the appropriate level and depth of Type 2 team experience.
 - All candidates must have a recommendation from their agency and concurrence from the Great Basin Coordinating Group.
 - Any deviation from the above will be reviewed by the Great Basin Coordinating Group.
 - b. **Great Basin Type 2 Team Prerequisites:**
 - Successful performance as a trainee on a Type 2 team in a Command or General Staff position.
 - All candidates for S-420 (either classroom for Field 420) must perform successfully as a trainee on a Type 2 team prior to attending the course. Trainees are required to have some percentage of their PTB completed prior to attending S-420.
 - All candidates are required to have a recommendation from their agency and concurrence from the Great Basin Coordinating Group prior to attending S-420.
 - Any deviation from the above will be reviewed by the Great Basin Ops committee and approved by the Great Basin Coordinating Group.

- c. Any active IC can send a list of potential trainee candidates for S-520 or S-420 prior to the courses; and for trainee slots on Type 1 or Type 2 teams to the chair of the GB Ops Committee prior to the team selection meeting.

11. Team Member Recruitment and Nomination Process:

Early September: Chair, GBCG will send out recruitment notice for Incident Commanders with a due date of Mid October.

Mid October: Chair, GBCG will send out the team nomination letter to agencies within the geographic area.

Early November: GBOC will forward IC recommendations to the GBCG for approval.

Mid December: Team nominations due to Agency Representative/IMT Center early January.

Early February: GBOC and ICs select team members.

Early April: Annual Team Workshop.

D. Tracking of Team Members



Incident Management Team members will be tracked by tenure, qualification development and skills and ability so that the Great Basin can provide successional planning for the future of our teams. This will also allow for opportunities for trainees who have been signed off to replace team members who have long standing tenure or are advancing to the next level.

E. Mobilization





1. The Great Basin Mobilization Guide identifies current mobilization procedures and responsibilities.
2. After initial mobilization based on the current roster, name requests should be rare and are appropriate only for highly specialized positions that cannot be filled through normal dispatch channels.
3. On-call teams are required to be available for mobilization within two hours during the designated call-out period. For Type 1 teams, the next available team in rotation is required to be available within eight hours. The Coordination Centers will establish procedures to assure prompt notification and mobilization of teams.

F. Team Configurations



1. The Great Basin Type 1 and Type 2 Long Team and Short Team configurations follow the national standard. (**See the Great Basin Mobilization Guide, Chapter 60** and the **National Interagency Mobilization Guide, Chapter 60**).
2. The requesting unit has the authority to increase or decrease the number of ordered positions. The Incident Commander and the requesting unity will negotiate any changes to the configuration.


G. Trainees

-  1. Agency trainees from outside the Geographic Area will only be considered with a justification to the Great Basin Operations Committee.
2. **Trainees are not permanent team members. Upon fulfilling on-the-job requirements/task books, assigned trainees should be replaced. The trainee program is to enable the trainee to perform the job under supervision of a qualified individual who can work with the trainee to build confidence and increase skill levels.**
-  3. The Great Basin recommends that trainees are mobilized with a maximum of a 1:1 ratio of Qualified Position /Trainee. The 1:1 ratio does not require that the Qualified Position be the equivalent to the trainee. For example a Finance Section Chief may mentor a Time Unit Leader.
4. The team will notify the home unit FMO or Training Officer upon training completed with assigned trainees. This will include appropriate supporting documentation.
5. Teams will provide the GBOC a summary of trainees and their status for the fall meeting.


H. Team Rotation and Assignment (See Great Basin Mobilization Guide, Chapter 60)

1. Type 1 teams are available year-round. NICC will establish the national team rotation schedule and guidelines and post it to the NICC website. The “Rocky Basin” team rotation and guidelines will be published in the Great Basin Mobilization Guide (Chapter 60) and posted on the GBCC websites.
2. Team Rosters will begin on the next team rotation after the team selection meeting.
3. Once a Type 1 team has been mobilized, the next team on rotation will fill for the remainder of that call-out period. They will remain in rotation through their regularly scheduled rotation so that the rotation remains the same. Once a team is mobilized or if a team is unavailable, the next team in order of rotation will assume their position until they are mobilized or the rotation period ends. If a team is released to their home unit, has time left in the rotation and are available, they will enter the rotation in the last position.
4. Type 2 teams will normally be on-call from May until October. The Coordination Centers will publish rotation schedules and call-up guidelines. Agencies with needs to expand the rotation period for these teams should make this request to the Coordinating Group prior to the last rotation.
5. If all Type 2 teams in a rotation are mobilized, additional orders for Type 2 Incident Management Teams will be placed at NICC.
6. During periods of high activity, Great Basin Type 2 teams can be activated a maximum of three days prior to the scheduled call out period, with concurrence of the GBCG and IC’s. This policy is in place to mitigate team member fatigue and maintain the support of management.


I. Team Continuity and Commitment

1. Commitment of all in-geographic area Incident Management Team members shall be for three years per position. Upon completion of the three-year commitment team members will need to reapply if interested and available.
2. Generally, only actual vacancies will be filled annually so team members with less than three years on a team need not re-apply during the yearly nomination process.
3. Factors such as number of assignments, team turnover, and opportunities for serving in other capacities may influence retention. Retention on a team will be based on observed performance and documented evaluation.
-  4. When an Incident Commander vacates the position outside the normal selection period the team may be kept intact pending selection of an Alternate IC. The Alternate IC will take the team until the IC Vacancy Announcement process is initiated in the fall. Pending selection of a new IC, team members will need to re-apply during the annual team selection process.
5. When a new IC is selected, all team members must re-apply. If a current IC is re-selected, the team members do not need to re-apply if their current commitment has not expired.

J. Substitutes and Assigned Team Members Each Call Up Period

-  1. The Deputy Incident Commander may be allowed to take the Type 1 team out, but must have prior approval by the Great Basin Coordination Group and/or the Great Basin MAC.
2. The Great Basin Operations committee will develop a prioritized list of acceptable IC substitutes for Type 2 teams for the appropriate Coordination Centers by May 1. Type 2 teams will be mobilized with the substitute IC's, with no geographic restrictions, as long as other national or area substitution criteria is met.
3. Substitution of Type 2 Command and General Staff positions prior to mobilization will not be considered as a vacancy. If there are more than 2 vacancies in the Command and General Staff at the time of dispatch, the team will not be available and stood down.
4. Type 1 Teams will follow the **National Mobilization Guide** for substitution of assigned team members.

K. Replacement of Assigned Team Members

-  1. Incident Commanders may select a replacement of an assigned team member for the remainder of the year until the next selection. If a person is selected as a substitute for the remainder of the year, a nomination needs to be completed if the nominee is not in the unselected pool of candidates identified at team selection.
2. Incident Commanders may initiate removal action for team members missing more than three call-up periods or call-outs during a year without a valid reason. The Team Incident Commander will draft a letter from the Operations Committee chair to inform the individual and his or her supervisor and agency administrator of the action.

L. Incident Close Out

The team will work with the agency administrator to provide an agenda and time frames for the closeout to the dispatch center. An incident close out should not be open to the public and may include members from the following entities:

- Agency Administrator(s) and Land Manager(s)
- Expanded Dispatch and Communications Center Manager or ECC Representative
- Appropriate GACCs
- Local Administrator (AO, procurement)
- Great Basin/Zone Cache
- Area Command
- MAC Group
- National Weather Service
- Incident Business Advisor
- Local FMO