



Southern Area Multi-Agency Coordinating Group

Date: September 16, 2003

Memorandum

To: All Individuals Interested in Being Considered for a Position on the Southern Area Interagency Incident Management Team (IMT)

From: Southern Area Multiagency Coordinating Group

Subject: Announcement and Application of Southern Area Incident Management Team (IMT) Membership

REPLY DUE NOVEMBER 17, 2003

Enclosed is an announcement soliciting applicants to fill positions on the two (Red and Blue) Southern Area Incident Management Teams—the Red Team is a National Type 1 Team; the Blue Team is a Type 2 Team. We are seeking interested applicants from all agencies and cooperators who can meet this challenge.

Evaluations and feedback following past team assignments continue to show team members find themselves in an environment characterized by complex wildfire and other natural disaster challenges. The opportunity for personal and professional development, personal achievement, and unique team oriented decision-making situations is part of the experience of serving as a member of the Southern Area Incident Management Teams.

The Southern Area Incident Management Teams will be selected and announced by the Southern Area Coordinating Group. The Incident Commanders may elect to place a person in an *Alternate* slot if they are not selected for the *Primary* position for which they applied. Selections for vacancies will be made at the winter Southern Area Coordinating Group meeting scheduled for December 17-19, 2003.

This announcement also solicits applicants interested in apprentice and trainee assignments. Actual determination of apprentice and trainee positions to be filled will not be known until the pool of qualified candidates is known. The filling of apprentice and trainee positions will be based on positions for which there are a shortage of qualified applicants.

If you have questions, please contact Lynne Howard, RO Training Specialist at 404-347-2595 or the Coordinator at SACC at 770-458-2464.

/s/Marc Rounsaville

MARC G. ROUNSAVILLE
Chairperson, Southern Area Multiagency Coordinating Group

Enclosures (4)

- ✓ Southern Area Incident Management Team Announcement/Application
- ✓ Southern Area Interagency Type 1 and 2 Incident Management Team Application (Form #1)
- ✓ Southern Area Interagency Type 1 and 2 Incident Management Team Application – Certification of Fire Qualifications (Form #2)
- ✓ Appendix A – Apprentice and Trainee Program

SOUTHERN AREA INTERAGENCY INCIDENT MANAGEMENT ANNOUNCEMENT/APPLICATION

ANNOUNCEMENT CLOSES: November 17, 2003

OBJECTIVES:

To build and maintain teams of highly qualified and motivated specialists who are able to manage complex emergency operations in a professional and cost effective manner.

DATE AND LOCATION OF POSITIONS:

Individuals selected will be assigned to one of the two Southern Area Incident Management Teams. Please indicate which Team you are interested in applying for. Assignment will begin approximately January 1, 2004.

AREA AND LEVEL OF CONSIDERATION:

Employees from participating agencies, states, and cooperators in the Southern Area are encouraged to apply. **All individuals currently serving on Teams in the Southern Area will need to reapply. Any current team member that fails to reapply will not be placed on a Team.** Individuals applying for trainee or apprentice positions will be considered for those positions only.

APPLICATION REQUIREMENTS:

The following is required from **new applicants**:

1. Complete *Incident Management Team Application* (2 pages). If more than one position is applied for, prioritize in order of preference.
2. Signed *Certification of Fire Qualifications* and *Certification of Availability* (1 page).
3. Copy of most recent red card data sheet showing courses completed and experience. Your dispatching office will be able to provide a copy to you.

The following is required from **current team members**:

1. Complete Incident Management Team application (page 1 only). If more than one position is applied for, prioritize in order of preference.
2. Signed *Certification of Fire Qualifications* and *Certification of Availability* (1 page).
3. Copy of most recent red card data sheet showing courses completed and experience. Your dispatching office will be able to provide a copy to you.

Duties:

Individuals selected will be expected to perform at a high level of expertise as a member of an incident management team. Interaction between team members is an absolute necessity when performing in an emergency and often critical incident environment. Specific duties vary with positions and are listed in the Fireline Handbook.

Individuals, when assigned as team members, will be expected to maintain availability for assignment when called and perform in a satisfactory manner in assigned positions.

TRAINEE/APPRENTICE POSITIONS:

Trainees and apprentices are selected for Southern Interagency Incident Management Teams to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified personnel. The number of trainees and apprentices combined will not exceed 10. Please review Appendix A (enclosed) for further details relative to how trainees and apprentices will be utilized.

Apprentices should have the potential to become qualified for the target position in three to six years. Trainees will generally be assigned for one (1) year and will be assigned to train in the position for which they apply. Upon the recommendation of the Incident Commander, the Multi-Agency Coordinating Group may elect to retain selected trainees for more than a one year period, dependent upon the achievement of training objectives.

QUALIFICATIONS:

Applicants applying for positions must meet Incident Command System qualification standards as published in the 310-1 Wildland Fire Qualification Guide or the Forest Service 5109.17 Fire and Aviation Qualifications and Certification Handbook. Individuals must be functionally qualified at the Type 1 or 2 level for the positions they will be applying for and/or filling or indicate on their application that they are applying as an Apprentice or Trainee. Only material submitted with the formal application will be considered in assessing qualifications.

SELECTION PROCESS:

Some of the selection criteria are listed as follows:

- ✓ **EXPERIENCE** – This is both experience in the position the individual is applying for and experience with teams (Southern or others).
- ✓ **OTHER QUALIFICATIONS** – The broader the qualifications—the better.
- ✓ **AVAILABILITY** – Past availability history as well as signed *Certification of Fire Availability*.
- ✓ Completed applications, *Certification of Qualifications*, and possible interviews with the selecting official or their designate.

We will continue to strive to improve ethnic, gender, and agency diversity.

The Southern Area Coordinating Group along with the Incident Commanders will meet to review the applications and select the Teams.

WHERE TO APPLY:

Completed applications should be forwarded under official correspondence to Debra Burgos at dburgos@fs.fed.us or by fax at 770-458-6308.

**SOUTHERN AREA INTERAGENCY TYPE 1 AND 2
INCIDENT MANAGEMENT TEAM APPLICATION**

Applicant's Name (Print Last, First)

Home Unit

Applicant's Office Mailing Address:

Please indicate which numbers below should be entered
into the automated callout system

Applicant's Contact Numbers:

Office:

Office Fax:

Cellular:

Home:

Email Address:

Indicate Team you are applying for:

Red Team (Type 1)

Blue Team (Type 2)

Indicate the position you are applying for. If you are applying for more than one position, indicate the priority in which you wish to be considered. If you are applying as an Apprentice or Trainee, indicate by writing "Apprentice" or "Trainee" to the right of the position title. See Appendix A for definitions

Position(s) Applied for:

1st

2nd

3rd

* Other Qualifications

* Other qualifications may be used to "fill-out" the team during mobilizations should there be vacancies. For example, if all the primary Division Supervisors are available and those positions are filled and there is no need to use an Alternate Division Supervisor in that capacity, an Alternate Division Supervisor who is also qualified as a Resource Unit Leader may be mobilized in that position if the Primary and Alternate Resource Unit Leaders are unavailable.

~TO BE COMPLETED BY NEW APPLICANTS ONLY~

**SOUTHERN AREA INTERAGENCY TYPE 1 AND 2
INCIDENT MANAGEMENT TEAM APPLICATION**

Applicant's Name (Print Last, First)

Home Unit

Statement of Knowledge, Skills, and Abilities – Applicant to Address the Following:

[Be specific as to Type 1 (if appropriate) and Type 2 experience or related experience which may show qualifications and currency of experience.]

1. The ability to professionally lead, manage, or function as a member of a diverse team in complex situations

2. Demonstrate knowledge and application of the Wildland Fire Situation Analysis (if applicable to the position you are applying for).

3. Ability to manage politically sensitive situations.

4. Ability to work as a team member and to communicate effectively.

Signature of Applicant

Date

**ATTACH MOST RECENT REDCARD DATA SHEET
(SHOWING COURSES AND EXPERIENCE)**

APPENDIX A

Apprentice and Trainee Program

Definitions:

Trainee – An individual who has satisfactorily completed the required course work and prerequisite requirements for a given ICS position, but lacks one or more qualifying training assignments.

Apprentice – An individual that has not yet completed the required course work or prerequisite requirements; however, the individual is interested in becoming qualified for a given ICS position. The apprentice position is an “accelerated development” opportunity. The apprentice and his or her supervisor must both be strongly committed to full participation on Incident Management Team during and beyond the apprenticeship.

Objectives:

The objective of including trainees and apprentices on Incident Management Teams is to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified people.

Guidelines:

Interagency Incident Management Teams may take trainees and apprentices to any incident assignment within USDA and USDI jurisdictions. The number of trainees and apprentices combined shall not exceed ten. The use of trainees or apprentices on all other assignments or the use of more than ten on USDA and USDI incidents must be negotiated with the requesting agency.

A trainee should expect to work with the Incident Management Team until they are certified as fully qualified for the ICS position in which they are being trained. When a trainee becomes fully qualified, they may continue in that position at the Incident Commander’s discretion. They are not obligated to remain with the Team. At the end of their commitment, qualified individuals may not be retained as a trainee.

First priority should be to have trainees serve with the Incident Management Team since these individuals are closer to being fully qualified. Apprentices should only be used when there are an inadequate number of trainee applicants to meet the objectives stated above.

Apprentices should have the potential to become qualified for the target position in three to six years. A development plan will be prepared that identifies the formal courses and the training assignments needed for the apprentice to become qualified in the desired timeframe. The Section Chief of the unit in which the apprentice is assigned will ensure that the development plan is prepared. The apprentice, the Unit Leader and/or Section Chief, and the immediate supervisor of the apprentice will work closely with each other to ensure that the planned development is accomplished.