

DRAFT – *National Interagency Mobilization Guide, Chapter 20*

INCIDENT MANAGEMENT TEAMS (IMTs)

Incident Management Teams (IMTs) will be ordered by type using an Overhead Group Request in Interagency Resource Ordering and Capability (IROC).

NMAC Management of IMTs

NMAC is delegated authority to prioritize and direct the use of all team assignments for Complex Incident Management Teams (CIMTs), National Incident Management Organization (NIMO), and Area Command Teams as necessary to achieve team experience objectives, ensure proficiency, manage fatigue, or for other reasons. NMAC engagement in IMT management will occur according to direction contained herein.

When situations warrant, rationale is required by NMAC for internal (within the geographic area [GA]) and national assignment of Complex, NIMO, and Area Command Teams prior to mobilization.

To manage fatigue, promote mental health and well-being, and provide opportunities for CIMT members to attend to work and personal responsibilities, all IMTs will have 7 days of unavailability upon return from any assignment geographically or nationally (including preposition) of 7 days or more (exclusive of travel). (This applies to the IMT; individuals may have differing agency requirements that are more or less stringent.) During periods of elevated need, there may be a request by NMAC for earlier availability. This will be determined and communicated as early as practicable and prior to the start of the team's unavailability period. A GA may extend a team's unavailability period for additional rest.

Interagency IMTs

Each GA is responsible for annual selection and rostering of CIMTs, developing an internal rotation schedule, and maintaining team availability commensurate with fire activity and mobilization guides as well as supporting national response needs. GAs will manage their CIMTs in accordance with the *National Mobilization Guide* and communicate with their NMAC liaison regularly on any changes or concerns. Within their GA, CIMTs will be mobilized according to GA guidance, with the following exception: CIMTs ordered through NICC or prepositioned by NICC from the national rotation for staging within a GA will be prioritized for assignment to any new federal incident within that area or when a replacement team is needed within that area.

CIMTs will be requested through established ordering channels. When a GA cannot fill an CIMT order internally, the national rotation will be utilized. NMAC manages the national rotation and will direct changes to the management of geographic rotations based on preparedness levels and/or resource scarcity. NMAC, at any time, can direct a GA to utilize an out-of-area IMT. CIMTs will be mobilized nationally according to the call-out procedures from the national rotation managed by NICC.

The intent of CIM is to strive for continuous improvement. This includes leadership development and mentorship opportunities unique to each incident. Individual teams are expected to seek to improve their capacity and to request and provide assistance as needed.

The assignment length and unavailability period for IMTs is determined based on Incident Commander (IC) travel and follows the *NWCG Standards for Interagency Incident Business Management*, PMS 902.

- Day 1 will be the first full day following IC travel to the reporting location on the original resource order, whether it is staging/preposition, a shadow day, or the first day in command of the incident.
- For a 14-day assignment, transfer of command may happen on day 14 or the morning of day 15, provided travel back to the home unit begins on day 15. Closeouts, evaluations, and other final processes should be conducted prior to day 15.
 - Should an extension be approved, the transfer of command will occur no later than the final extension date.
- The day following return travel by the IC will be day 1 of the CIMT unavailability period. The CIMT will be available to roster after a full 7 days have passed. Agency-approved days off are included in the 7-day unavailability period.
- Tracking of these days will be accomplished by the geographic areas and shared with the NICC CIMT Coordinator for planning purposes.
- NMAC requests for a CIMT to be available again prior to the 7-day CIMT unavailability period should occur prior to the start of the 7 days. Only in exceptional circumstances will a CIMT be asked by NMAC within the 7-day period to roster prior to the end of the 7 days.

CIMT Configurations

- CIMTs are expected to be fully rostered when available. CIMTs will be considered unavailable for assignment if the IC or more than one Command & General (C&G) position is vacant.
- The IC position on CIMTs may only be filled by current agency employees.
 - It is recommended that the following positions also be filled by current agency employees:
 - Finance/Administration Section Chief Complex (FSCC)
 - Procurement Unit Leader (PROC)
 - Comp/Claims Unit Leader (COMP)

All CIMT rosters shall follow the standard CIMT configuration:

- Master CIMT roster will consist of 44 qualified personnel and 6 team trainees, for a total of 50.
 - The following 7 positions must be filled with Complex or Type 1 qualified C&G responders: Incident Commander, Public Information Officer, Safety Officer, Finance/Administration Section Chief, Logistics Section Chief, Operations Section Chief, and Planning Section Chief.
 - The remaining 37 qualified positions and 6 trainee positions may be filled at the IC's discretion.
 - A 50-position CIMT roster will be used when a CIMT is made available for assignment in IROC.
- Upon receiving an order, the mobilization roster will be finalized based upon incident complexity and will consist of the 50-position master roster, up to 26 additional qualified personnel, and up to an additional 14 trainee positions for up to 90 personnel.
 - The IC shall negotiate the mobilization roster configuration through communications with the ordering Agency Administrators (AA). This communication should include an overview of fire activity and resource availability geographically and nationally, to

inform overhead and resource allocation, provided by a representative from the hosting GA. This representative may be one of the following:

- GA coordinating group or operations group representative.
- State/regional/equivalent-level Fire Management Officer (FMO) for the host agency.
- Geographic Area Coordination Center (GACC) CIMT Coordinator, if in place.
- GANMAC liaisons are encouraged to participate in roster discussions for awareness on challenges such as personnel availability and resource scarcity and to augment situational awareness from a national perspective. Liaisons can assist in rostered CIMT personnel reassignments based on critical functional shortages.
- AAs will utilize the *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236, to guide the negotiation discussion, specifically Part D: Functional Complexity. The RCA will inform complexity by functional area and assist in identifying additional Incident Command System (ICS) position needs. Based on this discussion, the AA and IC may negotiate up to an additional 26 qualified and 14 trainee CIMT positions necessary to manage the incident.
 - Continued use of Wildland Fire Decision Support System (WFDSS) is equally important for those agencies who do so.
- Document the agreed upon mobilization roster in the delegation of authority, with guidance for how further scaling will be communicated and accomplished during the team's assignment.
- The additional negotiated positions will be immediately added to the roster for mobilization. ICs may provide names of qualified available personnel to fill these additional negotiated positions; these name requests will be honored.
- Hosting GA representative will notify the receiving GA of any position shortages.
- When a CIMT is ordered to preposition, ICs will negotiate any positions in addition to the master roster with the ordering GA coordinating group chair to determine the mobilization roster.
- Rosters for NICC preposition orders will be negotiated between the IC and NICC CIMT Coordinator based on direction from NMAC.
- To support incident workforce development and succession, assignment of trainees is strongly encouraged. Up to 20 trainees may be initially mobilized with a CIMT, 6 on the master roster and an additional 14 through negotiations based on incident complexity.
 - AAs and ICs should negotiate the number and types of trainees; consideration should be given to trainees critical to CIMT succession and to trainees in positions that are chronically difficult to fill nationally.
 - ICs should utilize trainees in their trainee position, not in a position in which the individual is already qualified.
 - Assignment of regular agency employees (including full time state and local agency personnel) deploying as trainees should be given priority over all other Administratively Determined (AD) trainees.

CIMT	Qualified	Trainees	Total
Master Roster (Calendar Year)	44	6	50
Mobilization Negotiation (Incident-Specific Needs)	Up to 26	Up to 14	Up to 40
Incident Total	Up to 70	Up to 20	Up to 90

Mobilization rosters in IROC will be closed at either 90 total positions or at the time of in-briefing. While it is recognized there may be incidents that require large numbers of overhead personnel for safe and effective management, additional personnel should be ordered based upon the specific incident needs rather than by increasing the CIMT roster beyond the approved configuration of 90 total personnel.

CIMT National Rotation Process

- For 2024, all interagency CIMTs are included in the national rotation. Additional teams (such as state or local teams) may choose to participate and will be integrated appropriately with NMAC coordination.
 - GACCs will ensure their respective CIMTs available for the national rotation are rostered in IROC.
- The national rotation list rotates every 7 days.
- The list will identify availability based on the GA, which will determine which of their teams fills the order based on availability and internal rotations. Each GA will receive a number of places in the national rotation based on the number of CIMTs they host (i.e., a GA with 3 teams would receive 3 places in the national rotation).
- Between January and April and October and December, the national rotation list will include two available CIMTs each week, identified by the GA for a 7-day period.

<i>SAMPLE</i>	1 st Out	2 nd Out
January 1 – 7	GA 1	GA 2
January 8 – 14	GA 3	GA 4
January 15 – 21	GA 5	GA 6
January 22 – 28	GA 1	GA 3
January 29 – February 4	GA 7	GA 8

- CIMT rosters may differ from peak season rosters; ad hoc CIMT rosters are acceptable.
- If additional teams are needed beyond the two in rotation, the requesting GAs will follow established ordering channels by placing an order to NICC who will coordinate with the geographic areas to fill based on the closest forces concept.
- Between May and September, the national rotation list will include a minimum of four available CIMTs each week, identified by the GA for a 7-day period.

<i>SAMPLE</i>	1 st Out	2 nd Out	3 rd Out	4 th Out
April 29 – May 5	GA 1	GA 2	GA 3	GA 4
May 6 – 12	GA 5	GA 6	GA 1	GA 3
May 13 – 19	GA 7	GA 8	GA 2	GA 5
May 20 – 26	GA 4	GA 6	GA 3	GA 1

- If all four teams are mobilized, the next four GAs will be notified and asked to begin their 7-day availability period immediately.

- GAs are responsible for managing their CIMT rotations and assignments to equitably spread assignments across teams.
 - Historical data suggests a median of 3 assignments per calendar year per CIMT is an optimal goal for NMAC and GAs to manage towards.
- At any time, NMAC may adjust the number of available CIMTs in the national rotation to meet demands.
- Teams will be requested in order of the national rotation, provided they can meet the date and time needed. GAs must return a resource order as Unable to Fill (UTF) if no eligible CIMT can meet the date and time needed.
- CIMTs remain on-call for the national rotation for a maximum of 7 days.
- GAs unable to provide an CIMT when ordered for assignment from the national rotation list will be listed as unavailable on the national rotation.
- If the IC determines that the CIMT is underprepared for the incident due to experience or comfort levels of the C&G due to incident complexity, they may maintain their place in the national rotation without penalty and the next available CIMT will be requested.
- Prepositioned/staged CIMTs will be considered part of the rotation and will be the first utilized.
 - CIMTs on GACC preposition will be first within the GACC.
 - CIMTs on NICC preposition will be first nationally.
 - Hosting units will not hold prepositioned/staged CIMTs longer than 7 days.
 - Preposition will count as an assignment when assigned 96 hours or longer from the date and time needed.
- A CIMT's first assignment, either internally or from the national rotation, will move them to Round 2 of the national rotation. Their second assignment will move them to Round 3.
 - Reassignment of a committed CIMT prior to demobilization will be counted as a single assignment within the round they were mobilized.
 - Teams mobilized in the previous calendar year and whose assignment extends into the new calendar year will not be shown as assigned in the new calendar year.
 - If a CIMT is ordered but cancelled, unassigned, or released within 72 hours, it will return to its position on the national rotation.
- A rotation round ends when all available CIMTs have been exercised or are unavailable.
- The GA will coordinate with NICC before reassigning an out-of-area CIMT to another incident.
- CIMT extensions can be requested through existing approval processes.
- The CIMT current national rotation list and assignment history is maintained throughout the calendar year at <https://www.nifc.gov/nicc/logistics/overhead/overhead.htm>.

Regardless of Preparedness Level, NMAC retains the authority to manage all team assignments as necessary to achieve team experience objectives, ensure proficiency, manage fatigue, or for other reasons. This also includes the authority to amend the national rotation or proceeding to the next round as necessary.

NICC CIMT Coordinator

The NICC CIMT Coordinator will manage the national rotation list and serve as the NMAC CIMT Coordinator when this NMAC support function is activated. The CIMT Coordinator is responsible for communications with the GAs and ICs to ensure transparency in the process and clarity of guidelines.

NMAC CIMT Coordination Support

When there is increased fire activity in multiple GAs and high demand and limited availability of IMTs, it is necessary to manage assignment of these critical resources nationally. NMAC will activate the NMAC CIMT Coordinator who will gather intelligence and make recommendations to NMAC on the allocation of these critical resources. The follow standard practices will apply when this role is activated:

- All requests (including extension requests) for CIMTs and NIMO IMTs must be approved by the NMAC. This applies to all assignments, internal and external to the GA.
- For emerging incidents posing an imminent threat, internal IMTs (including those on preposition) can be mobilized immediately if the following criteria are met:
 - The incident is new, emerging, and/or the situation has changed dramatically.
 - The consequences of any delay in mobilization are clearly articulable and include a likelihood of life-threatening situations and/or real property damage.
 - An internal CIMT is available to be mobilized immediately. An internal resource would include resources on GA preposition but not those on a national preposition.
 - Notification to the NMAC liaison for the geographic area and the NICC is required at the time an immediate threat mobilization is proposed. NMAC will provide a decision as soon as possible regardless of time of day or NMAC meeting schedule. This decision will be promptly communicated through the GA's NMAC liaison and the coordination system.

IMT Assignment to All-Hazard Incidents

The primary mission of IMTs is wildfire incident management. IMTs may respond to all-hazard incidents under the following guidelines:

- Planned events should be managed internally by the respective agency.
- The planned length of assignment should not exceed fourteen (14) days without negotiated approval from the sending geographic area and NICC. A FEMA mobilization under the NRF will be accomplished according to the national call-out procedures. The standard length of assignment of fourteen (14) days may be extended up to thirty (30) days after negotiated approval between the IC, Regional ESF #4 Coordinator and FEMA. Base hours for federal employees, in most cases, are not reimbursed by FEMA. Overtime, premium pay, and travel expenses may be paid by FEMA.