I. INTRODUCTION

The following standard operating procedures (SOP) identify the specific protocols and operating procedures of the Alaska Wildland Fire Coordinating Group (AWFCG). This SOP supplements the AWFCG Memorandum of Understanding (MOU), follows the sections of the MOU, and is subject to annual review.

II. AUTHORITY

No additions.

III. MISSION

In support of the AWFCG mission, members of the AWFCG will:

- Provide interagency leadership and coordinate implementation of current policies, directions and standards for incident management activities.
- Promote safety and efficiency in all wildland fire operations at all levels.
- Instill professionalism in all aspects of fire management and develop a full partnership, trust and mutual assistance among the wildland fire management entities.
- Serve as the geographic area clearinghouse and forum for the identification of interagency fire management issues and their solutions.
- Facilitate common interagency fire policies.
- Serve as a communication link between local, state, tribal and federal entities.
- Foster representation of Alaska Natives entities in wildland fire management.

IV. MEMBERSHIP

Current member organizations and their representatives are listed in Appendix A.

A. Criteria for Membership

To be an AWFCG member, an agency or organization must have at least one of the following:

- Wildland fire management responsibilities.
- Delegated or regulatory authorities in wildland fire management.
B. Process for Petitioning for Membership

Entities seeking membership may petition the AWFCG Chair. The petitioning entity must provide in writing:

1. Their reasons for wanting to be considered and how the criteria for membership are satisfied.
2. Provide a delegation of authority identifying who they represent and confirming authority to represent that entity.
3. State that they concur with and will operate within the provisions of the AWFCG MOU.

C. Voting Process for New Membership

All members will review petitions. In an executive session, AWFCG voting members will vote on the membership request. To be accepted, a prospective member must receive a two thirds vote from the voting body of AWFCG. The AWFCG will determine whether the membership will be voting or ad hoc. The outcome of the vote (accepted or rejected, voting or non-voting member) will be documented in the meeting minutes and the Chair will inform the petitioning entity of the results.

D. Membership Limit

Core AWFCG Membership will be limited to 15 voting members in order to promote effective decision-making processes. The possibility exists for additional entities to petition for membership. If additional membership is requested, the interested entities may either establish consortium(s) or determine a rotational process for representation that is mutually acceptable to the interested parties.

E. Membership Expectations

Membership has responsibilities. To actively participate in the coordinating group, members are expected to attend all conference calls and scheduled “face-to-face” meetings, and participate as the assigned Chair or Liaison to assigned committees. Should it be recorded that a Member does not participate for a period of more than 1 year, the current Chair will contact the agency to inform that the entity has been demoted to an “Ad Hoc” status until they petition for voting status as identified in part B of Section IV, Process for Petitioning for Membership.

V. ORGANIZATION

A. Member Representatives

Members serve at the discretion of their agency and may be designated as voting or ad hoc. Those membership designations are defined as follows:

a. Voting Member: Voting members represent a jurisdictional agency or entity that has direct influence over wildland fire management activities. Voting member organizations must be signatories to the AWFCG MOU. There may only be one voting member per
signature to the MOU. Alternates are encouraged and will have the delegated authority to act on their agencies behalf.

b. Ad hoc Member: Ad hoc Members are non-voting members that have a vested interest in AWFCG matters, can contribute to the mission of the AWFCG, or have a specific need to be involved and participate in wildland fire management activities. There will be no limit to the number of Ad hoc Members.

B. Officers

The officers of AWFCG include a Chair, Vice-Chair and Recorder. The Recorder is provided by a member agency, does not have a term limit, and is a vital position for maintaining record continuity. The Chair and Vice-Chair serve for a term of 1 year in each capacity, one year as vice chair and one year as chair. Transfer of Vice-Chair to Chair and member to Vice-Chair occurs at the end of the January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly. The rotation for the Chair and Vice-Chair is:

Chugachmiut
Alaska Department of Fish and Game
U.S. Forest Service
Alaska Department of Natural Resources
Anchorage Fire Department
Bureau of Indian Affairs
Association of Village Council Presidents
Bureau of Land Management
U.S. Fish and Wildlife Service
Tanana Chiefs Conference
National Park Service

Chair 2014
Vice Chair 2014

The Chair will designate a representative to the Geographic Area Coordination Group Advisory Council (GACGAC) and will attend the annual NMAC/ GMAC meeting in Boise. It is understood that the Chair and Vice will remain engaged with the GACGAC, though the Liaison will serve as the long term contact for the AWFCG. Alaska Department of Natural Resources is welcomed to attend the annual meeting due to its significant cooperator role.

C. Committees

To support and promote the mission of the AWFCG, the following Committees have been established. Committee Chairs and AWFCG liaisons are listed in Appendix B. An individual may not serve as chair of more than one committee simultaneously.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Quality and Smoke Management</td>
<td>Provide technical expertise to identify and respond to air quality and smoke management issues that have the potential to or are affecting the Interagency Fire Management program. (2011 charter)</td>
</tr>
<tr>
<td>Education and Prevention</td>
<td>Coordinate activities and develop materials for fire education and prevention. (2008 charter)</td>
</tr>
<tr>
<td>Fire Program Analysis (FPA)</td>
<td>Collaborate with the national Fire Program Analysis Core Team in the development of the FPA as mandated by federal fire policy and Appropriations Language, and to promote and implement cooperation on a statewide, landscape scale FPA project for AWFCG members. Serve as the focus and implementation group to develop and produce an initial interagency FPS-PM for Alaska by September 30, 2004 and ultimately, an Alaska FPA that will include all FPA modules. (2003 charter)</td>
</tr>
<tr>
<td>Fire Research, Development and Applications</td>
<td>Identify and prioritize fire research needs in Alaska, and facilitate the development and exchange of fire effects, fire behavior, fire danger, and weather information and applications to meet the needs of the member agencies of the AWFCG. (1998 charter)</td>
</tr>
<tr>
<td>Fire Weather</td>
<td>Ensure interagency coordination of weather products and services to assist fire management officers in planning, prioritization and resource allocation. The technical expertise provided by the FWC creates the highest quality weather support possible for firefighter safety and efficient resource management. (2009 charter)</td>
</tr>
<tr>
<td>Geographic Information Systems(GIS)</td>
<td>Provide efficient and effective way to meet fire program needs for geospatial information and technology through an interagency forum. Work to support and implement strategic and tactical applications of GIS for the Alaska Wildland Fire Community. (2007 charter)</td>
</tr>
<tr>
<td>Operations</td>
<td>Provide an interagency approach to the operational activities and issues in fire management for the Alaska Geographic Region. (2006 charter)</td>
</tr>
<tr>
<td>Safety and Health</td>
<td>Provide a focal point to develop, train, coordinate, facilitate, and consult on interagency wildland fire safety and health issues to meet statewide and agency needs. (2006 charter)</td>
</tr>
<tr>
<td>Training and Qualifications</td>
<td>Develop, coordinate and facilitate Interagency Fire Management and Wildland Risk Management training to meet the needs of member agencies. (1998 charter)</td>
</tr>
<tr>
<td>Fire Modeling and Analysis</td>
<td>Provide cohesive direction and response to address interagency needs for fire modeling and analysis within Alaska. (2012 charter)</td>
</tr>
</tbody>
</table>
Other committees may be established as needed by the AWFCG.

Committees may not task each other. A Committee can propose to AWFCG a task/project with a recommendation for action.

D. Task and Working Groups

Groups will operate under the same provisions as identified in Appendix C for committees. Current Groups are:

<table>
<thead>
<tr>
<th>Task Group</th>
<th>Sponsor</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPA Technical Group</td>
<td>Fire Program Analysis</td>
<td>Ongoing</td>
</tr>
<tr>
<td>SOP Revision</td>
<td>AWFCG</td>
<td>Annual</td>
</tr>
<tr>
<td>Contract Crew Task Group</td>
<td>AWFCG</td>
<td>January 2012</td>
</tr>
<tr>
<td>Wildland Fire Decision Support System</td>
<td>AWFCG</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working Group</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Fire Fighter Crew Management</td>
<td>Operations</td>
</tr>
<tr>
<td>Fire Effects</td>
<td>Fire Research, Development and Applications</td>
</tr>
</tbody>
</table>

E. Alaska Multi-Agency Coordinating (MAC) Group

The MAC Group provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of shortage.

MAC group is activated on a situational basis. The Statewide MAC Group may be convened for statewide or multi-regional issues. Statewide MAC Group representatives are and have delegated authority by their respective agency:

- Alaska Department of Natural Resources- Division of Forestry
- Bureau of Indian Affairs
- Bureau of Land Management
- National Park Service
- Native Representative
- U.S. Fish & Wildlife Service
- U.S. Forest Service

The MAC Chair is normally the AWFCG Chair unless it is delegated to the Vice Chair position. The Alaska Interagency Coordination Center (AICC) Manager serves as the MAC Coordinator. The Alaska Preparedness Plan identifies the Alaska Preparedness Levels and correlates the participation of the MAC Group. AICC maintains the Alaska Preparedness Plan. The Statewide
MAC operates according to the Alaska MAC Group Operations Handbook. The membership list and the Handbook are located at http://fire.ak.blm.gov/administration/mac.php

MAC Groups may be convened for local or regional issues. Representatives for local/regional MAC Groups will be designated by involved organizations as needed.

VI. DECISION PROCESS

Consensus is a group decision-making process that works to include all persons making the decision; a quorum of 51% of the voting members is required to conduct a vote. The process to evaluate a proposal and arrive at a decision is:

1. Presentation: The sponsor introduces the topic and suggested proposal.
2. Discussion: Each member is afforded the opportunity to air either affirming or dissenting opinions for the group's consideration and deliberation. If the opinion is dissenting, the member may suggest alternatives. The goal is to analyze the topic, identify opinions and, if necessary develop alternatives.
3. Formation of a proposal: Based on the discussion, the original proposal or an amended or re-phrased proposal is configured for a vote.
4. Call for consensus: Consensus decision making does not require unabridged agreement by all members; a majority vote of attending voting members is sufficient for a decision. All decisions will be recorded in the minutes.

If the members determine that the issue warrants further investigation, the Chair may establish a task group to develop alternative(s) for the full group's consideration. The task group will be given a due date and discussion scheduled for a future meeting and voting reverts to a simple majority vote.

Some issues will involve trade-offs and the various decision alternatives will not satisfy everyone. However, once a decision has been reached, all members agree to abide with the group's decision and implement that decision to the extent possible within their respective agencies. It is recognized that for a decision to be implemented it must comply with individual agency's rules and regulations.

Decisions as well as task group assignments will be recorded in the minutes.

VII. MEETINGS

A quorum shall consist of a six of voting members. A quorum must be present to conduct business and make decisions. The recorder will confirm that quorum has been met after roll-call each meeting. Conference calls will be held monthly; face-to-face meetings will be scheduled bi-annually. The bi-annual face-to-face meeting will be limited to 3 days and normally begin and end mid-day to allow for travel. Conference calls will be scheduled for 1 hour and normally occur on the first Wednesday of the month at 08:30. Additional face-to-face meetings or conference calls may be scheduled by the Chair, as warranted, or at the request of an AWFCG member.

Agenda items are to be submitted to Chair and Recorder one week prior to meeting. For each item include short synopsis for notes and identified topic as 1) information, 2) discussion, or 3) action.
During each meeting members will:
- review and approve of previous meeting minutes
- review and status report on pending Action Items
- discuss and act upon submitted agenda items
- allow for agenda changes and additions
- have adequate hard copies of materials available, if presenting.
- list bin items
- schedule future meeting dates, times, locations and host.

Minutes will be recorded and distributed to the members. The official record of the AWFCG proceedings will be maintained at the Recorder's location. Approved AWFCG public documents and materials are posted on the AWFCG webpage (http://fire.ak.blm.gov/administration/awfcg.php); See Appendix C for primary meeting themes and months for routine items to be scheduled.

VIII. RESPONSIBILITY

Member representatives are their organization's authoritative source of information and operational commitment to the AWFCG mission. Each is responsible to ensure that respective organization policy and procedures are maintained and administrators are informed. They coordinate AWFCG recommendations for their organization's acceptance and implementation. Each member representatives or "Acting" is expected to participate in meetings and work efforts of the AWFCG, serving as officers when appropriate.

The roles of the members, officers, liaisons and groups are listed in Appendix D.

IX. FINANCIAL

No additions.

X. GENERAL PROVISIONS

No additions.

XI. PRINCIPAL CONTACTS

Changes in principal contacts (membership) will be given to the Chair and Recorder. Contact lists are updated annually and contained in Appendix A.

XII. TERM

This instrument is executed as of the last date of signing shown below and, unless sooner terminated, expires on January 30, 2015, at which time it will be subject to review, update and renewal.
XIII. APPROVAL

For the State of Alaska:

Alice Edwards  
Department of Environmental Conservation  

Sue Rodman  
Department of Fish and Game  

Dean Brown  
Department of Natural Resources  

Date: 6/4/2014

Date: 5/23/14

Date: 6/24/2014

For the U.S. Department of Interior:

Ray Hart  
Bureau of Indian Affairs  

Kent Slaughter  
Bureau of Land Management  

Doug Alexander  
Fish and Wildlife Service  

Dan Warthin  
National Park Service  

Date: 6/30/14

Date: 7/1/2014

Date: 5/21/2014

Date: 6/3/14

For the U.S. Department of Agriculture:

Gary Lehnhausen  
U.S. Forest Service  

Date: 7/2/14

For Alaska Natives:

Mike Burley  
Association of Village Council Presidents  

Date: 7-2-14
For Structural Fire Departments and other Organizations:

John See
Anchorage Fire Department

Appendices

A. AWFCG Members and Principle Contacts
B. List of Committees, Chairs and AWFCG Liaison
C. Monthly Meeting Topics
D. Responsibilities of Officers, Members, Liaisons, and Groups
E. Alaska Incident Management Teams: Nominations, Selections, Configurations, Commitment and Oversight (AWFCG approval 11/05/2009)
F. Task Order System for the Committees with Example (AWFCG decision 01/07/2009)
ALASKA WILDLAND FIRE COORDINATING
GROUP STANDARD OPERATING PROCEDURES

Appendix A AWFCG

Membership
And
Principal Contacts

The following list the AWFCG membership for 2014: each member is the principal point of contact for their organizations and an alternate identified that has the delegated authority. Individual member representatives are responsible to ensure that respective organization policy and procedures are maintained and administrators are informed. They coordinate AWFCG recommendations for their organization's acceptance and implementation.

2014 Officers

Chair: Charlie Sink    Vice-Chair: Sue Rodman    Recorder: RaDonna Turner

2014 Membership

Voting

<table>
<thead>
<tr>
<th>Agency</th>
<th>Member</th>
<th>Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK Fish &amp; Game (ADF&amp;G)</td>
<td>Sue Rodman</td>
<td>Tom Paragi</td>
</tr>
<tr>
<td>AK Dept. of Natural Resources (ADNR)</td>
<td>Dean Brown</td>
<td>Tom Kurth</td>
</tr>
<tr>
<td>Anchorage Fire Dept. (AFD)</td>
<td>Tim Garbe</td>
<td></td>
</tr>
<tr>
<td>Association of Village Council Presidents (AVCP)</td>
<td>Mike Burley</td>
<td></td>
</tr>
<tr>
<td>Bureau of Indian Affairs (BIA)</td>
<td>Ray Hart</td>
<td></td>
</tr>
<tr>
<td>Bureau of Land Management (BLM)</td>
<td>Kent Slaughter</td>
<td>Tami Defries</td>
</tr>
<tr>
<td>Chugachmiut</td>
<td>Charlie Sink</td>
<td>Nathan Lojewski</td>
</tr>
<tr>
<td>National Park Service (NPS)</td>
<td>Dan Warthin</td>
<td>Brian Sorbel</td>
</tr>
<tr>
<td>Tanana Chiefs Conference (TCC) United</td>
<td>Clinton Northway</td>
<td>Will Putman</td>
</tr>
<tr>
<td>States Forest Service (USFS)</td>
<td>Gary Lehnhausen</td>
<td>Tom Hudson</td>
</tr>
<tr>
<td>United States Fish &amp; Wildlife Service (USFWS)</td>
<td>Doug Alexander</td>
<td></td>
</tr>
</tbody>
</table>

2014 Membership

Ad Hoc

<table>
<thead>
<tr>
<th>Agency</th>
<th>Member</th>
<th>Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK Dept. of Environmental Conservation (ADEC)</td>
<td>Alice Edwards</td>
<td>Karin Landsberg</td>
</tr>
</tbody>
</table>

National Liaison

<table>
<thead>
<tr>
<th>Agency</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Multi-Agency Coordinating Group Liaison</td>
<td>John Segar</td>
</tr>
<tr>
<td></td>
<td>USFWS Chief, Branch of Fire Management</td>
</tr>
</tbody>
</table>
Appendix B

Committees,
Chairs and AWFCG Liaison

AIR QUALITY & SMOKE MANAGEMENT COMMITTEE
Chair: Alice Edwards

FIRE PROGRAM ANALYSIS (FPA) COMMITTEE
Chair: Lindsey Lien

FIRE RESEARCH DEVELOPMENT & APPLICATION COMMITTEE
Chair: Lisa Saperstein

FIRE TRAINING AND QUALIFICATIONS COMMITTEE
Chair: Doug Gibbs

FIRE WEATHER COMMITTEE
Chair: Sharon Alden

GIS COMMITTEE
Chair: Brian Sorbel

OPERATIONS COMMITTEE
Chair: Peter Butteri

SAFETY AND HEALTH COMMITTEE
Chair: Rocky Ansell

WILDLAND FIRE EDUCATION AND PREVENTION COMMITTEE
Chair: Maureen Clark

FIRE MODELING AND ANALYSIS COMMITTEE
Chair: Tom St. Claire

AWFCG Liaison: Alice Edwards
AWFCG Liaison: Dan Warthin
AWFCG Liaison: Nathan Lojewski
AWFCG Liaison: Doug Alexander
AWFCG Liaison: Tami Defries
AWFCG Liaison: Dean Brown
AWFCG Liaison: Clinton Northway
AWFCG Liaison: Kent Slaughter
AWFCG Liaison: Kent Slaughter
AWFCG Liaison: Jennifer Barnes
The following table identifies primary meeting themes and months for routine items to be scheduled:

<table>
<thead>
<tr>
<th>Date</th>
<th>Suggested Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>• Chair Rotation</td>
</tr>
<tr>
<td>Face-to-face</td>
<td>• Agency updates</td>
</tr>
<tr>
<td></td>
<td>• Review MOU &amp; finalize annual SOP</td>
</tr>
<tr>
<td></td>
<td>• Update AWFCG membership lists (Appendix A)</td>
</tr>
<tr>
<td>Business</td>
<td>• Evaluate Committee Liaison’s availability and reassign as necessary (Appendix B)</td>
</tr>
<tr>
<td>Practices</td>
<td>• Select/affirm Alaska’s Incident Management Team Type I (IMT I) Incident Commander (Appendix E)</td>
</tr>
<tr>
<td>February</td>
<td>• Submitted agenda items</td>
</tr>
<tr>
<td>Conference Call</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>• Submitted agenda items</td>
</tr>
<tr>
<td>Conference Call</td>
<td>• Operations Committee submits IMT I membership for approval</td>
</tr>
<tr>
<td>April</td>
<td>• Agency Updates</td>
</tr>
<tr>
<td>(Face-to-face, optional)</td>
<td>• Review of current year’s management option changes by agency</td>
</tr>
<tr>
<td>Fire Season Preparedness</td>
<td>• Prevention and Education Committee messaging</td>
</tr>
<tr>
<td></td>
<td>• Governor’s Proclamation for Prevention and Preparedness and related Community activities</td>
</tr>
<tr>
<td></td>
<td>• GIS fire perimeter upload update</td>
</tr>
<tr>
<td></td>
<td>• Predictive Services seasonal assessment, if available</td>
</tr>
<tr>
<td></td>
<td>• Fuels and Prescribed Fire Projects list</td>
</tr>
<tr>
<td></td>
<td>• EFF Crew Management Guide updates and changes</td>
</tr>
<tr>
<td></td>
<td>• Safety Committee: current issues for upcoming season</td>
</tr>
<tr>
<td></td>
<td>• Interagency Hotshot Crew Preparedness Review</td>
</tr>
<tr>
<td>May</td>
<td>• Predictive Services Seasonal Assessment</td>
</tr>
<tr>
<td>Conference Call</td>
<td>• Submitted agenda items</td>
</tr>
<tr>
<td>June</td>
<td>• Submitted agenda items</td>
</tr>
<tr>
<td>Conference Call</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>• Address the date that the strategies applied to Modified management option lands change to the same strategies appropriate in Limited. (AWFMPJ)</td>
</tr>
<tr>
<td>Conference Call</td>
<td>• Submitted agenda items</td>
</tr>
<tr>
<td>August</td>
<td>• Agency Updates</td>
</tr>
<tr>
<td>Catch All &amp; Catch Up</td>
<td>• Review of season to date</td>
</tr>
<tr>
<td>Long Range Planning</td>
<td>• Planning for Fall Fire Review</td>
</tr>
<tr>
<td>September</td>
<td>• Finalize agenda for Fall Fire Review</td>
</tr>
<tr>
<td>Conference Call</td>
<td>• Submitted agenda items</td>
</tr>
<tr>
<td>October</td>
<td>• 1/2 day executive session that includes discussions with the</td>
</tr>
</tbody>
</table>

AWFCG SOP Appendices
Page 3
| Face-to-face | Operations Committee on allocation of forces and recruiting for IMTI. |
| Full Fire Review | • Review AWFMP  
• AWFCG Chair reports on previous year accomplishments and announces dates for Committees to present full Committee report to AWFCG.  
• Short Committee Presentations on accomplishments and issues  
• Recruit IMT members  
• Following full meeting schedule additional time for AWFCG members to meet for an After Action Review and to identify action items to assist with determining emphasis areas for the AWFCG during the following year. |
| November Conference Call | • Follow-up on Full Fire Review items  
• Current Joint Fire Science Requests for Proposals  
• Submitted agenda items |
| December Conference Call | • Submitted agenda items |
### Responsibilities of Officers, Members, Liaisons, and Groups

<table>
<thead>
<tr>
<th>Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWFCG Chair</td>
<td>• Organizing, conducting and ensure the results of meetings are documented.  &lt;br&gt;• Develop meeting agenda 1 week prior to meeting.  &lt;br&gt;• Address each agenda item during the meeting, identify what the action to be taken is and clearly state the final decision.  &lt;br&gt;• Approve meeting minutes and ensure distribution.  &lt;br&gt;• Follow-up on Chair's Action Items i.e. requested endorsements and letters.  &lt;br&gt;• Facilitate meetings:  &lt;br&gt;• Acknowledge quorum present.  &lt;br&gt;• Follow agenda.  &lt;br&gt;• Manage discussion time.  &lt;br&gt;• Conduct votes.  &lt;br&gt;• State decisions or action items to be included in notes.  &lt;br&gt;• Invite subject matter experts when needed.  &lt;br&gt;• Sign official AWFCG correspondence and provide copy to Recorder.  &lt;br&gt;• Keep NMAC Alaska liaison informed of issues and concerns and keep AWFCG members informed of NMAC issues.  &lt;br&gt;• Represent the AWFCG and the Alaska Geographic Area at national meetings such as the annual meeting of the NWCG-Geographic Area Coordinating Group Chairs.  &lt;br&gt;• Notify Vice-Chair when unavailable.</td>
</tr>
<tr>
<td>AWFCG Vice-Chair</td>
<td>• Perform the Chair's duties in their absence.  &lt;br&gt;• Assist the Chair as requested with assignments. Assist in reviewing draft notes  &lt;br&gt;• Succeed the Chair.</td>
</tr>
<tr>
<td>AWFCG Recorder</td>
<td>• Maintain current AWFCG members and Committee Chairs contact information  &lt;br&gt;• Distribute AWFCG meeting agenda 1 week prior to meeting.  &lt;br&gt;• Ensure that minutes of meetings are compiled, edited, filed and distributed to AWFCG members and Committee Chairs.  &lt;br&gt;• Maintain AWFCG historical records including meeting minutes, MOUs, SOPs, correspondence.  &lt;br&gt;• Find a substitute, when necessary.</td>
</tr>
<tr>
<td>AWFCG Members</td>
<td>• Submit agenda items 1 week prior to meeting; include short synopsis for notes and identified topic as 1) information; 2) discussion; or 3) action.  &lt;br&gt;• Come to meeting prepared to discuss agenda items and having read materials distributed.  &lt;br&gt;• When presenting, bring adequate hard copies of materials; one copy for Recorder's files.  &lt;br&gt;• Represent your agency/organization position/issues/concerns needs orally or in writing.  &lt;br&gt;• Be respectful of other members' positions.  &lt;br&gt;• Participate actively in meetings and projects.  &lt;br&gt;• Complete and report on assigned projects or tasks.  &lt;br&gt;• Serve, in turn, as Chair and Vice and provide support to those positions.  &lt;br&gt;• Brief alternate if unable to attend, if possible.  &lt;br&gt;• Keep your agency or organization informed of:  &lt;br&gt;  o AWFCG proceedings and decisions.  &lt;br&gt;  o committee activities and projects.  &lt;br&gt;• Oversee the implementation of AWFCG and committee approved recommendations or decision within your agency/organization.  &lt;br&gt;• Ensure your agency's representation and participation on Committees and Work/Task Groups, as appropriate to the subject.</td>
</tr>
<tr>
<td>Committees &amp; Groups</td>
<td>Describe objectives and directions established by AWFCG.</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Committee Liaison</td>
<td>Establish a Chair or, for Groups, designate a Lead.</td>
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<td>Committee &amp; Group Chairs/Leads</td>
<td>Maintain current membership list and contact information for committee members and any groups established by the committee.</td>
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ALASKA WILDLAND FIRE COORDINATING GROUP
STANDARD OPERATING PROCEDURES

Appendix E

Alaska Incident Management Teams
Nominations, Selections, Configurations, Commitment and Oversight

The following procedures for the Alaska Incident Management Team (Type 1 and Type 2 configuration) was approved by the AWFCG in March 2013. These procedures with the annual due dates are posted on the Alaska Interagency Coordination Center website under Logistics and Dispatch, Overhead.

Introduction
The Alaska Operations (Ops) Committee has responsibility for the recruitment, selection and oversight of the Alaska Interagency Incident Management Team (IMT). The Ops Committee performs these duties under a charter from the Alaska Wildland Fire Coordinating Group (AWFCG):
http://fire.ak.blm.gov/content/admin/awfcg_committees/Operations/AWFCG%20Operations%20Committee%2
0Charter%202006.pdf

Nominations
All candidates for the Alaska Type IMT must apply annually through the ICAP system (http://www.nwportal.fs.usda.gov) in order to be considered in the selection process. Nominations may be submitted at the following qualification levels:

Primary (Incident Commander and Deputy Incident Commander Only)¹
Incident Commander and/or Deputy Incident Commander applicants are fully qualified and available for rotation every 14 days in the case of Type 2 rotations, or according to the national rotation list in the case of Type 1 rotations. Applicants are available for incident assignments as described in the National Interagency Mobilization Guide. Supervisors of those nominated as Primary team members should have a plan in place that allows these applicants to fulfill their obligation to the teams should they be selected as primary team member.

Share (Pool)
Applicants are full qualified and availability may or may not be restricted. All fully qualified applicants apply at the Share (Pool) level except ICT1, ICT2 and DPIC.

Trainee
Applicants who have an initiated taskbook and meets NWCG requirements for trainees in this position and are ready to fill the trainee role on the Type 1 or Type 2 team rotation.

Apprentice
Applicants without an initiated taskbook, but who are committed to developing the skills and competencies necessary to fill the position at a future date. May be ordered by IMTs as Technical Specialists and given a role that will provide training and practical experience toward that end.

Applicants may apply for one or more positions as a primary (IC/DPIC Only), share (Pool), trainee, or apprentice for the IMT (Type 1 and Type 2 configurations). Applicants should prioritize their preference when

¹ This language has been left in this updated document for two reasons; ICAP still uses this identification language, and when addressing ICs and DPIC, it is recommended that a lead is identified as well as backups (alternates).
applying for more than one position. All nominations must be approved by the applicant’s immediate supervisor, and must include any other specific approvals required by the nominating agency. It is the responsibility of the nominating agency to ensure that all applicants meet the position requirements for the position(s) and the qualification level(s) they are applying for you. A USDA eAuthentication account with Level 1 access will need to be established to request access to the ICAP system in order to apply to the Alaska IMT. Level 1 eAuthentication accounts are available to anyone, including EFF and AD employees, and are not difficult to establish. Internet access and an email account are required (http://fire.ak.blm.gov/content/aicc/teams/awfg/Alaska.IMT_Application_Invitation_and_Guide.pdf).

Team Selections – Preseason

Each year starting August 1st, IMT applications will be solicited from employees of Federal and State agencies as well as from AD and EFF personnel through the Incident Command Application System (ICAP). Applicants will apply to positions rather than to individual teams. Individuals may apply to more than one position as qualified or trainee by February 1st. Fully Qualified Incident Commander applications will be due by October 15.

Type 2 and Type 1 Incident Commanders will be selected and pooled by the Ops Committee and approved by AWFCG by January 1.

- Alaska Type 1 Rotation (12 Positions)
- Alaska Type 2 Black/Green Rotation (8 Positions each)

All applicants will be placed in position pools and be considered for the rotations. All applicants will be considered members of the Alaska IMT and will be included in the IMT contact list for the duration of the season.

For every rotation, a Point of Contact (POC) will be identified for each Command and General Staff position. The identified POC will represent the position/section for that rotation. POCs will be identified by the Operations Committee after consulting with the ICs. POCs and C&G pool members will be submitted to AWFCG for approval.

Ideally, a single Type 1 POC for each position will serve throughout the year in order to maintain consistency. Two rotations of Type 2 POCs will be identified in order to lighten individual workloads during the dynamic Alaska fire season.

Serving as a POC does not imply or guarantee the individual will be selected for that position/section on a roster (see Pool Selection Process below). For the Pool Selection Process, the POC is treated the same as all Pool members and subject to the same prioritization for rostering. Should a Point of Contact become unavailable or no longer wish to serve as the POC a replacement POC from within that pool will be selected by the IC with approval of the Operations Committee.

In order to fill critical vacant positions, the Operations Committee and ICs will conduct in-State outreach and may contact other GACCs to fill vacant positions. In-State recruitment and training opportunities for these positions will be prioritized by the Operations Committee and the IMT to reduce the need for future out-of-GACC outreach. When possible, in-State trainees will be attached to out-of-GACC requested resources.

The POCs will assume responsibility for conducting and coordinating between assignment IMT business under the direction of the ICs, including:

- Organizing the spring IMT meeting.
- Coordinating refurbishment of Section kits, supplies and equipment.
- Updating IMT SOP.
- Maintaining Section contacts
- Developing rotation rosters.

The Operations Committee, ICs, and Section Chiefs will prioritize trainee positions by April 1 based on:

- Employment Status
Interagency Allocation of Forces (when complete)
History of availability and performance

Six Trainees and six Mentees will be identified for the Type 1 rotation and will be paired with
Trainees/Mentors, as allowed for by NIFC (see National Interagency Mobilization Guide). All trainees will be
placed in prioritized trainee pools available to all rotations.

Fire Season Rotations
Fourteen day IMT Rotations will begin 3rd Monday in April. One week prior to start of the first rotation AICC
will distribute an availability query to all IMT members. The POC’s will identify both Type 1 and Type 2
C&G candidates for a tentative roster in order to be prepared for incidents of varying complexity. Unit Leader
and other positions will be selected from the pool and may appear only once in the tentative roster as they are
qualified to work on incidents of any complexity.

AICC will post tentative rosters on each rotation. Upon receiving an order, ICs will negotiate with the
receiving Agency to finalize a roster based on incident complexity and requirements. Based on the
completeness of the current tentative roster, the IC and the Operations Committee will recommend to AWFCG,
to determine whether an IMT should be stood down until positions can be tentatively filled.

Availability queries will continue to be distributed one week prior to subsequent semi-weekly rotations until
September 1 (or until AWFCG determines the Alaska fire season has ended), and any time the Alaska Type 1
IMT reaches the #3 position on the National Rotation. Positions will be tentatively rostered using the Pool
Selection Process documented below.

Pool Selection Process
A single availability query will be distributed via email & Nixle to all current IMT applicants 7 days prior to the
beginning of each rotation. Recipients will be asked to respond whether they are available or unavailable, with
room available for comments, and constraints.

Four days prior to the start of the rotation the IC and POCs will work with AICC as rostering officials to
develop tentative Type 1 & Type 2 rosters based on the following criteria:

Prioritization Process
- Applicants responding ‘Available’ to the query will be prioritized before those not responding.
- When there are multiple ‘Available’ applicants for a single fully qualified position, the choice of
  whom to roster will be left to the discretion of the rostering officials (IC and POCs) using the
  following guidelines:
    - ‘Available’ applicants should be prioritized as follows:
      1. Team members prioritized by the Operations Committee (Successional Planning)
      2. Alaska Agency (AWFCG members).
      3. Alaska Cooperator (non-AWFCG Alaska agencies)
      4. Alaska AD/EFF
      5. Non-Alaska Agency
      6. Non-Alaska AD/EFF
    - When completed, Interagency Allocation of Forces should be considered.
    - POCs will monitor to ensure respondents that have not yet deployed with the IMT in a given
      season are prioritized above respondents that have already deployed in order to help broaden
      the IMT’s experience base.
    - Documented performance history should be considered.
    - Every effort should be made to include as many ‘Available’ respondents as possible in a
given roster.
- Rostered candidates from the previous rotation that continue to respond as available may be rostered
  again, provided they have not already been deployed on a IMT assignment in the same position or they
  are the only candidate available for this rotation.
- Applicants that have applied for more than one position may be rostered in any of those positions at
  the discretion of the rostering officials (IC and POCs).
- The rostering officials (IC and POCs) will attempt to fill positions with no ‘Available’ respondents from the position pool contact list.
- Fully qualified positions that cannot be filled from the pool may be rostered by any means necessary.
- If a position deemed by the IC (or by NIFC for the IMT 1) as necessary to the success of the IMT remains vacant a team may be stood down, after consultation of the Operations Committee and AWFCG.

Trainee/Mentee Positions

- Trainee/Mentee position pools are prioritized by position and then by individual by the Operations Committee pre-Season.
- ‘Available’ trainee respondents will be rostered according to prioritization.
- Six Trainees and six Mentees will be identified for every Type 1 rotation.
- An attempt will be made to roster one trainee for every Type 2 C&G position.
- Additional trainees will be selected from the pools first and will target critical positions.

AICC will publish rotation rosters on the AICC website prior to the start of the rotation.

**IMT Deployments**

The IC and C&G members will be notified by AICC that a resource order is pending and will develop final roster for deployment. The IC will negotiate positions beyond the ordered Short or Long Team with the receiving agency as needed. The roster will be scaled to match incident complexity specifications identified in the resource order. Every effort will be made to carry a full complement of six trainees and six mentees on every Type 1 deployment and a trainee for each C&G member on each Type 2 deployment. To maximize opportunities for trainee assignments, a Trainee Specialist should be considered as a negotiated position for all IMT assignments.

The IMT will continue to use the pool selection process via POCs and deployed C&G and ICs to name request additional IMT resources throughout the assignment. (All IMT supervisors are responsible for documenting performance issues that may affect future rostering choices. Note: documented performance issues should be routed through the appropriate (i.e., member receiving the performance evaluation) Operations Committee representative and forwarded to AWFCG.)

Once an IMT has been deployed, the Operations Committee and Unassigned ICs will determine whether an additional IMT can be fielded. An additional availability query may be distributed at that time. If necessary, the Operations Committee, after consultation with the Protection Agencies and AWFCG, will recommend standing down the (2nd) IMT to AWFCG and may consider recommending an outside GACC IMT be ordered for prepositioning in Alaska.

**Monitoring**

IMT Process - The intent of the Operations Committee is to establish a process such that the Alaska IMT has a framework in which to operate, nearly independently (except for standing down an IMT), throughout the Alaska fire season and potentially into the fall. However, monitoring of the Alaska IMT and the implementation of the “Pool” concept will be conducted through the following feedback mechanisms:

- From the Alaska IMT members, through their Operation Committee Representative
- IMT Performance Evaluations
- AICC and/or other dispatch offices/functions
- Other sources

If issues arise, where resolution cannot be accomplished at the lowest level, the AWFCG Operation Committee Liaison will be notified and seek resolution through AWFCG.

**Post Season**

Each fall, the Operations Committee will conduct a post-season IMT analysis that includes the following:
- IMT performance evaluation analysis
- Update of Interagency Allocation of Forces
- Position Gaps analysis
- Trainee analysis
- Recruitment plan
- Procedural AAR
- Distribute and analyze IMT Applicant Survey
- Revise & publish Recruitment/Application/Selection Process as necessary
- IMT SOP update (ICs & C&G)
- Provide a briefing package, including recruitment efforts, and follow up briefing to AWFCG.

**Team Configurations**

Not all positions recruited in ICAP will be rostered to an IMT. ICAP applicant lists for these non-rostered positions will be used to identify resources with an interest in the Alaska IMT that may be available if needed on an assignment.

Selection for a position does not guarantee that a team member will be included on the roster for every incident. The IC has the authority and responsibility to reconfigure his (her) team at any time in order to maintain an effective and efficient organization. The type and number of rostered positions filled on an assignment may vary based on incident specific factors.

**Type 1 Team Configuration**

Type 1 Short and Long-team configurations are established in the National Interagency Mobilization Guide. (http://www.nifc.gov/nice/mobguide/Chapter60.pdf).

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<th>Type 1 Team Configuration</th>
<th>Type 2 Team Configuration</th>
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* The 17 negotiated positions may vary

In addition, alternates, mentees and trainees will be identified during the selection process, and will be prioritized. This list will be posted along with the selected team configuration.

**Type 2 Team Configuration**

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</table>

* INJR candidates apply as COMP apprentice
* FOBS candidates apply as SITL apprentice

In addition, trainees and apprentices will be identified during the selection process, and will be prioritized. This list will be posted along with the team rotation rosters.

**Team Member Removal**
The IC has the authority and responsibility to remove an individual from the team at any time in order to maintain a cohesive, effective and efficient organization. In the event an individual is removed, his (her) Ops Committee Agency Representative will be notified and provided with supporting documentation.

**Oversight**
In addition to recruitment and selection, the Ops Committee will work with the teams and the dispatch system to fill mid-season vacancies (i.e. Vacant pool positions). ICs will forward all IMT (not individual) incident evaluations to the Ops Committee Chair. AWFCG will remain the final authority for IMT issues not resolvable at the Ops Committee level.

**Annual Timeline**
The timeline is posted with these procedures on the AICC website under Logistics and Dispatch in the Overhead section: http://fire.ak.blm.gov/logdisp/overhead.php.
ALASKA WILDLAND FIRE COORDINATING GROUP
STANDARD OPERATING PROCEDURES

Appendix F

Task Order System for the Committees

The AWFCG has agreed to use a Task Order System to assign tasks to Committees and Task Groups. For each task, a letter describing the task, expectations and due dates will be composed by the Chair. The letter will be sent to the Committee or Task Group Chair and a copy sent to the AWFCG liaison for the group. Each task will be controlled by a tracking number. For example, EX: 0808-02 would be task number 02 in the month of August 2008. An example is provided below.

To: Peter Butteri, Chair, Operations Working Team

From: Steve Heppner, Chair

Subject: Proposal to consolidate Incident Management Team Coordination

Task Order 0808-02

AWFCG tasks the Operations Committee to draft a letter for the AWFCG to send to the Geographic Team Management Boards to open up a dialog with them about partnering in the management of Type 2 IMT's. The letter should clearly state why the AWFCG is interested in opening this communication. Some expected potential improvements or efficiencies that could be expected from this effort are:

- Better coordination among teams would help to maintain capacity.
- Increasing integration and coordination across all teams and both states by creating a link between the divergent Geographic Team Management boards.
- Facilitate team size and adaptability to potentially manage suppression, all-hazard and fire-use incidents.
- Provide an opportunity to look at increased efficiencies in the areas of team and team member need analysis and succession planning.

As part of this task, the Operations Committee should make contact with Coordinating Groups in other Geographic Areas to determine what their relationships are with local Geographic Team Management Boards and Type 2 teams. The Operations Committee should report back to the AWFCG with this draft letter and a summary of the information received from the various Geographic Area Coordinating Groups in November of 2008.

Please coordinate with your AWFCG Liaison if you have questions.

Sincerely,

/s/ AWFCG Chair

CC: Committee/Task Group Liaison