

National Multi-Agency Coordinating Group

3833 South Development Avenue; Boise, ID 83705

NMAC Correspondence M2023-06

November 28, 2023

To: Geographic Area Coordinating Groups

From: National Multi-Agency Coordinating Group

Subject: 2024 Complex Incident Management Team (CIMT) Standard Configuration and National Rotation

Purpose – This memorandum conveys NMAC guidance to geographic area coordinating groups for 2024 CIMT standard configuration and the national rotation and rescinds and replaces NMAC Correspondence M2023-01, National Standard for CIMT Configuration. The attachment reflects the draft guidance for the *National Interagency Mobilization Guide* which will be published in March 2024. The decisions herein reflect feedback and input received in 2023 on the implementation of Complex Incident Management (CIM). Additional phased changes for 2025 will be provided following the fall 2024 CIM AAR.

NMAC is committed to actions that will mitigate personnel fatigue and ensure employees have sufficient opportunity to meet supervisory expectations while also supporting incident management. Entering 2024, geographic areas (GAs) have a responsibility to manage their CIMTs to equitably spread assignments across teams. Historical data suggests a median of three assignments per calendar year per CIMT is an optimal goal for NMAC and GAs to manage towards.

2024 CIMT Standard Roster Configuration Summary – CIMT master rosters will consist of 44 qualified personnel (7 of whom comprise the Command and General Staff positions) and 6 team trainees (50 total). Upon order, Incident Commanders (ICs) and Agency Administrators will utilize the *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236, to inform negotiation for up to an additional 26 qualified and 14 trainee positions based on the incident’s unique needs (up to 70 total qualified and 20 total 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

National Rotation Summary – Effective January 1, 2024, all interagency CIMTs will be included in the national rotation. The national rotation includes additional business guidelines, as recommended by the Coordinating Group Advisory Council (CGAC), intended to provide year-round CIMT availability commensurate with fire activity, balance the number of assignments and



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time committed to incidents across all CIMTs, and provide for adequate work/rest and work/life balance for CIMT members.

No plan can account for the busiest or slowest fire years. 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 proceed to the next round as necessary.

FAQs –

Question: Are CIMTs managed geographically or nationally?

Answer: 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. NMAC manages the national rotation and will direct changes to the management of geographic rotations based on preparedness levels and/or resource scarcity.

Question: Are team assignments being restricted?

Answer: No, NMAC's objective is to spread assignments more equitably across all CIMTs, to more effectively manage CIMT fatigue, to provide opportunities to exercise CIMTs and accomplish training and workforce succession goals, and to ensure availability of CIMTs nationally when competition exists. Coordinating groups should manage CIMTs to reduce fatigue, enable team members to meet home unit responsibilities, and equitably spread assignments. To more equitably distribute assignments and days committed to incidents, NMAC strongly encourages GAs to order from the national rotation for any planned replacement of CIMTs and for prepositioning.

Question: Why will teams have a seven-day unavailability period after assignments and how will it be determined?

Answer: To manage fatigue, promote mental health and well-being, and provide opportunities for CIMT members to attend to work and personal responsibilities, all CIMTs will have seven days of unavailability upon return from any assignment (including preposition) of seven days or more (exclusive of travel). This includes IMTs on the national rotation as well as IMTs on internal GA rotations. In coordination with the affected GA(s), NMAC may adjust this unavailability period based on national supply and demand for IMTs. Only in exceptional circumstances will a CIMT be asked by NMAC to roster prior to the end of the seven days.

Understanding that team member travel may vary based on assignment location, the seven days will begin on the first day after the IC's travel is complete. ICs may work with their Coordinating Group to ensure all team members get adequate unavailability time if more is needed (for example, if team member travel differs significantly from IC travel).



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Question: What if the national rotation needs adjustment or there aren't any CIMTs available nationally?

Answer: As additional phases of implementation continue, NMAC is committed to adjusting decisions and plans as necessary throughout the implementation of CIM.

Question: If a CIMT is ordered but immediately released, does it count as a mobilization and remove the team from the current round?

Answer: If a CIMT is ordered but cancelled, unassigned, or released within 72 hours, it will not count as a mobilization and the CIMT/GA will return to its previous place in the national rotation. If the team is released after their national rotation period is over, it does not count as an assignment and the CIMT is no longer available to the national rotation.

Question: How were the CIMT roster configuration numbers determined?

Answer: NMAC was presented with a recommendation from the Incident Commanders Advisory Council (ICAC); this recommendation was accepted with adjustments in February 2023 and communicated through NMAC Memo 2023-01, National Standard for CIMT Configuration. Since then, the configuration has been further adjusted based on feedback received during the 2023 After Action Review, analysis of data from CIMT mobilizations between 2013 and 2022, and review of previous roster configuration guidance in the *National Interagency Mobilization Guide*.

Question: What if the incident requires more than 70 qualified incident management personnel?

Answer: The CIMT roster will not exceed 90 (70 qualified plus 20 trainees); however, some incidents may require additional incident management personnel based on complexity or span of control issues. CIMTs and Agency Administrators are expected to practice the tenets of the Incident Command System (ICS) to expand or contract the organization according to the complexity of the incident. It is the responsibility of the host agency and GA coordinating groups to ensure CIMTs are successfully supported and staffed commensurate with the needs of the incident.

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.

Coordinating groups should continue to communicate with their NMAC liaisons to share information and seek clarifications. Constructive feedback is requested to assist NMAC in making decisions. Feedback may be provided through NMAC liaisons or agency representatives. Additional feedback opportunities will be available and shared through CGAC and the Incident Workforce Development Group (IWDG). NMAC will continue to evaluate outcomes, identify areas for improvement, and respond accordingly.



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All guidance on the implementation of CIM can be found on the IWDG webpage and StoryMap, <https://storymaps.arcgis.com/stories/9d3aea07bbdb4e23a734ba3fcacc6217>.

/s/ Jeff Arnberger,
Chair, National Multi-Agency Coordinating Group

Attachment: Draft *National Interagency Mobilization Guide* Chapter 20

CC:

- National Multi-Agency Coordinating Group Representatives
- Geographic Area Coordination Center Managers
- Incident Commanders Advisory Council
- Jesse Bender, Chair, IWDG

