

# National Multi-Agency Coordinating Group

3833 South Development Avenue; Boise, ID 83705

NMAC Correspondence M2023-01

January 26, 2023

To: Geographic Area Coordinating Group Chairs

From: National Multi-Agency Coordinating Group

Subject: National Standard for Complex Incident Management Team (CIMT) Configuration

The adoption of Complex Incident Management as the new business model for wildland fire requires systemic changes to be implemented under the authority of the Fire Management Board (FMB), NWCG Executive Board, and National Multi-Agency Coordinating Group (NMAC). One of these systemic changes is establishing a new national standard configuration for Complex Incident Management Teams (CIMTs). This change is necessary as the current model has proven to be unsustainable. Nationally, the number of teams and their availability has decreased, while the number of personnel asked to commit to an IMT and the duration of these commitments has increased with little foresight or coordination. Change to this system requires commitment and coordination among the agencies, partners, and cooperators to align qualifications, expectations, and standards to efficiently manage IMTs.

In August 2022, the NMAC tasked the Incident Commanders Advisory Council (ICAC) with recommending a standard CIMT configuration. ICAC provided this recommendation in November 2022. The NMAC has established a standard CIMT configuration based on evaluation of the ICAC recommendation. This standard configuration will be applied to all CIMT mobilizations, both within and outside of the hosting Geographic Area (GA), beginning on January 1, 2024.

## Standard CIMT configuration:

- Core CIMT roster will consist of 35 personnel.
  - Of these 35 personnel, the following positions must be filled with qualified responders: Incident Commander Complex (ICCI), Public Information Officer Complex (PIOC), Safety Officer Complex (SOFC), Finance/Administration Section Chief Complex (FSCC), Logistics Section Chief Complex (LSCC), Operations Section Chief Complex (OSCC), and Planning Section Chief Complex (PSCC).
  - The remaining 28 core positions may be filled at the Incident Commander's discretion. This affords flexibility to adjust the core CIMT roster based on individual IMT dynamics.
  - The core CIMT roster will be used when a CIMT is made available for assignment in the Interagency Resource Ordering and Capability (IROC) system.
  - A CIMT will be considered unavailable if the Incident Commander (ICCI) or two Command and General Staff positions are vacant or designated as "fill-at-mob".



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- Mobilization roster will consist of the Core CIMT and up to 35 negotiated additional positions.
  - When a CIMT is ordered, The Agency Administrator and Incident Commander are required to discuss the incident's risk and needs as soon as possible after the order is filled; for most agencies, the *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236, is the standard for doing so. The RCA will inform complexity by functional area and assist in identifying additional Incident Command System (ICS) position needs. Based on this discussion, the Agency Administrator and Incident Commander may negotiate up to 35 additional CIMT positions necessary to manage the incident. These additional negotiated positions will be immediately added to the core roster and will be considered part of the mobilization roster. Incident Commanders may provide names of qualified available personnel to fill these additional negotiated positions; these name requests will be honored. Mobilization rosters will not exceed 70 personnel (not including trainees).
    - It is recognized there may be instances requiring negotiation for more than 70 qualified personnel on the mobilization roster to safely and effectively manage an incident. NMAC will support deviations that are appropriate and justifiable for the circumstances. In these instances, the IC will consult with the NMAC Geographic Area Liaison and NICC IMT Coordinator prior to finalizing the mobilization roster.
    - When a CIMT is ordered to preposition, Incident Commanders will negotiate any positions in addition to the core roster with the ordering Geographic Area Coordinating Group Chair to determine the mobilization roster.
- Trainees:
  - To support incident workforce development and succession, assignment of trainees is strongly encouraged. Up to 20 trainees may be attached to a CIMT for initial mobilization. Trainee positions are in addition to the core and mobilization roster. Agency Administrators and Incident Commanders 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.
  - 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.

## Other considerations:

- GAs are expected to establish a transition plan to ensure implementation occurs by January 1, 2024.
- GAs should establish and implement processes for managing assignment of trainees. These processes may be applied to CIMT assignments both within and outside of the CIMT's host GA.
- Incident complexity may create needs for additional incident management personnel to manage the incident safely and effectively in its early stages. However, incident complexity can also decrease during a CIMT's assignment period. It is the expectation of the NMAC that incident complexity is routinely reevaluated, and the number and type of personnel adjusted accordingly.
- Incident Commanders have the discretion to designate virtual positions and/or functions (not at or in close proximity to the incident or the Incident Command Post). CIMTs and GAs are also strongly encouraged to establish and/or utilize centralized support functions that may service multiple incidents.



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The NMAC would like to express gratitude to the Incident Commanders Advisory Council for their hard work on the recommendation for a standard CIMT configuration.

For more information, please contact your Geographic Area's NMAC liaison. Questions regarding the implementation of CIM may be directed to the Incident Workforce Development Group (IWDG) Chair, Jesse Bender, [jbender@blm.gov](mailto:jbender@blm.gov).

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

CC:

- National Multi-Agency Coordinating Group Representatives
- Geographic Area Coordination Center Managers
- Incident Commanders Advisory Council
- Coordinating Group Advisory Council
- Shane McDonald, Chair, National Wildfire Coordinating Group
- Chris Wilcox, Chair, Fire Management Board
- Jesse Bender, Chair, IWDG

