DIVISION/GROUP SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Division/Group Supervisor (DIVS) and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

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| 1. Review the IAP, other relevant plans, or Resources Unit records to identify resources assigned:  
   ● Location and status of assigned resources  
   ● Resource identifier, if assigned  
   ● Supervisor name and contact information  
   ● Resource kind, type, and quantity | E, F, I | | |

1b. Behavior: Establish effective relationships with relevant personnel

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| 2. Coordinate with functional areas within the incident management structure:  
   ● Participate in operational and functional area briefings | E, F, I | | |
| 3. Establish and maintain positive interpersonal and interagency working relationships:  
   ● Outgoing Incident Management Team (IMT) element, if applicable  
   ● Local agencies  
   ● Hosting unit  
   ● Policy Group, if established  
   ● Public | E, F, I | | |

1c. Behavior: Gather, update, and apply situational information relevant to the assignment

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| 4. Collect information from outgoing DIVS or other personnel responsible for the Division/Group:  
   ● Information on incident relevant to the division or group’s activities  
   ● Information on the Incident Command System (ICS) organizational structure | E, F, I | | |
| 5. Obtain initial briefing from the Branch Director, Operations Section Chief, or Incident Commander:  
   ● Obtain current Incident Action Plan (IAP) or other relevant plans | E, F, I | | |

1d. Behavior: Successfully assume the role of DIVS and initiate position activities
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| 6. Initiate and maintain Division/Group activity log:  
  ● Complete activity log and use to support shared situational awareness  
  ● Transfer activity log information to other documents, positions, and displays | E, F, I | | |

1e. Behavior: Establish or determine organization structure, reporting procedures, and chain of command of assigned resources

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| 7. Determine Division/Group resource requirements:  
  ● Request and document additional personnel  
  ● Recommend and document demobilization of excess personnel  
  ● Seek and gain Section Chief approval for personnel actions | E, F, I | | |
| 8. Organize assigned resources into configurations to meet incident/tactical objectives. | E, F, I | | |
2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

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<tr>
<td>9. Effectively communicate options, considerations, and recommendations during briefings.</td>
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<td>10. Inform Branch Director or Operations Section Chief as appropriate:  ● Conditions affecting division / group operations  ● Hazardous conditions  ● Situation status in assigned work area  ● Unresolved conflicts with adjacent divisions / groups.  ● Effectiveness of air operations within division / group area  ● Underutilized assets</td>
<td>E, F, I</td>
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<td>11. Obtain periodic reports from subordinates and adjacent resources on progress.</td>
<td>E, F, I</td>
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<td>12. Provide subordinates tactical briefings:  ● Discuss alternate plan based on strategies, control objectives and type of resources available</td>
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2b. Behavior: Ensure documentation is complete and disposition is appropriate

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<tr>
<td>13. Ensure that incident documentation and administrative requirements are complete, as the Operations Section Chief or IC requires:  ● Submit incident narrative to supervisor  ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period  ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period</td>
<td>E, F, I</td>
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2c. Behavior: Communicate incident priorities and operations

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<td>14. Communicate priorities, objectives, and any changes throughout the Division/Group:  ● Maintain shared situational awareness throughout the Division/Group</td>
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<td>15. Monitor Division/Group support status and develop alternate strategies to meet incident objectives:  ● Advise assigned staff of significant changes in incident status that may affect them</td>
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<td>16. Provide timely feedback in response to requests from other ICS sections.</td>
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17. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, property loss or damage):
   - Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action
   - Protect of Personally Identifiable Information (PII) while reporting

2d. Behavior: Develop and implement plans

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<tr>
<td>18. Participate in the preparation of other necessary relevant plans for Division/Group:</td>
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<tr>
<td>● Demobilization plan</td>
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<td>● Evacuation plan</td>
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<tr>
<td>● Continuity of Operations (COOP) plan</td>
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<td>● Contingency Plans</td>
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<td>● Incident within an incident plan(s)</td>
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<td>19. Participate in the preparation of the IAP, planning meeting agenda, and strategic plan for the next operational period:</td>
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<td>● Update Division/Group on current situation</td>
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<td>E, F, I</td>
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<td>● Help set priorities for next operational period</td>
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<td>● Determine tasks and work assignments for next operational period</td>
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<td>● Advise on current capabilities and limitations</td>
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<td>● Determine resource needs or excess</td>
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3. **Competency:** Ensure completion of assigned actions to meet identified objectives

*Description:* Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. **Behavior:** Execute assigned tasks, assess progress, and make necessary adjustments

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<td>20. Adjust tactics in response to opportunities or problems encountered.</td>
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| 21. Apply a continuous risk management process:  
  - Situational awareness  
  - Hazard assessment  
  - Hazard control  
  - Decision point  
  - Evaluation | E, F, I | | |
| 22. Determine appropriate tactics:  
  - Make resource assignments | E, F, I | | |
| 23. Determine need for assistance:  
  - Identify need for additional assistance by monitoring work progress or obtaining reports from subordinates.  
  - Coordinate with Operations Section Chief or Branch Director and request assistance according to procedures discussed in briefing  
  - Notify Operations Section Chief when resources shift between divisions/groups or exceed operational needs | E, F, I | | |
| 24. Identify and communicate logistical support needs:  
  - Review IAP’s logistics elements to determine whether they meet operational needs.  
  - Maintain documentation of accountable property assigned to the division / group.  
  - Anticipate and resolve logistical needs | E, F, I | | |
| 25. Identify kind, type and number of resources required to achieve objectives. | E, F, I | | |
| 26. Implement objectives and special instructions for Division/Group:  
  - Monitor work progress and evaluate incident situation  
  - Evaluate different uses of single and combined resources based on tactical needs within Division/Group  
  - Compare accomplishments within Division or Group against set objectives  
  - Develop recommendations for next operational period | E, F, I | | |

3b. **Behavior:** Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity

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### 27. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources:
- Inform assigned personnel and supervisor
- Communicate with incoming personnel concerning when and where transition of positions will occur
- Conduct transition effectively
- Document follow-up actions

#### TASK SUMMARY
- Code: E, F, I

### 28. Provide a face-to-face briefing to the individual replacing you as the Division/Group Supervisor:
- Discuss current conditions, concerns, and actions
- Identify potential hazardous conditions

#### TASK SUMMARY
- Code: E, F, I

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### 3c. Behavior: Plan for demobilization and ensure staff follow demobilization procedures

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| 29. Complete process for demobilizing Division/Group responsibilities:  
- Reinforce emphasis on safety and accountability during this phase of the operations  
- Brief subordinate staff on demobilization responsibilities  
- Ensure all subordinate staff demobilize in a timely and complete manner  
- Demobilize equipment, as necessary  
- Brief replacement, if necessary | E, F, I | | |
| 30. Help develop, approve, and implement demobilization plan:  
- Coordinate with supervisor during development and implementation  
- Coordinate with appropriate partners regarding demobilization procedures  
- Coordinate Division/Group needs and responsibilities  
- Provide information to supervisor to assist with decisions on release priorities | E, F, I | | |
| 31. Participate in agency administrator’s organization closeout and After Action Review (AAR.) | E, F, I | | |
4. **Competency: Lead assigned personnel**

*Description:* Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. **Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel**

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| 32. Comply with relevant health and safety requirements:  
  ● Direct operations based on health and safety considerations and guidelines  
  ● Ensure that assigned personnel follow safety guidelines appropriately  
  ● Spot check operations to ensure compliance with safety considerations  
  ● Account for assigned resources | E, F, I | | |
| 33. Evaluate mental and physical fatigue of assigned personnel and make resources available to support:  
  ● Appropriate work/rest ratio  
  ● Crisis counseling | E, F, I | | |

4b. **Behavior: Model leadership values and principles**

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| 34. Exhibit principles of duty, respect, and integrity:  
  ● Be proficient in the job, both technically and as a leader  
  ● Make sound and timely decisions  
  ● Supervise staff to ensure they understand and can accomplish duties and tasks  
  ● Train and mentor assigned subordinates  
  ● Keep assigned personnel informed  
  ● Seek and accept responsibility for actions | E, F, I, J | | |

4c. **Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback**

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<td>35. Determine assigned resources’ ability to complete assignment within time frame and provide feedback through the chain of command.</td>
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| 36. Develop schedules and assignments based on IAP or relevant plan:  
  ● Assign responsibilities for segments within the Division/Group | E, F, I | | |
| 37. Ensure that subordinates understand assignment for each operational period. | E, F, I | | |
38. Evaluate the performance of assigned personnel and ensure that staff:
- Implement assigned portions of the IAP
- Order and assign resources within the Division/Group
- Report on the progress or control of Division/Group operations
- Report on status of resources within the Division/Group

39. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate:
- Determine kind and number of personnel necessary for Division/Group operations
- Assign single personnel or teams depending on the needs of the Branch Directors, Division/Group Supervisors and Unit Leaders, if applicable
- Provide for functional and geographical supervision as necessary

4d. **Behavior: Coordinate interdependent activities**

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| 40. Coordinate across functional areas:  
  - Safety Officer  
  - Resources Unit Leader  
  - Situation Unit Leader  
  - Field Observers  
  - Resource Advisors | E, F, I | | |
| 41. Coordinate activities with adjacent Divisions/Groups:  
  - Review Division/Group assignments to determine specific areas or tasks requiring coordination  
  - Maintain communications with adjoining divisions/groups | E, F, I | | |
| 42. Establish cohesiveness among assigned resources:  
  - Promote an environment of open communication  
  - Demonstrate and encourage commitment to the team and mission  
  - Set expectations for accountability  
  - Focus on the team result | E, F, I | | |