



IST
SOG

Standard Operating Guideline	
Team Organization and Management	
Subject	Effective
Member Application	

Application Process

1. Members shall be selected to SWMO-IST positions based on the length, depth and scope of emergency service experience, including:
 - command and staff experience
 - type and scale of incidents
 - formal education
 - formal training and certification
 - ability to participate, based on employer requirements
 - approval by the local IST oversight committee.

2. Applicants should complete the application, include supporting documentation (i.e., certificates, resume, etc) and forward to the SWMO-IST leader or deputy leader.

3. The Deputy Leader will ultimately receive all applications and provide to the Administration/Finance (Admin/Fin) Section.

4. Admin/Fin will scan all application materials and create a folder for the applicant.

5. Admin/Fin will process the application and complete the Application Checklist.

6. Admin/Fin will correspond with the Applicant if there are any items missing (MOUs will be provided after acceptance onto the team).

7. When the application is complete, Admin/Fin will scan and send documents to the Team Leader and Deputy Leader.

8. The Team Leader and Deputy Leader will review the application and call the listed references.

9. The Deputy Leader will contact applicant to schedule an interview.

10. Reference and interview sections of the Application Checklist will be completed by the



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Team Leader and Deputy Leader.

11. If the applicant is denied, the Deputy Leader will contact the applicant and discuss. The completed Application Checklist and interview forms will be sent to Admin/Fin.
12. If the applicant is accepted, the completed Application Checklist and interview forms will be sent to Admin/Fin.
13. Admin/Fin will add all pertinent Applicant information to the IST membership databases.
14. Admin/Fin will create a training folder for the applicant and add the applicant's certificates.
15. Admin/Fin will add the applicant to the IST training matrix, along with the list of their completed classes.
16. If the applicant has not provided signed MOUs, they will be requested.
17. Application folders will be filed in the IST filing box.
18. All applications will be reviewed and approved by the SWMO-IST leader and deputy team leader.

Minimum Qualifications

1. All IST members shall complete the following training courses prior to application:
 - ICS 100, 700, 200, 800, 300, and 400 courses
2. The team leader may allow exceptions to the training courses for individual specialty resources that will directly contribute to team operations. Such exceptions are for team application only. Members approved with this exception are expected to complete the identified courses as availability allows.