



# Bridger-Teton National Forest Grand Teton National Park

## Teton Interagency Crew (TIC) 2017 Operating Plan

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## Mission

The mission of this Interagency crew will be to provide local, regional and national incident management support, while also utilizing assignments as opportunities for leadership and on-the-job training.

## Objectives

1. Provide a qualified suppression and prescribed fire crew to assist with local, regional, and national incident management efforts.
2. Provide a highly professional Type 2 IA crew that meets the expectations and standard operational procedures listed herein and National Mobilization Guide standards.
3. Provide training opportunities for Crew Boss and Squad Boss trainees, in addition to development and training for all crewmembers.
4. Mobilize and utilize the crew for local project assignments.

## Pre-mobilization

The goal is a crew of 20 that meets or exceeds Type 2 IA minimums as depicted in the "Teton Interagency Type 2 IA Crew Rotation" section of this operating plan.

1. The Park and Forest Duty Officers determine when to make a crew available, in consultation with the Zone Duty Officers.
2. TIC Steering Committee Coordinator or North Zone Duty Officer begins process of assembling names from other zones and park into a draft manifest.
3. Once identified, the CRWB/CRWB(T) will finalize coordination with all Duty Officers to finish the manifest.
4. Provide all individual qualification card qualifications to the CRWB/CRWB(t) during the manifesting process.
5. CRWB/CRWB(T) will coordinate with the TIC Steering Committee Coordinator or North Zone Duty Officer if manifest is less than 20 people or does not meet these Type 2 IA minimums.
6. Zone/Park Duty Officers need to ensure that Availability Expectations are clearly conveyed to individuals placed on the manifest. Having alternates that can be called if a primary crew member is unavailable is highly recommended.
7. Teton Interagency Dispatch will make the crew available in ROSS once they have a complete crew manifest.
8. CRWB/CRWB(T) will check w/ TIDC every day to verify who each Duty Officer is, so that mobilization will occur smoothly.
9. During manifesting provide phone #'s for crewmembers, as well as emergency contact ph # for all crewmembers

10. Zones Stress physical fitness requirements – especially non-fire pass the nature of a crew assignment on to those interested.

### **Availability Expectations**

1. It is your responsibility to provide current contact information to your Duty Officer, valid for all times up to time of dispatch. Update your Duty Officer with new contact information as necessary.
2. If you are unreachable, you will miss the assignment and, depending on the circumstances, you may not be allowed to be assigned to the Teton Interagency Crew in the future.
3. You must be able to respond to your duty station or an identified zone location within 2 hours of call-up, fit for duty, including off hours and weekends.
4. All gear is to be packed and ready to go once you are identified to be on the crew.

### **Mobilization**

1. Teton Interagency Dispatch will contact the CRWB/CRWB(T) and Forest and Park Duty Officers with assignment information.
2. The CRWB/CRWB(T) will contact each Zone/Park Duty Officer, the Cache Manager, and consult with the north zone duty officer to determine when and where the crew is meeting.
3. The Duty Officers will contact their squad and will contact the TIC Steering Committee Coordinator or North Zone Duty Officer if there are changes to their squad configuration.
4. The TIC Steering Committee Coordinator or North Zone Duty Officer will coordinate with the CRWB/CRWB(T) and other Duty Officers as necessary to ensure an accurate and adequate final manifest.
5. The CRWB/CRWB(T) is responsible for a final and accurate manifest being delivered to TIDC and the TIC Steering Committee Coordinator/NZ Duty Officer prior to mobilization. The Manifest form can be found in the Teton Crew section of the Teton Interagency Fire website.
  - a. Include information on any crew members not staying with crew the entire tour to facilitate demob in ROSS. **(local assignments only – all crew members committed for entire tour for off-unit assignments)**
6. The crew will typically mobilize at the Bridger-Teton National Forest Supervisor's Office in Jackson. Exceptions may be made for local mobilization or if sufficient traveling efficiencies would be gained by the crew meeting up at a different location within the Teton dispatch area.
7. TIDC will arrange transportation by fixed wing or bus if that mode of transportation is needed for mobilization (coordinate with CRWB).

### **Demob (at home unit) checklist (appendix E)**

Ensure the crew disbands in a timely fashion with crewmembers returning to home units with the proper pay, travel, evaluation and other documents. Follow the checklist in Appendix E.

### **Standard Operating Procedures**

- Red hardhats, crew tents, and one saw kit will be dispersed to the zones/park, to be assigned to crewmembers directly from the home unit for mobilization. These are then turned back in at the home unit and readied for use by the next squad/crew.
- Crew-members will be responsible for bringing their own personal gear (red bag).
- Line packs should be black or green and provided by the zone or Teton Interagency Cache.
- Extra saw kits are available at the Interagency Fire Cache. Crew Bosses and Zone FMO's are responsible for ensuring that saw kits are refurbished completely to include part and equipment purchases (Crew boss needs to ensure S#'s for fire replacement, actual purchasing responsibility of each zone or cache).

### **VEHICLE STANDARDS**

1. Is mechanically sound.
2. Can comfortably and safely seat 5-6 people. If a 5<sup>th</sup> vehicle used can seat 2.
3. Has four wheel drive and reasonable clearance.
4. Has ample room for personal gear, hand tools, chainsaws, fuel and other equipment.
5. Gear can be safely secured.
6. Gear can be sheltered from the weather without moving it around or covering it with a tarp.
7. Has bin and boxes that allow gear to be easily organized and moved on and off the truck.
8. A mobile radio must be installed and operable.
9. Care must be taken to not exceed the GVWR of any truck; all vehicles must accommodate total gear and crewmember weight .
10. Truck is useful to the district/zone/park when not being used by the Teton Crew\*.
11. A maximum of 5 vehicles are authorized for dispatches. (No Engines are to be used as crew vehicles.)

\*This criteria is on the list assuming that there will be no trucks designated solely for use by the Teton Crew

Crew Bosses and Squad Bosses will ensure that vehicle log books are updated during assignments. Vehicle Preventative maintenance checks should occur and be documented in the vehicle log book before shift every day the vehicle is in use while on assignment. FS employees will provide OF346 documentation if they are to be a driver.

## Self Sufficient

The crew will be as self sufficient as possible. This will include:

1. Crew members being personally self sufficient with credit card/cash.
2. Crew being self sufficient with either a purchase card or a designated purchasing agent at the home unit, accessible by a 24 hour phone number. (the receiving dispatch/incident would be the standard procedure, with TIDC as a backup)
3. As a last resort for purchasing situations contacts at IDA-WY shared services are provided in a separate document within the crew boss kit.

## Radios

The crew will use 163.100 or 168.350 as a travel channel; in BT radios in group 2. Minimize use to necessary traffic only and monitor the frequency for possible local use while traveling. On assignment, the crew will establish a crew net channel if needed in coordination with the incident or local unit if staged for Initial Attack.

available travel frequencies, not intended for use on an incident:

National	163.100
Primary	168.350
Secondary	168.6125

## Cell Phones / Satellite Phones

Cell phones are available from the Teton Interagency Fire Cache for Crew Bosses that do not have a government issued phone. These will need to be signed out from the Cache Manager. **A satellite phone will be dedicated for Teton Crew use, check one out from the cache upon mobilization**, the crew boss must ensure proper use and security of the satellite phone.

## Roles and Responsibilities

### **CRWB/CRWB(T)**

The Crew Boss is responsible to ensure that the squad configuration will function safely and that the crew operates as one cohesive unit despite it's multiagency/multizone makeup.

1. It is expected that the individuals assigned as FFT1 by Duty Officers are to remain in that position during the assignment. The Forest and Park will provide the Crew Boss with a Crew Boss briefcase (kit) which will be located in the S.O. Cache in Jackson with the equipment. The Crew Boss must complete the SOP Checklist to be found in the briefcase (see attached) and forward the pertinent information to Teton Dispatch.



2. Crew Boss will ensure that an atmosphere of open communications is established and maintained throughout the assignment.
3. **Crew Boss will ensure that time is sent back to Teton Dispatch during assignment when pay period breaks are encountered while on assignment. Dispatch will forward time on to the zone and park duty officers, duty officers ensure that time gets forwarded to appropriate supervisors.** Also, Crew Boss ensures all crewmembers are released to their home unit with final timesheets.
4. When the crew is disbanded the crew boss will ensure that all crewmembers depart to the home unit with a travel worksheet to provide to their travel preparer to be compensated for travel while on assignment. (See Appendix F for an example worksheet).
5. Crew Boss must ensure that all information needed to update IQCS experience records is obtained and relayed to the crew before the crew is disbanded. Appendix G contains a fire experience form to document experience.
6. The Crew Boss is responsible for equipment rehabilitation and the return of tool/saws in proper condition for the next mobilization. The Crew Boss is responsible for signing all equipment back to the Cache Manager in operable status.
7. Crew Bosses and Squad Bosses are responsible for timely completion of AAR's, Individual Performance Evaluations, and trainee taskbook updates.
8. Crew Boss is responsible for collecting all Crew evaluations and submitting them to the Teton Crew Coordinator/North Zone FMO. Individual evaluations will be shared directly with the IQCS manager for that employee. IQCS managers are Chip Collins for GTNP, Chris Vero for NZ, Nan Stinson for EZ and Angie Crook for WZ.
9. Crew Boss will pass on any suggestions for changes to this operating plan to the Teton Interagency Crew Steering Committee Chair.
10. Crew Boss will write a summary of lessons learned, using the standard Teton Interagency Crew AAR Form (Appendix C), which shall be forwarded to FMO's and the Steering Committee upon return to home unit, no later than 1 week following completion of R & R.
11. Crew Boss is responsible for coordinating gear and equipment reahabilitation, to include saw kits located on each zone. Coordination with Duty Officers and Squad Bosses is necessary.

### **Trainers/Trainees:**

1. Must bring a properly initiated and current taskbook along on assignments.
2. For whatever position, the trainer and trainee will frequently review taskbooks to provide for a quality training assignment. The trainer is ultimately responsible for the trainees performance of the position and must interact with the trainee throughout the assignment to ensure proper performance.
3. If crew operations will not be compromised (transport, oversight, capabilities, etc.) individuals on the crew can accept single resource assignments (trainee or qualified) separate from the crew.

## **AD Firefighters:**

**AD's assigned to the crew must have their AD FFT # prior to dispatch.**

**AD's will need a separate resource order for any Fire Codes they are assigned to.**

### **Duty Officers**

1. Crew Bosses, Crew Boss trainees, ICT5, Squad Bosses and FFT1 trainees are identified for each zone based on the rotation listed in this plan.
2. It is expected that the individuals assigned as FFT1 by Duty Officers are to remain in that position during the assignment.
3. Duty Officers and FMO's will select crewmembers physically fit for the job and who possess a work ethic that reflects the crew values and expectations.
4. Ensure qualifications of squad members and alternates are accurate. Double check in IQCS.
5. Ensure that equipment and gear is properly rehabilitated and maintained for next crew mobilization. Ensure that saw kits are inventoried and necessary parts are purchased.

### **Teton Interagency Crew Steering Committee**

The Steering Committee will meet at least once per year to revise this Operations Plan for signatures. The minimum is one representative from each zone, GTNP, and the coordinator or designated acting. Designated members for 2017 are:

**North:** Chip Gerdin      **East:** Rick Lancaster  
**West:** Clancy Compton      **Park:** Garth Wagner/ Tom Edwards  
**Overall Coordinator:** Chris Vero

**TETON INTERAGENCY TYPE 2 IA CREW ROTATION**  
**2017**

	GTNP	BTF NORTH	BTF EAST	BTF WEST
1 <sup>st</sup> CREW	SQUAD 1	SQUAD 2	SQUAD 3	SQUAD 4
2 <sup>nd</sup> CREW	SQUAD 2	SQUAD 3	SQUAD 4	SQUAD 1
3 <sup>rd</sup> CREW	SQUAD 3	SQUAD 4	SQUAD 1	SQUAD 2
4 <sup>th</sup> CREW	SQUAD 4	SQUAD 1	SQUAD 2	SQUAD 3

- Each crew will be available for a two week period. Crews are available until dispatched or the two weeks is up. If two weeks go by without a dispatch, the next crew configuration will be manifested and made available. Repeat rotation for crew 5 and beyond.
- **Unless negotiated prior to manifesting Crew Boss Trainees will be identified for every crew. The Forest and Park have a priority list established for Crew Boss trainees. The trainee will be picked off the list, starting at the top and working down until the first available trainee is identified and manifested. The trainee list is in Appendix H.**
- FFT1 to be identified by Zone Duty Officers prior to mobilization and should not be assigned as FAL2 in addition to FFT1.
- FAL2 should be fully qualified as FAL2 with no restrictions.
- Zones will negotiate for trainee positions if the particular zone cannot meet the need.
- Teton Crew Coordinator/NZ Duty Officer will work directly with the Crew Boss and trainee to ensure diligent attempts are made to include 1 qualified EMT or Wilderness First Responder (WFR) on each crew manifest. EMTs or WFRs will be identified on the crew manifest with the appropriate mnemonic.
- An ICT4 should be considered for each manifest but is not required.
- It is desired to have at least one FAL1 on the crew, either manifested as such, or within the overhead structure of the crew.
- If Management approves attach a 21<sup>st</sup> individual to the crew, functioning in a separate trainee role outside the crew (single resource) if one can be gained while on assignment. This individual will be a fifth squad 2 individual and the zone filling squad 2 may provide the individual.

SQUAD 1

CRWB  
FAL2  
FFT2  
FFT2/rookie  
FFT2/rookie

SQUAD 3

ICT5/FFT1  
FAL2  
FFT1 trainee  
FFT2/rookie  
FFT2/rookie

SQUAD 2

21<sup>st</sup> trainee  
FFT1  
FFT2  
FFT2/rookie  
FFT2/rookie

SQUAD 4

ICT5/FFT1  
FAL2  
FFT1 trainee  
FFT2/rookie  
FFT2/rookie

CRWB(t) – From Forest/Park Priority List

The Crew Boss will ensure that all type 2 IA minimums are met or exceeded as the manifest is built or modified. (Must have minimum of 3 ICT5's, 3 sawyers, and at least 60% of crew must have 1 season or more of firefighting experience. Third ICT5 in above configuration would be either the CRWB or CRWB(T), if a shortage of ICT5's exists. See 2017 Red Book for minimum type 2 IA crew requirements.

## Suggested Gear For Fire Assignments

### Person

- Current Red Card, Comfortable Boots, Wallet, Cash (\$100)

### Initial Attack/Fireline Gear Contents

- New Generation Fire Shelter
- 4-6 quarts water
- Headlamp with batteries
- Leather Gloves
- Hardhat
- Eye Protection
- Food for 24 hours (1MRE + snacks)
- Roll of Flagging
- Radio with 9 extra aa batteries
- Radio Harness
- Compass
- Flat file
- Light Rainwear
- Warm layer
- Space Blanket
- 4 Fusees
- Meds/ toothbrush
- Matches/lighter
- Cook cup/coffee/tea
- Pen/pencil/pad
- Spork
- Knife
- First Aid Kit
- Toilet Paper
- Sunscreen/bug rep.
- Incident Response Pocket Guide
- Roll of Fiber Tane

### Red Bag Contents ( be prepared for a 14 day assign

- Work Clothes (4 T-shirts,  
2pr Nomex Pants)
- Personal Clothes  
(Jeans/Shirt)
- Exercise Clothes
- Running Shoes
- Tent
- Sleeping Bag
- Therma Rest/ Pad
- Book
- Flip flops/ Sandals
- Socks/Underwear (14 +
- Warm “puffy” Coat or the like
- Long underwear
- Beanie/ Warm Gloves
- Sweatshirt
- Writing Materials
- 2 Extra Garbage Bags-Heavy Duty
- Supplements/Vitamins/Meds
- Toiletries/Hygiene Needs
- Small Towel

## Teton Interagency Crew Boss Check List

- PPE: All Crew personnel have proper boots, hard hat and nomex clothing, etc.. Did all crewmembers receive deployment training for the version of fire shelter they are carrying?
- Tools:
  - o Check chainsaw kits are complete.
  - o Crew should have at least one Fire Weather Kit.
  - o Insure adequate hands tools including extras.
  - o Do all squad bosses have radios?
  - o First aid kit for the crew.
- Communication with Teton Interagency Dispatch:
  - o Check out with dispatch when crew starts travel.
  - o When traveling notify dispatch of location of stop-overs.
  - o Notify dispatch after arrival at fire assignment.
  - o Notify dispatch when leaving fire assignment or transfer to another fire.
  - o Notify dispatch when crew has returned.
- Manifest all crew members. Manifest should be faxed or emailed to dispatch before departure. **grte\_dispatch@nps.gov Teton Interagency Dispatch FAX: 307-739-3618**
- Check Crew Boss Kit: Crew and individual evaluations, extra fire fighter time sheets, crew time reports, general message forms, etc.
- Phone numbers for Teton Interagency Dispatch. **TIDC Phone: 307-739-3630**
- Medical Concerns:
  - o Check for allergies to bee stings and other medical conditions. Be considerate of privacy concerns!
  - o Are there any EMT's/ First responders on the crew?
- Check Red Card of crew members: How experienced is the crew? Are sawyers qualified?
- Flagging: Hot pink for escape routes, yellow with black stripes for hazards. See ISFFAO 2015 (Red Book) 07-15 – 07-16
- Crew members should have MRE's or other food for at least two meals when on the fire line.
- Will crew travel by vehicles or Bus?
  - o Do drivers meet work/rest guidelines?
  - o No travel after 2200 while in travel status to incidents or back to home base.**Plan accordingly!**
- Check resource order: Phone numbers for incident, location for check-in, etc.
- Brief crew: Make expectations for crew known before crew leaves. Have crew members sign the two page expectations document.
- Check out a Satellite Phone if the Fire Cache has one available.
- Ensure fuel and any hazmat are properly stored for travel.

Upon Checking all boxes please sign and date.

Crew Boss Signature \_\_\_\_\_

Crew Boss(T) Signature \_\_\_\_\_

## Expectations/SOPs/Crew Values – ALL

- You must have a **current red card** with you on all fires, as the card will be checked during mobilization.
- Individuals interested in assignments must have a full understanding of what is required and realistic expectations concerning wildland fire assignments. Physical and mental preparedness and a positive attitude are essential.
- Being properly prepared, physically and mentally, for any type of assignment is the responsibility of the individual firefighter and is the deciding factor in the success of your assignment.
- The time commitment of an assignment is usually 14 days, excluding travel. This could change depending upon fire activity. You must be prepared to stay for the duration of the assignment including additional travel days.
- Whatever the work task assigned anticipate and expect long hours, constantly changing operational periods, hard work, little rest, and an on-going change in regard to plans and objectives. You must be flexible and properly prepared.
- Assignments may place you in hazardous situations such as the fire itself, crew members using tools, machines, moving parts (dozers & engines), aircraft, bees/snakes and other hazardous bugs/animals, steep terrain, high altitude, electrical storms, and hot/dry climates. **Everyone's safety is of utmost importance and is your responsibility.**
- You are accountable for your actions and responsible for your safety and interaction with the team. Take pride in the crew and its recognition!
- If you are assigned to a large fire, you will be living in a fire camp. Fire camps will range from small and simple to very large and complex. They will provide you with food, possibly showers, and infrequent laundry services.
- It is possible that you will be moved from one fire to another. At the end of your assignment, the crew will be demobilized. The demobilization process is often slow and requires patience. At this time ensure that your time sheets are correct and bring a copy home with you.
- The chain of command will be followed by all crewmembers at all times.
- There is no tolerance for hazardous actions, any form of harrasment, or poor work ethic.
- Please maintain a professional attitude when blogging or posting photos and video to the internet. Be aware of the potential consequences before posting anything. In the age of social media, items posted to the internet can spread rapidly and are nearly impossible to correct or remove. Use good judgment and be accountable for what you post, especially if it pertains to accidents or other potential investigations. Your photos or video could be subpoenaed, and your postings could lead to disciplinary actions. General fire photos and video are fine, but if you are in doubt, ask your supervisor before posting anything from an assignment.
- The entire crew is under the direction of the crewboss at all times for the duration of the assignment; whether you are on the clock or not.

***IT IS IMPORTANT THAT YOU REALIZE THESE WORKING AND LIVING CONDITIONS AND CARRY ON YOUR ASSIGNMENT WITH A POSITIVE ATTITUDE. MISCONDUCT OF ANY KIND BY A CREW MEMBER MAY RESULT IN THE ENTIRE CREW BEING IMMEDIATELY DEMOBILIZED FROM THE FIRE.***

**INDIVIDUALS INVOLVED IN ACTS OF MISCONDUCT MAY FACE DISCIPLINARY ACTION FROM THEIR HOME UNIT.**

**Inappropriate Behavior:**

It is extremely important that inappropriate behavior be recognized and dealt with promptly. Inappropriate behavior includes all forms of harassment including sexual and racial harassment. Harassment in any form will not be tolerated. When you observe or hear of inappropriate behavior, you should:

- Inform and educate subordinates of their rights and responsibilities.
- Tell the harasser to stop the offensive conduct
- Provide support to the victim.
- Report the incident to your supervisor and the individual's supervisor if the behavior continues. Disciplinary action may be necessary.
- Develop appropriate corrective measures.
- Document inappropriate behavior and report it to the appropriate incident manager or agency official.

While working in and around private property, recognize and respect all private property.

**Drugs and Alcohol:**

- Non-prescription unlawful drugs are not permitted at any time. Possession or use of these substances will result in disciplinary action.
- During off incident rest and recuperation periods, personnel are responsible for proper conduct and maintenance of fitness for duty. Drug or alcohol abuse resulting in unfitness for duty will normally result in disciplinary action.
- Report any observed illegal drug use/possession or alcohol misuse to your supervisor.
- No alcohol will be carried in government vehicles.

I have read, I understand, and I agree to the above described incident behavior responsibilities, expectations, SOP's, and crew values:

SIGNATURE	DATE	SIGNATURE	DATE

# Appendix A



**Teton Crew - Incident Injury Treatment and Reporting Procedures – USFS PAGE 1 of 3**

**Serious Injury**

(Bleeding, Burns, Breathing Problems, Chest Pains, Loss of Consciousness, Severe Pain, Broken Bones)

**Call Medevac or Ambulance or Transport to ER**

**Report Injury to Supervisor – On a fire that means: Crew Boss (or Crew Boss - Trainee)**

Crew Boss must assure that injured person receives treatment and completes paperwork

<b>In Fire Camp:</b>	<b>Not in Fire Camp:</b>	
	<b>During Business Hours M-F 7am – 6pm</b>	<b>Outside Business Hours, On Weekends or if ASC is closed</b>
<p>Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. <b>Get Treatment.</b> (Incident Team Personnel will decide who accompanies the injured worker to the E.R.).</p> <p>Go to Comp /Claims Unit or Finance Section Chief. The <b>Incident Compensation for Injury Specialist (INJR)</b> or <b>Finance Section Chief (FSC-1or2)</b> issues the <b>CA-16</b> to the medical provider, and will assist you with filing your claim with Workers' Comp (through ASC).</p>	<p>Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. <b>Get Treatment.</b></p> <p>Injured employee, supervisor or other responsible party calls ASC : <b>877-372-7248</b> (Option 2 for HRM) <i>without delay – Request authorization for immediate medical care.</i> A Workers Compensation staff member will issue a <b>CA-16</b> form to the medical provider. (When a CA-16 is used properly, the employee is not billed for any work-related treatment.) <u>Give claim number to all medical providers.</u></p> <p>Injured employee and supervisor enter the injury information into SHIPS (accessed through eauth). Print <b>CA-1</b> or <b>CA-2</b> and send, with any medical reports, to Workers' Comp within 48 hours (see below).</p> <p>If unable to access SHIPS: Submit handwritten <b>CA-1</b> or <b>CA-2</b> form within 48 hours, and enter information into SHIPS as soon as possible.</p> <p>Supervisor <b>must:</b> complete page 2 of the form , sign where appropriate, Fax to Workers Comp <b>866-339-8583</b>, or mail overnight via Fed Ex. When Faxed, you are also required to mail the original to:</p> <p align="center">USDA Forest Service ASC-Human Capitol Management 3900 Masthead St., NE – WC Annex Albuquerque, NM 87109</p> <p><i>Note: When seeking medical treatment from a facility other than a Hospital Emergency Room - Verify that Medical Provider accepts Federal Workers Comp Claims – otherwise the injured employee will be responsible for all costs. (Emergency Rooms will treat any injured individual).</i></p>	<p>Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. <b>Get Treatment.</b></p> <p>Injured employee, supervisor or other responsible party calls ASC: <b>877-372-7248</b> (Option 2 for HRM) <i>within 48 hours or first business day.</i> A Workers Compensation staff member will issue a <b>CA-16</b> form to the medical provider. (When a CA-16 is used properly, the employee is not billed for any work-related treatment.) <u>Give Claim number to all medical providers.</u></p> <p>Injured employee and supervisor enter the injury information into SHIPS (accessed through eauth). Print <b>CA-1</b> or <b>CA-2</b> and send, with any medical reports, to Workers' Comp within 48 hours (see below).</p> <p>If unable to access SHIPS: Submit handwritten <b>CA-1</b> or <b>CA-2</b> form within 48 hours, and enter information into SHIPS as soon as possible.</p> <p>Supervisor <b>must:</b> complete page 2 of the form , sign where appropriate, Fax to Workers Comp <b>866-339-8583</b>, or mail overnight via Fed Ex. When Faxed, you are also required to mail the original to:</p> <p align="center">USDA Forest Service ASC-Human Capitol Management 3900 Masthead St., NE – WC Annex Albuquerque, NM 87109</p> <p><i>Note: When seeking medical treatment from a facility other than a Hospital Emergency Room - Verify that Medical Provider accepts Federal Workers Comp Claims – otherwise the injured employee will be responsible for all costs. (Emergency Rooms will treat any injured individual).</i></p>

<p align="center"><b>Minor Injury</b>                      Minor Cuts, Minor Bruises, Minor Sprains, etc.</p>		
<p align="center"><b>Report Injury to Supervisor</b> – On a fire that means: <b>Crew Boss</b> (or <b>Crew Boss - Trainee</b>)                      Crew Boss must assure that injured person receives treatment and completes paperwork  <i>(Call ASC for advice before seeing a chiropractor)</i></p>		
In Fire Camp:	Not in Fire Camp:	
Go to Medical Unit, Comp /Claims Unit or Finance Section Chief. The <b>Incident Compensation for Injury Specialist (INJR)</b> or <b>Finance Section Chief (FSC-1or2)</b> issues the <b>CA-16</b> to the medical provider, and will assist you with filing your claim with Workers' Comp (through ASC).	If the Employee Needs Medical Care	
	During Business Hours M-F 7am – 6pm	Outside Business Hours, On Weekends or if ASC is Closed
	Call ASC for <b>CA-16</b>  Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. <b>Get Treatment.</b>  Complete <b>CA-1</b> Call ASC for advice <u>Give claim number to all medical providers.</u>  (See: "Serious Injury" - page 1 - for more paperwork guidelines)	Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. <b>Get Treatment.</b>  Call ASC for <b>CA-16</b> within 48 hours or first business day  Complete <b>CA-1</b> Call ASC for advice <u>Give claim number to all medical providers.</u>  (See: "Serious Injury" - page 1 - for more paperwork guidelines)
If the Employee Just Wants the Paperwork Filled out in Case there are Future Problems		
		Enter the Injury Information into eSafety - (even if the employee does not receive treatment)
		If unable to access eSafety: Submit handwritten <b>CA-1</b> or <b>CA-2</b> form within 48 hours, and enter information into eSafety as soon as possible.  Injured employee and supervisor complete <b>CA-1</b> , marking the first box in block 39: "no lost time and no medical expense: place this form in employees medical folder (SF-66-D)" Follow the instructions on the <b>CA-1</b>

**Forms and Acronyms:**

- ASC – HR**      Albuquerque Service Center – Human Resources
- CA-1**            (a U.S. Department of Labor form) - Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
- CA-16**          (a U.S. Department of Labor form) - Authorization for Examination And/Or Treatment
- CA-2**            (a U.S. Department of Labor form) - Notice of Occupational Disease and Claim for Compensation
- COMP**          Compensation/Claims Unit Leader
- COP**            Continuation of Pay – *(For COP information see: Yellow Book Chapter 10 section 15.1-4)*
- FS-6100-16**    Agency Provided Medical Care Authorization and Medical Report
- FSC1 or 2**      Finance/Administration Section Chief
- HRM**            Human Resources Management
- INJR**            Compensation for Injury Specialist
- OWCP**          Office of Worker's Compensation Programs
- WC**             Workers' Compensation

<b>Illness</b>	
(Muscle Strain that developed over more than one day or shift, Infections, Cold, Flu, Strep Throat, Carpal Tunnel Syndrome, Valley Fever, Lyme Disease, Stress or Psychiatric Conditions)	
<b>Report Illness to Crew Boss (or Crew Boss - Trainee)</b>	
Supervisor should <b>NOT</b> give verbal authorization for treatment. Only the Department of Labor can determine if an illness is work-related based on the medical documentation. Do <b>NOT</b> issue a CA-16 for an occupational disease or illness.	
<i>Occupational Disease or Illness (OWCP) - rarely allows agencies to authorize medical treatment related to an occupational disease or illness. The employee is responsible for the cost of treatment and can file a claim.</i>	
<b>In Fire Camp:</b>	<b>Not in Fire Camp:</b>
Go to Medical Unit, Comp/Claims Unit or Finance Section Chief. INJR advises individual of rights, benefits, and responsibilities. INJR authorizes appropriate APMC (Agency Provided Medical Care), using a <b>FS-6100-16</b> , for first aid treatment for illnesses such as respiratory illness, colds, sore throats and similar conditions associated with exposure to smoke, dust, and weather conditions, etc. Treatment of more significant illness/disease conditions are not authorized and must be submitted to OWCP for adjudication.  COMP/INJR faxes and mails original injury/illness forms, supporting documentation and medical treatment records to ASC within two days of receipt of the CA-2.	Individual completes form CA-2, "Notice of Occupational Disease and Claim for Compensation" as soon as possible and preferably within 48 hours. Supervisor completes and signs reverse side.  (The CA-2 is completed in SHIPS and faxed to ASC just like the CA-1. See: "Serious Injury" – page 1 – for paperwork guidelines). <b>The employee needs to work closely with the case manager in Workers' Comp to file their CA-2 claim.</b>  Leave blocks titled "Occupational code", "Type code", "Source code", "OWCP Agency Code", and "OSHA Site Code" blank. ASC is responsible to complete.
Supervisors should be trained in the difference between illness and injury. "Occupational Disease or Illness. A condition produced by the work environment over a period longer than a single workday or shift. It may result from systematic infection, repeated stress or strain, exposure to toxins, poisons, or fumes, or other continuing conditions of the work environment." (from the Yellow Book)	
<b>PRESCRIPTIONS</b> – Utilize local pharmacies that accept the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP) Fee Schedule and bill directly. Pharmacies/Medical providers not enrolled with DOL, OWCP, Division of Federal Employees Compensation (DFEC), should contact DOL, Affiliated Computer Services (ACS) <a href="https://owcp.dol.acs-inc.com">https://owcp.dol.acs-inc.com</a> .	

**For more information on Injury / Illness reporting and treatment, see:**

ASC-HRM Workers' Compensation website [http://fswweb.asc.fs.fed.us/HRM/owcp/WorkersComp\\_index.php](http://fswweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php)  
 (See all 5 categories in yellow, left side of page. Includes info such as: Supervisor Handbook, Pocket Cards, & Quick Reference: [http://fswweb.asc.fs.fed.us/HRM/owcp/WorkComp\\_Roles\\_Resp.php](http://fswweb.asc.fs.fed.us/HRM/owcp/WorkComp_Roles_Resp.php) see page bottom)

**Yellow Book** (Interagency Incident Business Management Handbook) – Chapter 10, Section 15

**Red Book** (Interagency Standards for Fire and Fire Aviation Operations) - Chapter 7

Or:..... call ASC: **877-372-7248**

# Appendix B

## **Teton Crew Incident Injury Treatment and Reporting Procedures National Park Service**

Follow these guidelines no matter if it is during business hours, outside business hours or on weekends.

### **1. Injury is reported to you as the supervisor (CRWB).**

- Seek Medical Treatment!!
- If cell phone service is available call the Grand Teton N.P. Human Resources Office at 307-739-3441/3442/3446 to advise them of injury. If it is after hours or on a weekend leave a message for the HR Office.

### **2. Contact the official NPS supervisor of the injured employee to advise them of the injury and the need for medical attention.**

- The NPS supervisor will call the Chief Ranger who will call the NPS Superintendent to advise them of the injury.

### **3. Fill out appropriate paperwork.**

- Fill out CA1 or CA2 (hard copy is fine).
- On the CA-1/CA-2 the supervisor is the CRWB or CRWB(T).
- Take a CA-16 to the doctor's office to receive care, return the completed CA-16 or equivalent evaluation form to the HR office, form can be faxed to the HR office if necessary at 307-739-3307.
- The employee and NPS supervisor need to file the claim, CA-1/CA-2, online with the Safety Management Information System (SMIS). When you advise the employee's NPS supervisor of the injury the supervisor may start filing the claim electronically for the employee while the employee is out on assignment.

### **4. Employee has been treated.**

- Inform the supervisor (CRWB and NPS Supervisor) immediately of any medical limitations or restrictions (these should be specified in writing by the physician).
- Does individual need to be released from crew and sent home?

If you are in fire camp and need medical assistance go to the Medical Unit where they will coordinate the necessary treatment and issue the appropriate forms. Be sure to make necessary contacts to the employee's official NPS supervisor so agency administrators can be informed of the injury.

# Appendix C

## **Teton Crew AAR Format**

**Date/time:**                      **Length of Assignment:**

**Fire Name:**                      **Fire Number (i.e. WY-BTF-123):**

**This will be an AAR with crew bosses, trainees, and crew members to revisit the Teton Crew assignment. We will try to focus on positive ways to make the crew more effective for future years. From this AAR we should be able to come up with a list of items which can be brought forward during the off season to be addressed, at FMO meetings (or meeting).**

**Standard AAR Format:**

**What was planned:**

**What actually happened:**

**Why did it happen:**

**What can we do next time:**

**Overall discussion of items per ICS functional group related to the functioning of a Type 2IA crew:**

**Operations – crew day to day ops, tools, saws, quals, training assignments, fitness of the crew etc.**

**Logistics – crew mob/demob, travel, vehicles, radios, quality/age of gear, daily logistical needs of the crew**

**Finance – crew time reporting, before, during and after the assignment. Purchasing on assignments.**

**Plans/situation – technical saviness of the crew such as: GPS, other technical stuff which makes the crew stronger.**

**Safety – anything**





## **Appendix E Demob checklist**

### **Crew Demobilization Checklist (after travel back from incident):**

- Fire time updated for all crew members and released crew members have timesheet
- Travel worksheets complete for all crewmembers.
- Fire Experience/IQCS documentation complete for all crewmembers.
- Chainsaws refurbished, saw kits refurbished and orders placed for replacement parts.
- Tools refurbished, Full complement of tools available to next crew.
- Fire replacement requisitions complete.
- Checked out cache items returned.
- Vehicles cleaned, refurbished and any deficiencies or damage documented and repairs scheduled as needed. Or ensure vehicle owners are aware and will follow up.
- Trainee position task books filled out as appropriate, performance evaluations complete for trainees.
- Any other damaged equipment has replacement or repair process in the works.
- Documentation squared away for any individual crewmember medical or injuries.
- Dispatch notified of crew status.
- Crew AAR done. Necessary AAR documentation complete.
- Crewmembers released.

**Appendix F**

**TETON CREW FIRE ASSIGNMENT TRAVEL SUMMARY**

Provide each crewmember a copy of this after assignment

Date Received:

Day	Date	Fire Name	Fire Code	City or County	ST	Personal	Hotel Cost	Hotel Tax	Misc Expense	check box if meal provided at no cost to you		
						or Gov CC				B	L	D
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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22												
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24												
25												

**Additional Notes:**

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**Employee Signature:**

**Date:**

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## Appendix H

### Crew Boss Trainees as Identified by Forest and Park 2017

Kendra Jackson (East Zone)	18
Clancy Compton (West Zone)	18
Brianna Bolton (Helitack)	16
Lora Trout (Helitack)	15
Marshall Myhre (North Zone)	14
Andy Kautza (East Zone)	6

### The Process

- 1. Initial Ranking based on total of 1st three columns, Based on nomination forms.**
- 2. # of previous assignments accounted for to offset initial rankings.**
- 3. Other qualifications (i.e. ICT4) , Agency and program needs, IDP and other intangible criteria used during discussions to identify the trainee priorities.**
- 4. Priority column identifies the Trainees numerical ranking**
- 5. This prioritization should be revisited each time the Teton crew is manifested**