

# SOUTHERN AREA COORDINATION CENTER



## DETAILER GUIDE

February 2023

1200 Ashwood Parkway, Suite 230

Atlanta, GA 30338

Dispatch Number: 678-320-3000

Fax Number: 678-320-3036

<https://gacc.nifc.gov/sacc/index.php>



## TABLE OF CONTENTS

	<b>Page</b>
Introduction	3
Mission Statement	3
About SACC	3
Working Atmosphere	4
Appropriate Attire	4
During Your Stay	4
After Your Stay	4
Staff	4
Lodging, Meals, and Transportation	5
Security	5
Timekeeping	5
Lunch and Breaks	5
Smoking Policy	6
Restrooms	6
Handicapped Accessible	6
Sick Leave/On the Job Injuries	6
Performance Evaluations/Task Books	7
SACC Emergency Procedures	7
SACC Desk and Position Orientation	10
Desk Top Directory	11
Telephone Usage and Procedures	11
Computers	12
Internet	12
Software	12
SACC General Procedures	12
Demobilization, Reassignment and R&R	13
SACC Detailer Survey	15

## ***Mission Statement***

*The principal mission of the Southern Area Coordination Center (SACC) is the cost effective and timely coordination of land management agency emergency response for wildland fire. This is accomplished through planning, situation monitoring and expediting resource orders between the Bureau of Indian Affairs (BIA) Areas, Bureau of Land Management (BLM) States, National Association of State Foresters (NASF), Fish and Wildlife Service (FWS) Regions, USDA Forest Service (FS) Regions, National Park Service (NPS) Regions, National Weather Service (NWS) Regions, Federal Emergency Management Agency (FEMA) Regions through the United States Fire Administration (USFA) and other cooperating agencies.*

## ***About SACC***

SACC was established to provide logistical support and intelligence for wildfires across the South. However, because the SACC is an “all-hazard” coordination center, we also provide support in response to other emergencies such as floods, hurricanes, and earthquakes.

How does it all fit together? When state coordination centers have exceeded their internal capability to fill requests locally, requests are placed with their Geographic Area Coordination Center (GACC).

### **The 12 Southern Area State Coordination Centers:**

Alabama (Montgomery)	Arkansas/Oklahoma (Hot Springs)
Florida (Tallahassee)	Georgia (Gainesville)
Kentucky (Winchester)	Louisiana (Pineville)
Mississippi (Pearl)	North Carolina (Asheville)
South Carolina (Columbia)	Tennessee (Cleveland)
Texas (Lufkin)	Virginia (Charlottesville)

Wildland Fire Management, has 10 Geographic Area Coordination Centers

### **Geographic Area Coordination Centers:**

Eastern Area (Milwaukee, WI)	Northwest Area (Portland, OR)
Southern Area (Atlanta, GA)	Alaska Area (Fairbanks, AK)
Northern Rockies Area (Missoula, MT)	Rocky Mountain Area (Lakewood, CO)
California Southern Operations Area (Riverside, CA)	Great Basin Area (Salt Lake City, UT)
California Northern Operations Area (Redding, CA)	Southwest Area (Albuquerque, NM)

When GACCs have exceeded their internal capability to fill requests as a result of supporting multiple incidents, or when GACCs are competing for resources, the requests for overhead, aircraft, equipment and supplies are routed to the National Interagency Coordination Center (NICC) in Boise, ID.

## ***Working Atmosphere***

SACC is a harassment free workplace, and we practice a zero-tolerance policy for harassment of any kind. All employees, cooperators, contractors, and volunteers who participate in wildland fire operations have the responsibility to treat one another with respect and to maintain a work environment free of harassment or intimidation of any kind. Every employee at the SACC takes personal responsibility for creating and ensuring a healthy and safe work environment.

Every individual assigned to the SACC has a responsibility to report harassment, inappropriate behavior, and take positive action to mitigate the effects. Promptly notify the Functional Area Coordinator, Deputy Center Manager or the Center Manager should any situation develop.

SACC takes pride in maintaining a professional and service oriented working atmosphere while still allowing for some informality. We want you to have fun working here, but we also expect you to be professional and perform your duties to the best of your ability. If you have questions about your assigned duty, please don't hesitate to ask for help.

## ***Appropriate Attire***

In order to maintain a professional atmosphere at the SACC, we request that visitors and detailers wear casual office style apparel, particularly during the weekdays. Working with a large group in a relatively small working space, it is difficult to keep the temperatures comfortable for everyone. We recommend that you bring a sweater or jacket to ensure your comfort.

## ***During your stay***

If you have any questions or concerns; please direct them to the Functional Area Coordinator. If your questions or concerns cannot be met at this level, please contact the Center Manager.

## ***After your stay***

After your stay, please complete the SACC Detailers Survey Form. You can find this survey located on the final page of this guide. We welcome your comments or ideas on how we can improve our Center. Please feel free to give us your recommendations and constructive criticism.

## ***SACC Staff***

SACC is staffed with 10 year-round personnel. SACC is staffed jointly by USDA Forest Service, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, and Southern Group of State Foresters employees.

### **SACC Team:**

**Nancy Ellsworth** – Center Manager  
**Calvin Miller** – Deputy Center Manager  
**Tracy Robinson** – Assistant Area Coordinator  
**Vacant** – Logistics Coordinator  
**Vacant** – Intelligence Coordinator

**Al Mebane** – Aircraft Coordinator  
**Steven Ippoliti** – Meteorologist  
**Andy Snyder** – Meteorologist  
**Danielle “Danie” Carter** – Program Assistant  
**Jim Prevette** – Compact Coordinator

The SACC staff has a hybrid work schedule. What this means, they work from home part of the time and work from the office rest of the time. You may provide a work cell phone number if a staff member is working from home.

## ***Lodging, Meals, and Transportation***

Room reservations are your responsibility or are to be made by the sending unit. A list of area motels is located on the SACC website, <https://gacc.nifc.gov/sacc/index.php>. If you are not self-sufficient, please call SACC immediately and notify the Functional Area Coordinator so accommodations can be made for you. In order for us to plan ahead, please notify us as soon as possible of any special needs. If lodging is being paid by SACC, **you are responsible for all miscellaneous expenses, personal telephone calls, and other nonessential expenses.**

Your respective resource order will indicate if you are authorized a rental vehicle. Alternative transportation is available, which includes carpooling, hotel shuttle, etc. We have found that it is easier to take the MARTA transportation system to SACC and renting a car from here.

There are a number of highly recommended hotels within walking distance of SACC. Below is the fiscal year 2023 (October 1 - September 30) Atlanta area per diem rates.

Atlanta, Georgia Per Diem Rates for 2023 Rates Apply To: Atlanta, Georgia: Fulton / Dekalb County Lodging Rate: \$163.00 Meal Rate: \$74.00

**These rates can be confirmed at [www.gsa.gov/travel-resources](http://www.gsa.gov/travel-resources).**

## ***SACC Security***

The 1200 Building reception desk is staffed Monday through Friday from 0800–1700 and Saturdays from 0800–1300 by security personnel. The front doors are unlocked from 0700 to 1800 and they are locked on the weekends. A key card can be obtained from the Program Assistant for weekend and afterhours access. A combination lock is located on each entry door into the SACC suite. The Functional Area Coordinator can show you the operation of this lock. A doorbell is located next to the main entrance to the suite.

The 1200 Ashwood Security 24 hour telephone number is (404) 293-1236.

## ***Timekeeping***

You are responsible for keeping track of your own time. You should use the **OF288 form (Incident Time Report)**. **It is recommended that you complete the form daily.** When your assignment is over, the Functional Area Coordinator will sign Block 21 after Block 20 is signed by you. Generally, the charge code on your resource order is used for your time sheet. If you have any questions about the charge codes used for your time sheet, double check it with the Functional Area Coordinator.

## ***Lunch and Breaks***

You may take 30 minutes for lunch and are allowed a 15 minute break for every two hours of work on your shift. Lunch breaks will be staggered to allow for continual floor and desk coverage. Please notify the Functional Area Coordinator if you leave the office to obtain lunch or for any other reason of considerable duration. Drinks are allowed on the floor as long as they are in a covered container to prevent spillage.

The SACC break room is small but has a refrigerator and freezer, microwave, coffee pot, and toaster available for use. Please be courteous and remember to clean up after each use. Label food items to be stored in the refrigerator/freezer with your name and the current date. Do not keep perishable items in the refrigerator on a long-term basis. Exposed food left on the table and in the cupboards will be disposed of. If you use a dish or cup, please wash it when you are finished using it. At the end of your assignment, please remove any leftover food from the refrigerator and dispose of it.

Coffee is available in the break room. The 1200 building has a cafeteria located in the lower lobby that is open from 0800 – 1500 Monday through Friday. Vending machines are also located on the lower level, down the hall from the cafeteria.

### ***Smoking Policy***

The 1200 building is smoke free. The designated smoking area is the building's docking area. Please limit groups off the floor for smoking breaks from 1 to 2 people at a time to maintain adequate floor/desk coverage levels.

### ***Restrooms***

Restrooms are located at either end of the hallways on all floors, except the basement. All restrooms are handicapped accessible. If you have any questions or need directions, please ask.

### ***Handicapped Accessible/Parking***

The 1200 building is a fully accessible building. The SACC office is located on the second floor of this building with the elevators located in the center of the building. Parking spaces are provided for employees and visitors with disabilities. Ask permanent staff for the parking space locations.

### ***Sick Leave/On-the-Job Injuries***

If you become ill while on duty, please notify the Functional Area Coordinator immediately. If you cannot come in for your scheduled shift, please call the Functional Area Coordinator before your shift starts so that we can make arrangements to cover for you. If your illness or injury will prevent you from completing your assignment, let the Functional Area Coordinator know so that your demobilization arrangements can be made.

If you are injured while on duty, please see the Functional Area Coordinator as soon as possible. If further medical attention is needed, either you or the Functional Area Coordinator will need to follow the directions located at <https://fsweb.wo.fs.fed.us/hrm/workers-compensation/index.php> prior to your visiting the doctor or hospital. If the injury is life threatening, emergency response personnel will be summoned for emergency transport to the nearest medical facility.

## ***Performance Evaluations/Task Books***

Performance evaluations may be completed for outstanding performance, poor performance or upon request.

If you are working on completing a task book, please let the Functional Area Coordinator know upon your arrival. Qualified SACC employees (either a Coordinator or a Supervisory Dispatcher) are happy to sign off any items in your task book that we have observed you complete successfully (your task book must be a properly initiated task book from your home unit). If you did not bring your task book with you, call your home unit and have them mail it to you.

## ***SACC Emergency Procedures***

1. Emergency Notification Procedures – the following procedures shall apply:
  - a. Notification of Fire Emergency will be announced via a fire alarm that is located on each floor. In the event of power loss, emergency lighting in hallways and lighted EXIT signs provide illumination-directing personnel to means of egress to outside of the building.
  - b. When the fire alarm sounds, the designated Floor Warden will don the orange vest and assist in evacuating personnel in SACC to the designated evacuation point which is located at the back right corner (see attached photo showing evacuation point indicated by arrow with star) of the employee parking lot. Once assembled, a head count will be conducted to ensure everyone is accounted for. The SACC Center Manager or Deputy Center Manager, hereafter referred to as the CM or DCM, or a person designated by the CM or DCM, will then attempt to contact building security to report the location of any physically challenged personnel at SACC for possible evacuation by responding emergency personnel.
  - c. However, if the building management representative finds that the situation can be corrected promptly, or if it was a false alarm, the SACC CM or DCM will make a verbal announcement advising that we have an “all clear” and for everyone to resume normal operations.
  - d. After the “all clear” has been given, a critique will be held.
2. When emergency notification is announced via a fire alarm, evacuate the building quickly, but do not run. Do not panic.
  - a. Do not take time to gather your personal items around your work area.
  - b. While evacuating, everyone should use the nearest EXIT (Primary and Alternate Exit routes are identified on Evacuation Plans posted at each exit in SACC).
  - c. Leave the vicinity of the building so that the Fire Department/Law Enforcement personnel will have access to the building and proceed to the aforementioned evacuation point.
  - d. Upon arrival to the evacuation area, the CM or DCM will determine if everyone is present or accounted for.
  - e. No smoking during evacuation of building.

- f. Area personnel will close hallway doors when exiting if feasible and time permitting.
  - g. Stay in your assigned area until told to go home or return to work. Under no circumstances are you to go to your car until told it is safe.
- 3. All clear will be given by announcement in the assembly area by a Building Management Representative if the alarm is determined to be false or the building is considered safe to reenter.
- 4. Building Management will schedule a practice evacuation semi-annually.

### **EVACUATION OF PERSONS REQUIRING ASSISTANCE**

- 1. Persons who are not capable of negotiating exits in an emergency should proceed to a point adjacent to the nearest exit. This may be the landing, stairwells or service elevator.
- 2. The SACC CM or DCM will assign employees to stay with persons requiring assistance to give special help and assistance as needed and to evacuate them in an extreme emergency. These employees will not have to be evacuated unless instructed to do so by the Building Manager, or the employee and the person(s) giving assistance deem it necessary.
- 3. For SACC, the CM or DCM will be responsible for designating a minimum of two people to assist with the evacuation of persons needing assistance. The Floor Warden and persons designated to assist people needing assistance will be identified during the daily floor briefing. After the person(s) needing assistance has been escorted to the place of safe haven, preferably the nearest stairwell or service elevator, one of the persons will then leave to locate APG security personnel and advise them of the location of person(s) needing assistance so that further assistance can be rendered by responding emergency personnel, if necessary. Because of the potential for illness and/or injuries to permanent staff members as well as visitors and detailers, SACC will always be staffed with a minimum of two people. No single person will staff SACC for more than one hour in duration.

### **SHELTERING FOR TORNADOES OR SEVERE WEATHER**

This section is meant to establish procedures for employee's protection in the event a tornado or severe weather threatens.

SACC has a receiver located on the COD desk that monitors the Weather Service broadcasts. When a local emergency broadcast message is issued reporting tornadic activity in close proximity to SACC or a tornado is seen or reported to be in the local area by other media, the CM or DCM will notify employees, detailers and visitors, if applicable, via verbal announcement.

If necessary, the CM or DCM will make a verbal announcement that the local area is in a severe weather watch and for everyone to be ready to move to safe locations, if required. The designated safe haven for personnel at SACC is the basement. If the severe weather conditions pass without the need for sheltering actions, an "all clear" announcement will be made.

- 1. The CM or DCM will make a verbal announcement of an emergency and for everyone to go to the basement until the all clear is given.
- 2. Calmly proceed immediately to the designated area which is the café during business hours and the space near the vending machines after business hours or during weekend



days or holidays when the café is normally closed. The CM or DCM will account for all permanent employees of SACC and any detailers and/or visitors, if applicable.

3. Each office in the building is responsible for ensuring that personnel within that office are advised of the emergency. (This will ensure everyone is notified of the sheltering action).
  - a. The CM or DCM will designate persons to provide help to those who require special assistance.
  - b. Personnel at SACC will move to the primary shelter which is the basement as aforementioned. However, if for some reason going to the basement is not feasible then the interior hallways and restroom areas will be alternate locations for safe haven. However, be sure to inform the CM, DCM or Functional Area Coordinator (FAC) on where you intend to seek safe haven. Remain at these locations until the all clear is given.
  - c. Please stay away from windows and glass doors.
4. The CM or DCM will monitor the local weather to keep informed of weather conditions, and, when the severe weather has passed, will give the “all clear” signal.

### **BOMB THREAT PLAN**

In the event of a bomb threat, the following plan will be used.

Should any employee receive a bomb threat telephone call, the following actions should be taken:

1. Refer to the ATF bomb checklist for phoned in bomb threats. The checklist is located at each workstation. Listen carefully and record the exact words as they are spoken while recording this information on the checklist.
2. Remain calm and courteous, however at the same time, attempt to discern, as closely as possible, the callers speech characteristics, age, sex, demeanor (calm or excited), and any background noises.
3. Try to obtain other information from the caller such as time the bomb is set to go off, type of bomb, location of bomb, description of the bomb, reason the caller has placed the bomb. Try to record the exact words used by the caller.
4. After above steps have been taken, report information to the CM or DCM.
5. The CM or DCM will designate someone who will notify building security at 404-660-0194, and will call 911. If time permits, regional points of contact will be notified, as well.
6. If the decision is made to evacuate the building, the CM or DCM will make a verbal announcement. SACC will be completely evacuated following instructions in this plan. For individuals needing assistance the same procedures will be followed as for fire emergencies. Evacuated personnel will make their way to the back right corner (indicated by arrow with star) of the employee parking lot. Once assembled, a head count will be conducted to ensure everyone is accounted for.
7. Do not return to the building until the “all clear” is given by law enforcement or other appropriate authority.

## **CONTROL PERSONNEL AND DUTIES**

1. The CM or DCM is responsible for developing occupant protection, coordinating staffing and training for the protection, organization, and execution of the plan as well as deciding the course of action to be taken during an emergency.
2. Person(s) needing assistance– The CM or DCM will ensure that these persons are safely evacuated and attended to during the evacuation period.

### **Other emergency contacts:**

Building Security emergency contact & after hours contact (cell phone)	404-293-1236
Building Security Desk Phone (landline)	678-538-3041
Dunwoody Police Dept. (non-emergency contact)	678-382-6900
National Poison Control Center (Area poison center in the US)	1-800-222-1222

## ***Desk and Position Orientation***

The SACC floor is broken up into four functional desk assignment areas:

**Aircraft:** coordinates the transport of crews, personnel, supplies and equipment; airtankers, lead planes, aerial supervision modules, helicopters, FAA portable control towers, and the military Modular Airborne Fire Fighting System (MAFFS).

**Overhead/Teams:** coordinates mobilization of specialty teams such as, Area Command Teams, Complex Incident Management Teams, Type 1 and 2 Incident Management Teams, National Buying Teams, Burned Area Rehabilitation Teams, and single resource overhead positions, etc.

**Crews/ Modules/ Equipment/Supplies:** coordinates mobilization of crews, modules, equipment and supplies, such as 20-person fire crews, Type 1 and 2 Wildland Fire Modules, 4 – 10 person suppression modules, 4 – 10 person fuels modules engines, dozers, water tenders, cache vans, portable weather stations, etc.

**Intelligence:** collects, consolidates and disseminates information to cooperating agencies, fire managers and the public; responds to special requests for information; prepares daily, weekly, monthly and annual reports/assessments and assists with briefings.

**Functional Area Coordinator:** is responsible for operations of the Coordination Center in providing efficient, cost-effective service to the field. The FAC is responsible for giving all detailers an initial briefing, which includes a complete tour of the facilities, office machines (fax, printers, and copiers), introductions, and a status of any pending or outstanding requests in your functional area. The FAC schedules shift assignments to provide coverage as determined by the Center Manager, reviews desk dispatcher's work for accuracy and timeliness, provides input on where to place orders for resources, completes performance evaluations, is responsible for the welfare of the assigned personnel and resolves problems that are beyond resolution at the desk dispatcher level.

**Deputy Center Manager:** is responsible for overall floor operations. The DCM is typically troubleshoot problems, talk to Coordinators in other GACCs and participate in conference calls and meetings, etc. A critical part of the FAC's job is to bring problems/questions to the attention of the DCM in a timely manner.

**Center Manager:** the Center Manager is responsible for the overall management of the Coordination Center and providing Multi-Agency direction to SACC activities. The Center Manager is involved in interaction with Multi-Agency Managers and Directors, Military and Political officials, Incident Commanders, Area Commanders, National Multi-Agency Coordinators, external affairs and others outside of the Center, in addition to providing direction and advice to the Deputy Center Manager and/or Functional Area Coordinators.

### ***Desk Top Directory***

You will find most of the information you need, with which to do your job effectively and proficiently, located within the desk top directory. Every desk has a desk top directory that contains two separate sections, general information and desk specific information. Within each directory, you will find the SACC Software Users Guide, the National Mobilization Guide, telephone numbers and speed dial numbers, along with desk specific information. It would be beneficial for you to get familiar with this directory.

### ***Telephone Usage and Procedures***

Personnel should attempt to answer all incoming calls by the second ring. All phone calls should be answered as: “Southern Area Coordination Center, this is (your name).” When answering the phone at SACC, we ask that you be courteous and professional. If you receive an unpleasant phone call, place the caller on hold and confer with the Deputy Center Manager or Functional Area Coordinator. You are not expected to have to deal with unruly or unpleasant callers.

If you receive a call and you cannot respond to a question, put the caller on hold and find someone who can help. If you cannot find assistance right away, take their full name and number and inform them you will call them back shortly with the information requested.

Refer all calls to the appropriate desk or take messages when necessary. Do not take orders or information for a desk on which you’re not working, unless requested to assist that desk. Otherwise, take a name and number and pass it along to the appropriate desk.

**Personal home phone numbers and the Weather Service number will not be released to the public under any circumstances.** If a caller will not accept this, refer them to the Functional Area Coordinator. If a caller requests the aircraft hotline number, do not give it out unless they are associated with aircraft and aircraft functions. This number is strictly used for resource tracking aircraft. Please do not give out phone extensions. All calls will come through the main line at (678) 320-3000.

While at SACC, you will use numerous functions on our phone systems including speed dial, call transferring and speaker/intercom functions. For specifics on how to use these functions and many more, you will find this information available in the desk top reference. If you have any questions, please ask for help.

## ***Computers***

Dispatchers will get computer access through the Functional Area Coordinator. All floor computers throughout the center are on the Forest Service network. At the end of each shift, please RESTART the computer. (Click on Start, Shut Down, and Select Restart from the drop down menu and click OK.) This will refresh the system for the next user and leave it operational for automated software upgrades.

## ***Internet***

Internet use should be work related and used sparingly which will minimize electronic traffic and maximize performance for all users. Never download screensavers or other software to the SACC computers. Be cautious in computer usage. All documents and emails are stored electronically and become public record that may be reviewed at any time. At no time should pornography, gambling, Facebook or other questionable or offensive sites be accessed. The FS Internet Use Policy applies and will be enforced by USFS IT security personnel.

## ***Software***

The following applications are most commonly used at the SACC:

Microsoft 365

FireNet

Automated Flight Following

WildCAD

IROC

Internet browsers

## ***SACC General Procedures***

- ✓ Be professional; enjoy your work and coworkers.
- ✓ Receive desk assignments from the Functional Area Coordinator.
- ✓ Review the shift brief and verbally debrief the person you are relieving.
- ✓ Review all resource orders, taking note of the status pending requests. Clarify any items not covered in the shift brief.
- ✓ Notify the Functional Area Coordinator of all new orders and requests with their recommendations on where to place the requests.
- ✓ Make sure cost coding is correct.
- ✓ Perform assigned work according to standards and time frames established by the National Mob Guide, SACC Mob Guide and by the Functional Area Coordinator.
- ✓ Refer personnel problems and employee suggestions to the Functional Area Coordinator/Center Manager.
- ✓ Notify the Functional Area Coordinator of changes to personnel schedules which may affect staffing/shifts.
- ✓ Have time sheet (OF288) and leave slips signed by the Functional Area Coordinator.
- ✓ Keep your desk area clean and orderly for the next shift or day.
- ✓ Immediately notify the Functional Area Coordinator of any problems relating to improper ordering procedures or problems.
- ✓ Refer agency specific questions and/or questions concerning policy or interpretation to the Functional Area Coordinator.

- ✓ Depending on your desk function, you may have routine duties relating to that desks function (i.e. how to order a caterer). Duties for each desk function are outlined in the Southern Area Mobilization Guide.
- ✓ As time and workloads allow, please spend your time reviewing the documents at your stations, such as the Southern Area Mobilization Guide, National Mobilization Guide, and Software User's Guide. This will help you out immensely when activity picks up and you are expected to know the functions of your assigned desk.
- ✓ At the end of your shift, review resource orders and shift brief notes to ensure complete documentation.
- ✓ Verbally brief the person relieving you and/or the Functional Area Coordinator on outstanding orders, requests, problems and shift notes.

### ***Demobilization, Reassignment and R&R***

Fire assignments typically last 14 days (excluding travel), although we sometimes have long-term detailers assigned to SACC. Any deviation from the standard 14 day assignment will be agreed upon at the time of dispatch. You may be released from your assignment for a variety of reasons, such as end of commitment, lack of fire activity, reassignment, or performance related release. If you were mobilized with a roundtrip airline ticket, please inform the Functional Area Coordinator before any demobilization arrangements are made.

Upon checkout of your lodging, you'll need to pay for any personal expenses incurred during your stay (such as phone calls, movie rentals, etc.). When you leave SACC, you should have the following items with you:

- ✓ Completed and signed time sheet (OF288) with the appropriate funding codes.
- ✓ Completed and signed performance evaluation.
- ✓ Task book with items completed as appropriate.
- ✓ All personal items.

Please ensure that you have returned your key card to the SACC Program Assistant. Also, please be sure that you have removed and properly disposed of any perishable food items belonging to you in the SACC break room.

Upon completion of a 14 day assignment and return to the home unit, two mandatory days off will be provided. Please refer to the National Mobilization Guide, Chapter 10, and the Incident Interagency Business Management Handbook, Chapter 10 for policy guidelines.

Personnel sometimes express desire to deviate from their homeward flight itinerary (e.g. make an enroute stop to visit friends or relatives). SACC policy is to make flight arrangements via the least cost and most direct route to your home base. If you wish to change your ticket, it will be up to you to do so (and pay for any additional costs out of your own pocket); it will also be your responsibility to notify and get approval from your home unit/supervisor if your estimated time of arrival (ETA) is different than what was relayed through the dispatch system. If you are driving, the above responsibility still applies. If you choose to make travel deviations, you should also understand that per diem will not be covered while you are in non-pay status.

**Reassignments may occur if:**

1. You are qualified for the position being ordered
2. You have at least 7 days left out of your total assignment

If we are releasing personnel excess to our needs, we will attempt to offer you some options for reassignment, however this is not guaranteed. Please remain flexible.

## Southern Area Coordination Center Detailer Survey

The purpose of this survey is to identify ways to help us improve our operations and customer service needs. Your constructive feedback is very important to help us in our continuous improvement process.

SACC detailers are asked to complete the following survey at the end of their detail.

All sensitive comments will be kept confidential. Please feel free to use the back of this form, or attach additional sheets, if space provided isn't enough to sufficiently answer the questions.

1. What recommendations or changes would you suggest to our office procedures to help us streamline operations?
2. Did SACC provide adequate Center orientation and detailer materials? What information was not provided by SACC to you that would be beneficial to other detailers during their assignments to SACC in the future?
3. Was the SACC staff helpful to you during your detail?
4. Were the facilities adequate? If not, what improvements would you suggest?
5. What did you enjoy most about your detail to the SACC?

**OPTIONAL** – Submitted by: \_\_\_\_\_ Unit: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*Please submit completed survey to the current Center Manager or by mailing to Southern Area Coordination Center, Attention: Center Manager, 1200 Ashwood Parkway, Suite 230, Atlanta, GA 30338\*\*\*\*

*Thank you for participating in this survey!*