

1 ORDERING CHANNELS/COST CODING

2 All agencies have designated ordering procedures for incident and Wildland fire support and services. These
3 established ordering channels provide for: rapid movement of requests, agency review, efficient utilization of
4 resources and cost effectiveness. Refer to the National Interagency Mobilization Guide, Chapter 20.
5

6 SOUTHERN AREA COORDINATION CENTER

7 The Southern Area Coordination Center (SACC), Atlanta, Georgia, is the focal point for internal and external
8 requests for all federal and state land management agencies within Alabama, Arkansas, Florida, Georgia, Kentucky,
9 Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Puerto Rico, and the
10 U.S. Virgin Islands. Also included are federal agencies east of the 100th Meridian within the States of Texas and
11 Oklahoma. The Oklahoma Department of Agriculture – Forestry Service and Texas Forest Service are represented
12 state-wide by the Southern Area Coordination Center.
13

14 STATE COORDINATION CENTERS

15 The twelve State Coordination Centers are responsible for coordinating the mobilization of resources within their
16 areas of jurisdiction and the collection and dissemination of intelligence information on incidents within their states.
17 The State Coordination Centers serve as the link between SACC and individual Forests, Parks, Refuges, Tribes, BIA
18 Agencies, and State units.
19

20 ORDERING PROCEDURES

21 INCIDENT RELATED ORDERING

22 **Initial Attack Dispatching:** During the initial response to an incident, a State Coordination Center may utilize the
23 resources under their jurisdiction within the state and/or the closest resources in an adjacent state, utilizing the
24 “neighborhood concept.” State Coordination Centers utilizing initial attack resources with adjacent State Centers
25 must have written agreements in place.
26

27 **Southern Area Neighborhood Concept:** Units may place orders for initial attack (Type 3, 4, and 5 incidents) or
28 reinforcement items to support an incident on their own unit from adjoining/neighborhood border Units.
29

30 For non initial attack, Type 2 crews, individual overhead, engines, and other similar resources may be requested
31 from adjoining cooperating units. Orders may be placed according to the “neighborhood” concept as follows:
32

UNIT	MAY ORDER FROM
AL-AIC	FIC, GIC, MIC, TNC
AR-AOC	LIC, MIC, TIC, TNC
FL-FIC	AIC, GIC
GA-GIC	AIC, FIC, NCC, SCC, TNC
KY-KIC	TNC, VIC
LA-LIC	AOC, MIC, TIC
MS-MIC	AIC, AOC, LIC, TNC
NC-NCC	GIC, SCC, TNC, VIC
SC-SCC	GIC, NCC
TN-TNC	AIC, AOC, GIC, KIC, MIC, NCC, VIC
TX-TIC	AOC, LIC
VA-VIC	KIC, NCC, TNC

1 The SACC Center Manager may suspend the authority when judgment dictates the incident complexity may affect
2 the total resource needs. This most often occurs during Southern Area Preparedness Levels 4 and 5, but may occur
3 at any Preparedness Level due to complexity of activity.
4

5 When a Unit is unable to obtain sufficient resources to support an incident on their own or from their neighboring
6 Units, the order will be placed with the Southern Area Coordination Center. When state compacts are activated, the
7 ordering state will communicate the order to SACC. Local operating plans with cooperating units should address
8 who will place and/or receive orders for support.
9

10 Orders for National and Regional resources to include Interagency Hotshot Crews, light fixed wing aircraft,
11 helicopters, air tankers, radio systems, etc., will be placed through SACC. SACC shall notify the requesting state
12 when a needed resource is not available within the Southern Area and the order is being prepared for placement with
13 NICC. The requesting State Coordination Center shall then have the option to cancel or modify the resource order.
14

15 SACC shall keep all State Coordination Centers alerted to possible shortages of firefighting resources nationally, as
16 well as within the Southern Area. This will be accomplished during the conference call in Preparedness Levels 4
17 and 5.
18

19 **NON-WILDLAND FIRE RELATED ORDERING**

20 SACC will accept requests for non-suppression incidents (i.e., flood, hurricane, tornados, homeland defense, etc.).
21 Southern Area Units will forward all detail requests for planning and preparedness, including severity requests, to
22 SACC through the respective State Coordination Centers for details greater than 14 days. Ordering information will
23 be documented on the detail request form. This form is a supplemental information worksheet to the standard
24 resource order form. All pertinent items on the form should be completed. This will give the
25 prospective detailer complete information on the requesting unit's needs. All persons filling details from the
26 Southern Area should have access to the completed detail request form before travel is commenced.
27

28 Orders will be placed through normal dispatch channels.
29

30 Preposition assignments may be prearranged between units. No movement will be initiated until the request is
31 placed through the dispatch systems, stating request has been prearranged and with which unit.
32

33 When the sending and receiving units are confirmed, SACC will request these units work directly with each other to
34 address and resolve administrative and personnel matters.
35

36 Travel itineraries will be relayed through normal dispatch channels.
37

38 **PRESCRIBED FIRE**

39 It is the responsibility of the Fire Manager for the prescribed fire project to arrange for and obtain their resources.
40 The Southern Area has established Intra-Geographic Area agreements for resources (e.g., Redmond and Missoula
41 Smokejumpers) without utilizing the dispatch ordering channels.
42

43 However, SACC will assist the Prescribed Fire Manager's host State Coordination Center in providing a resource,
44 utilizing the dispatch ordering channels, as needed, if difficulty in finding a specific resource arises.
45
46
47

1 DISPATCH MESSAGING SYSTEM

2 Some State Coordination Centers have e-mail addresses. These addresses are listed below

3
4 Following are the addresses to be used if needed:

5 State DMS Addresses

Coordination Center	Address
Southern Area Coordination Center	gasac@dms.nwcg.gov
Florida Interagency Coordination Center	flfic@dms.nwcg.gov
South Carolina Interagency Coordination Center	scscc@dms.nwcg.gov
Cache	Address
Southern Area Cache	kysak@dms.nwcg.gov

**7
8 COST CODING**

9 All fire suppression orders are to have an Interagency Fire Code assigned by the ordering office. For detailed
10 agency information, Refer to the National Interagency Mobilization Guide, Chapter 20.

**11
12 OVERHEAD/CREWS**

**13
14 MOBILIZATION**

15 Southern Area State Coordination Centers will fill orders from the best, most logical source available. This choice
16 will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational
17 impact on the other units, consideration of the integrity of the overall program, and, above all, safety.

18
19 If a request requires individuals to be self sufficient for the duration of the assignment, they must be able to procure
20 food, lodging, and on occasion local transportation.

21
22 State Coordination Centers are responsible for ensuring all performance criteria are met.

**23
24 AVAILABILITY**

25 ROSS should be updated by 1000 hours local time daily and updated as significant revisions occur.

**26
27 RESOURCE REQUEST LIST**

28 Resource requests that SACC is unable to fill from availability will be posted to a UTF (Unable to Fill) list on the
29 SACC website. Once this list is generated, it will be updated when positions cannot be filled. In Preparedness
30 Levels 4 and 5, the list will usually be updated daily.

**31
32 NAME REQUESTS**

33 The Southern Area Floor Coordinator or Coordinator will review and approve, or deny, all name requests. The
34 ordering unit **MUST** confirm availability for the individual being requested prior to placing the request. Name
35 Requests for national resources will not be honored when requested on a suppression code.

36
37 Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases,
38 name requests are appropriate and are typically directed by agency managers. Refer to the National Interagency
39 Mobilization Guide, Chapter 20.

**40
41 DETAIL REQUESTS**

42 Requests from State Coordination Centers for resources to respond to extended assignments (greater than 14 days),
43 non-suppression incidents (for example, homeland defense, etc.) and preparedness will include a completed detail
44 request form. This form is a supplemental information worksheet to the standard resource order form and can be
45 found on the SACC website.

1 The form will provide the prospective detailer complete information on the requesting unit's needs. All individuals
2 filling detail requests from the Southern Area should have access to the completed detail request form before travel
3 is commenced.

4
5 When the sending and receiving units are confirmed, SACC will request these units work directly with each other to
6 address and resolve administrative and personnel matters.

7
8 Travel itineraries will be relayed through normal dispatch channels.

9 10 **DEMOBILIZATION**

11 Emphasis will be placed on having personnel home no later than 2200 hours local time during demobilization.
12 Occasionally, the availability of large transport aircraft will dictate time frames during demobilization.

13
14 Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of
15 mobilization and remain within established communication channels.

16
17 The SACC Center Manager or the Floor Coordinator will advise the State Coordination Centers and Incident
18 Commanders of any geographic area or national priorities to be included in the demobilization plan(s). During PL 4
19 or 5, demobilizations should be given to the dispatch center up to 48-hours prior to demobilization for reassignment
20 if applicable.

21 22 **MOBILIZATION CENTERS**

23 Primary mobilization centers in the Southern Area are located in Knoxville, Tennessee, Tallahassee, Florida, and Ft.
24 Smith, Arkansas. A secondary center is located in Tampa, Florida. The Southern Area has a designated
25 mobilization center for all hazard incidents or events located in Marietta, Georgia. Other centers may be activated
26 on an ad-hoc basis to deal with specific incidents. These centers are an extension of SACC and will be activated as
27 recommended through the SACC Center Manager and managed by the Host Unit. SACC will coordinate with the
28 State Center in which the mobilization center is located for coordination of resource mobilization.

29
30 Early notification must be given to the unit hosting the mobilization center. SACC will coordinate arrival times with
31 the hosting unit before the resources are ordered. Upon concurrence that the Mobilization Center can be supported
32 by the host unit, the host unit will generate an incident order identified by the name of the location of the
33 Mobilization Center and will include the appropriate accounting code for activation.

34
35 The Mobilization Center Manager will coordinate the facilities, supplies and staffing needs according to the
36 operating plan. SACC will coordinate with the Mobilization Center Manager on incident priorities.

37
38 (The following applies to Forest Service incidents only)

- 39 ➤ Mobilization Center Managers should evaluate the need for a Human Resource Specialist (HRSP) in
40 Mobilization Centers with less than 300 people.
- 41 ➤ A Human Resource Specialist will be assigned to the mobilization center when 300 or more people are at the
42 center.

43 44 **CREWS**

45 Three types of crews exist for National or Interagency assignments. They are Type 1, Type 2, and Type 2IA. All
46 sending State Coordination Centers within the Southern Area shall forward a crew manifest to SACC. Refer to the
47 National Interagency Mobilization Guide, Chapter 20.

48 49 **Type 1:**

50 The Southern Area has four Type 1 crews:

51
52 The Asheville Hotshots are based in Asheville, North Carolina, and the crew's assigned season is normally from
53 early January through mid-May. The crew is dispatched by the North Carolina Interagency Coordination Center.
54 The primary mission for this crew is leadership development.

1 The Jackson Hotshots are based in Jackson, Mississippi, and the crew's assigned season is normally from June
2 through August. The crew is dispatched by the Mississippi Interagency Coordination Center.
3

4 The Augusta Hotshots are based in Augusta Springs, Virginia, and the crew's assigned season is normally from
5 February through May and August through November. The crew is dispatched by the Virginia Interagency
6 Coordination Center.
7

8 The Cherokee Hotshots are based in Unicoi, Tennessee and the crew's assigned season is normally from mid-
9 February through mid-June and mid-August through mid-December. The Cherokee Hotshots are dispatched
10 through the Tennessee Interagency Coordination Center.
11

12 **Type 2 and Type 2IA: Interagency (Multi-Agency) Regular Crews**

13 Interagency crews from sub-geographic areas have been identified and will be dispatched within the regular
14 Southern Area crew rotation to incidents out of the Southern Area.
15

16 Several Forest Service and State units can mobilize crews made up of regular agency and state personnel for needs
17 outside the Southern Area. These crews will be included in the crew rotation for assignments outside the Southern
18 Area. The crew rotation is in effect May 15th through September 30th.
19

20 **Type 2 & Type 2IA Crew Identifiers:**

21 Following is the standard format for crew identification for Type 2 and Type 2IA crews from any state should be
22 numbered consecutively, regardless of agency (for example, AL NF #1, AL NF #2, AL ST #3, AL MA #4, etc.).
23 This eliminates confusion over duplicate crew numbers (for example, AL NF #1 and AL ST #1). Native American
24 crews may also be called by the name of their Tribe (for example, OK NA #1 Choctaw).
25
26

Abbreviated Crew Name	CREW Name
NF #	National Forest Crew
ST #	State Crew
NA #	Native American Crew
JC #	Job Corp Crew
NP #	National Park Crew
FW #	Fish & Wildlife Service Crew
MA #	Multi-Agency Crew

27
28 **Type 2 and Type 2IA Crew Modules:**
29 During the period of greatest western fire potential (beginning approximately May 15), Southern Area Type 2 crews
30 are assigned to "modules" comprised of 5 crews each. The modules are on call on a predetermined area rotational
31 basis to expedite national mobilization from Southern Area jetports. Crews are expected to report to their assigned
32 jetport with required Fireline (PPE). Refer to Interagency Standards for Fire and Aviation Operations, in Chapter 7
33 and BIA - Wildland Fire and Aviation Program Management and Operations Guide, Chapter 9 for description of
34 required Fireline PPE.
35

36 When western mobilization begins, the SACC Center Manager will discuss mobilization potential for southern
37 crews with the National Coordination Center. If potential mobilization appears high, the SACC Center Manager
38 may begin to move modules into Mobilization Centers in preparation for transport. Expected duration in a
39 Mobilization Center may be up to 3 days, prior to transport.
40

41 Crew module rotation (for mobilization outside of the Southern Area) will be as follows:
42

43 The area module that is first in rotation will fill that slot for a period of seven days (four to six-hour call up). Crews
44 will have 6 hours to assemble before moving to their designated jetport. If, due to logistical limitations, the
45 designated jetport cannot be used, an alternate jetport will be determined by SACC, NICC, and the Module
46 Coordinator at the time the order is received.

1 When the first area module is mobilized, the next area module in rotation will be notified and placed in the “up”
2 position. All modules will be notified to be on alert whenever a module is mobilized. The module rotation will be
3 utilized and completed for two complete rotations in order to give all crews an opportunity for assignment. Once the
4 rotation has been completed for two cycles for the season, conference calls will be held to coordinate the crew
5 mobilization in order to mobilize all remaining crews as needed.

6
7 If a crew module passes during their rotation period, an opportunity for an assignment was proposed; therefore it
8 should count against their rotation period.

9
10 If a complete module (5 crews) is not available to fill a crew order, SACC can augment the module with crews from
11 another state in order to make a complete module. If this is not logistically feasible, the next available module in
12 rotation will be mobilized.

13
14 During actual out-of-Area crew mobilization, if more than 5 crews are available for a specific module, SACC will
15 notify NICC and offer to mobilize the additional crews at the jetport. NICC will determine whether or not
16 chartering a larger aircraft is logistically feasible.

17 18 **OVERHEAD WITH CREWS**

19 **Interagency Resource Representative:**

20 An Interagency Resource Representative will be assigned to all Geographic Areas that have four or more Southern
21 Area crews committed to incidents. All Southern Area IARR’s are ordered by SACC and are responsible to report
22 directly to the SACC Center Manager or the Area Representative, if the position has been activated.

23
24 As a representative of the agencies located within the Southern Area, the IARR acts as a liaison between area
25 resources and the Incident Command Teams, the Southern Area Coordination Center, host Agency
26 Administrator/Fire Management organization and represent the interests of the sending area in relation to the
27 sending area resources.

28
29 Duties of the Southern Area IARR consist of, but are not limited to assisting Incident Management Team/host
30 Geographic Area Coordination Center in giving oversight to:

- 31 ➤ R&R issues
- 32 ➤ Pay issues
- 33 ➤ Accident/Injury Incidents
- 34 ➤ Crew Replacement
- 35 ➤ Crew Performance
- 36 ➤ Cultural issues
- 37 ➤ Tracking of lengths of assignments

38
39 The IARR will report at least daily to the SACC Center Manager or the Coordinator on Duty. The IARR will
40 submit daily reports to SACC at the end of each day. They will maintain regular contact with Crew Representatives
41 assigned to Southern Area crews, Crew Bosses, other IARR’s, and single resources from the Southern Area.
42 Southern Area IARR’s may be requested to provide the Demobilization Unit and host Coordination Center with
43 assistance related to demobilization of crews. They will also attend IMT briefings, strategy and planning sessions,
44 when feasible, to keep current on incident plans. At the end of their assignment, IARR are responsible to submit a
45 copy of their OF-288 to the SACC Center Manager or the Coordinator on Duty.

46 47 **Area Representative:**

48 An Area Representative will be assigned by the SACC Center Manager, and will represent the Southern Area at the
49 receiving Geographical Area Coordination Center (or other agreed-upon location). All IARRs assigned to that area
50 will report through the designated Area Representative to the Southern Area Coordination Center. Each Area
51 Representative will be tracked on a GA-SAC resource order.

1 INTERAGENCY WILDLAND MODULES

2 Refer to the National Interagency Mobilization Guide, Chapter 20. Mobilization procedures outside the Southern
3 Area for Fire Use Modules will follow standard dispatch channels. Orders for modules from one State Coordination
4 Center's "jurisdiction" to another will be through State Coordination Centers and SACC. Within a State
5 Coordination Center's jurisdiction (i.e.: Arkansas and Oklahoma, Kentucky and Tennessee), dispatch procedures
6 will be as agreed to by the State Coordination Center Manager, the FMO of the host unit, and the module leader.
7

8 Due to its proximity to units in southern Missouri, the Buffalo River Module may be dispatched directly to Ozark
9 River NR (MO-OZP), George Washington Carver NM (MO-GWP), Wilson's Creek NB (MO-WCP) or Mark Twain
10 NF (MO-MTF) by the Arkansas-Oklahoma Interagency Coordination Center.
11

12 Resource requests for the Great Smoky Mountains Module will need to be placed with the Tennessee Interagency
13 Coordination Center. Resources requests for the Cumberland Gap Module will need to be placed with the Kentucky
14 Interagency Coordination Center.
15

16 SMOKEJUMPERS

17 Refer to National Interagency Mobilization Guide, Chapter 20.
18

19 HELICOPTER MODULE

20 Refer to National Interagency Mobilization Guide, Chapter 20. The Southern Area Multi-Agency Coordination
21 Group recommends and supports ordering trainee Helicopter Managers to be assigned with each qualified, due to the
22 shortage of qualified Helicopter Managers in the Southern Area.
23

24 NON-STANDARD OVERHEAD GROUPS

25 The generic overhead catalog items "module fuels" or "module suppression" will be used to order non-standard
26 overhead groups. Refer to the National Interagency Mobilization Guide, Chapter 20.
27

28 COMMUNICATIONS COORDINATOR

29 Refer to the National Interagency Mobilization Guide, Chapter 20.
30

31 INCIDENT METEOROLOGIST

32 Refer to the National Interagency Mobilization Guide, Chapter 20.
33

34 The Southern Area Coordination Center will coordinate the assignment of Incident Meteorologists (IMET) and
35 IMET trainees with Larry VanBussum who is located at the National Weather Service Office located in Boise, ID.
36

37 If an IMET is requested, and one is not available by the local NWS Forecast Office or if the National Preparedness
38 Level is at 4 or higher, the request will be placed up to SACC. SACC will contact the NWS National Weather
39 Operations Coordinator (NFWOC) (Larry VanBussum or acting) in Boise, ID by calling 877-323-4638.
40

41 IMETs will coordinate with their State Coordination Center to ensure that their availability is properly status in
42 ROSS.
43

44 CACHE SUPPORT POSITIONS

45 Refer to the National Interagency Mobilization Guide, Chapter 20.
46

47 CACHE DEMOBILIZATION SPECIALIST

48 In order to ensure compliance with hazardous materials transportation regulations, and to assist the Supply Unit with
49 packaging backhaul for refurbishment, a Cache Demob Specialist (CDSP) will be dispatched to any incident
50 requiring a mobile support cache van or significant commitment of cache supplies or equipment. The Southern Area
51 Incident Support Cache Manager will designate those individuals within the Southern Area who are qualified to fill
52 this position. This position will report to the Cache Manager.
53
54

1 INCIDENT MANAGEMENT TEAMS

2 The Southern Area has two Type 1 Incident Management Teams and a Type 2 Incident Management Team on the
3 Area rotation. The States of Georgia, Florida, and Texas also sponsor Type 2 Teams that meet NWCG standards
4 and may be available for internal and external assignment.

5
6 SACC, acting for the Southern Area Coordinating Group, will be the focal point for maintaining current information
7 on Type 1 Team status regarding rotation, on-call period, and availability.

**8
9 Team Rotation:**

10 The Red and Blue Teams are both fully qualified Type 1 teams and serve on the National Type 1 team rotation. The
11 Southern Area's rotation includes the two, Type 1 as well as the Type 2 team. All three teams serve on a two-week,
12 on-call rotation throughout the year for the Southern Area. Each on-call period will begin at 0001 hours Monday
13 (Eastern Time) and continue through the following Sunday at 2400 hours (Eastern Time).

14
15 Upon mobilization for the current on-call IMT to an incident within the Southern Area and completes transfer of
16 command, the next IMT in rotation will move up as the next available. If the original IMT assignment is short in
17 duration, that IMT will assume original position for the duration of the current rotation.

**18
19 Team Mobilization:**

20 Requests for the teams are made by using field units through State Coordination Centers to SACC.

21
22 SACC will normally request 50 members for mobilization of either Team (long) to facilitate trainees and apprentices
23 for the development of future Southern Area Incident Management Teams.

24
25 For out-of-area assignments, Refer to the National Interagency Mobilization Guide, Chapter 20.

26
27 For non-fire assignments (particularly FEMA missions), the IC will negotiate the team configuration with the
28 ordering entity.

29
30 When a Team is ordered, the SACC Coordinator-on-Duty (COD) will contact the Incident Commander (IC) first and
31 provide information on the incident. The IC and the COD will then finalize the team roster of positions to be
32 mobilized.

33
34 An automated telephone message may be sent to team members to alert them of a mobilization and to encourage
35 them to ensure their status in ROSS is updated.

**36
37 NATIONAL AREA COMMAND TEAMS**

38 When two or more incident management teams are needed in close proximity to each other within one state, the
39 Southern Area MAC Group will, in consultation with the appropriate line officer(s) or agency administrator(s),
40 make a determination on the need to activate an Area Command Team.

**41
42 NATIONAL INCIDENT MANAGEMENT ORGANIZATION TEAMS (NIMO)**

43 Refer to the National Interagency Mobilization Guide, Chapter 20.

**44
45 INCIDENT SUPPORT TEAMS****46
47 BUYING TEAMS**

48 Buying Teams support the wildland fire procurement effort through the local administrative staff and are authorized
49 to procure a wide range of services, supplies, land, and equipment rentals. In addition, the Buying Team Leader has
50 the responsibility of coordinating property accountability with the Supply Unit Leader.

51
52 There is one Buying Team established in the Southern Area that is also on the national rotation. It is not the purpose
53 of this team to pay bills already incurred. The Buying Team ROSS roster is maintained at the Southern Area
54 Coordination Center.

55

1 The Incident Unit's Administrative Officer will make the determination if an Incident Buying Team is needed for
2 support to the Incident Acquisition Unit.

3
4 When no teams are available within the Southern Region, the requests will be placed with NICC.

5
6 A Buying Team will normally consist of one Buying Team Leader (BUYL) and six Buying Team Members
7 (BUYM). Alternate Team Leaders and Team Members have been identified and will be mobilized when the
8 primary people are not available. Team Leaders will select these alternates on a case-by-case basis and notify their
9 State Coordination Center and the Regional Buying Team Coordinator.

10 11 **ADMINISTRATIVE PAYMENT TEAMS (APTs)**

12 The Southern Area hosts one National Park Service Administrative Payment Team. Refer to the National
13 Interagency Mobilization Guide, Chapter 60, for the current schedule and additional information concerning APT
14 teams.

15
16 Teams are used primarily for Department of Interior incidents, but can be used for other agencies' incidents as well.

17
18 If a team is needed, the incident will request an Administrative Payment Team Leader (APTA). This request will go
19 through the appropriate State Coordination Center to SACC. If one of the two teams dispatched by the Southern
20 Area is on call, SACC will place the order with the appropriate State Coordination Center with a follow-up
21 notification being made to NICC. If an out-of-area team is on call, the request will be placed with NICC.

22
23 Once the team leader has been contacted, he or she will determine the number of team members available and the
24 number of team members needed for the incident. The Team Leader will provide names and home units in order for
25 the name request to be processed through the normal dispatch channels. This information will be passed back to the
26 incident through dispatch channels so that additional request numbers can be generated for the team members
27 (APTM).

28 29 **PAYMENT CENTERS**

30 Albuquerque Service Center - Forest Service
31 Denver Business Center – Department of Interior

32
33 Currently, the Albuquerque Service Center is the only payment center that processes Emergency Firefighter
34 Payments for the US Forest Service regardless of geographic area. The payment center for the Department of
35 Interior is primarily the Casual Payment Center in Denver, CO; however there could be an occasion where a similar
36 version is in place per area or GACC. The National Park Service is the only Interior agency that does utilize the
37 Casual Payment Center. The NPS payment center is located in Reston, VA at this time.

38 39 **DEPARTMENT OF INTERIOR - BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS**

40 Refer to the National Interagency Mobilization Guide, Chapter 20.

41
42 The Southern Area currently has no BAER Teams. All orders for BAER Teams will be placed through SACC into
43 NICC.

44 45 **CRITICAL INCIDENT STRESS DEBRIEFING TEAMS**

46 Requests for Debriefing Teams will be made to SACC on an Overhead Resource Order. South Carolina has short
47 CISD Teams.

48
49 A Critical Incident is defined as “Any incident so unusually stressful and powerful that it breaks through an
50 individual's normal emotional defenses to cause an immediate or delayed reaction. The reaction may be
51 emotional, cognitive, behavioral, or physical. The experience may interfere with the individual's short-term or
52 long-term job performance or decision-making ability”.

1 Examples of Critical Incidents:

- 2 ➤ Aviation accidents resulting in critical injury or death
- 3 ➤ Motor vehicle accidents involving major trauma or death
- 4 ➤ Fire shelter deployment and burn over
- 5 ➤ Any incident causing fear or anticipation of death, by nature or human
- 6 ➤ Suicide of a co-worker
- 7 ➤ Death of a co-worker in the line of duty
- 8 ➤ Body recovery work
- 9 ➤ Any traumatic event resulting in massive media coverage

10 11 **PURPOSE OF A CRITICAL INCIDENT STRESS DEBRIEFING**

12 A Critical Incident Stress Debriefing (CISD) is a positive and supportive, definitive discussion of the events that
13 took place. The aim of the meeting is to help employees' process emotionally difficult events in order to prevent
14 posttraumatic stress disorder, and to return them to a healthy work state as quickly as possible. CISD is not group
15 counseling or group therapy. It is also not a critique of an incident. The process has been proven effective in
16 minimizing long-term effects.

17 18 **CONTACTS TO OBTAIN A CRITICAL INCIDENT STRESS DEBRIEFING (CISD)**

19 Stress debriefing personnel and Critical Incident Stress Management Peer Support Teams (CISM) are usually
20 provided internally or through locally contracted services. To order a CISD team when the "incident" host agency is
21 the National Park Service, please contact the Eastern Interagency Coordination Center (EICC) at 540-999-3412.
22 When the "incident" host agency is the United States Forest Service, please contact the Region 8 CISM Peer
23 Support Team(s) Coordinator Tami Buchanan at 404-347-4814. Requests for these teams may be placed through
24 SACC. Ideally, the session should take place 24-to-72 hours after the event.

25
26 NPS and USFS CISD Teams will be available to assist other agencies during a critical incident or will provide
27 assistance in finding the appropriate personnel.

28 29 **WILDLAND FIRE PREVENTION AND EDUCATION TEAMS**

30 Refer to the National Interagency Mobilization Guide, Chapter 20. Several Fire Prevention Team members have
31 been identified in the Southern Area. Request for Teams will follow the dispatch channels.

32
33 Team composition can be determined on a case-by-case basis to meet the needs of the assignment. Any agency-
34 specific constraints or requirements should be specified at the time the order is placed. Once a team leader is
35 identified, he or she will discuss the scope of the job with the ordering unit, and the size of the team order may be
36 adjusted at that time.

37 38 **WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)**

39 Refer to the National Interagency Mobilization Guide, Chapter 20. These requests may be initiated at the Unit or
40 Regional level.

41 42 **AVIATION SAFETY ASSISTANCE TEAMS (ASAT)**

43 Aviation Safety Assistance Teams (ASAT) enhances safety, efficiency and effectiveness of aviation operations.
44 ASATs provide assistance to unit and aviation managers, flight crews and Incident Management Teams for
45 increasing, on-going or declining incident aviation activity. Orders for ASATs will originate at SACC or hosting
46 unit/agency. If a team cannot be filled internally, it will be placed to NICC through the established ordering
47 channels.

48
49 Teams require 24 hours for mobilization.

50
51 During widespread fire aviation activity throughout the Southern Area, a centralized location for the formation,
52 briefing, and debriefing of ASATs may be established. The hosting unit/agency will coordinate with the team lead
53 on a predetermined location.

ASATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority which establishes the roles of the team and its expectations. The teams will provide daily feedback to the person(s) identified in the delegation of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

SOUTHERN AREA FIRE ACCIDENT INVESTIGATION TEAMS

SACC will follow the following mobilization procedures for mobilizing a Southern Area Accident Investigation Team(s):

- The Duty Coordinator at SACC will Contact the Team Leader on the roster to check availability.
- If the Team Leader of the first team on the list is not available the Coordinator will check with the other Team Leader.
- Once a Team Leader is available SACC will mobilize that team. When the Team Leader accepts the assignment he/she will notify SACC if a Deputy Team Leader or Technical Specialists will be mobilized with the Team.
- It will be important for SACC to work closely with the Team Leader to ensure the necessary positions are filled for the Team.
- The Team Leader will ensure that the field unit has complied with Master Agreement provisions regarding Union notification.

LAW ENFORCEMENT

The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

Security Specialist 1 (SEC1):

A Security Specialist 1 is a qualified Peace Officer, Law Enforcement Officer, or Commissioned Officer. Security Specialist Level 1 (SEC1), per the National Interagency Mobilization Guide, is authorized or equipped to make arrests or serve warrants and is agency certified.

Peace Officers, Law Enforcement Officer, and Commissioned Officers who fill the Security Specialist 1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies and ATA policies.

The following is a comparison of equivalent ratings amongst agencies. However, when actually ordering, ensure that the individual is certified at the level specified (for example, Security Specialist 1):

- SEC1: Law Enforcement Officer - FS or DOI:
- BIA: Commissioned Law Enforcement Officers
- NPS: Commissioned Law Enforcement Officers
- FWS: Commissioned Law Enforcement Officers

Security Specialist 2 (SEC2):

A Security Specialist 2 has, at a minimum, Forest Service Level 2 Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.

Security Specialist 2 (SEC2) is not authorized or equipped to make arrests or serve warrants, but is agency certified.

The Southern Area Multi Agency Coordinating Group requires that Security Managers (SECM) who are supervising personnel with defensive equipment on Southern Area incidents will be qualified to carry defensive equipment.

1 HUMAN RESOURCE SPECIALIST (The following applies to Forest Service incidents only)

2 A Human Resource Specialist will be assigned to incident base camps when 300 or more people have been assigned
3 to the Incident. Incident Commanders should evaluate the need for the position in camps with less than 300 people.

4 The Human Resource Specialist is responsible for:

- 5** ➤ Monitoring for inappropriate behavior.
- 6** ➤ Providing awareness/education on expectations for mutual respect and a harassment free work environment.
- 7** ➤ Initiating corrective action to resolve and/or prevent problems.
- 8** ➤ Preparing reports on activities related to inappropriate practices or conditions through the Incident Commander
9 and/or other regular lines of authority.
- 10** ➤ Matters that cannot be resolved during the incident will be relayed to the host Incident unit for final resolution.

11
12 NATIONAL FEDERATION OF FEDERAL EMPLOYEES (NFFE) UNION REPRESENTATIVE – (The
13 following applies to Forest Service only)

14 Article 28.2 of the Master Agreement between the Forest Service and the National Federation of Federal Employees
15 (NFFE), Forest Service Council, states:

16 “Union officials or their designees have the right to represent bargaining unit employees at all incident
17 camps. The Union may designate a sufficient number of representatives to assure up to 24-hour coverage,
18 based on representational need, at any incident camp where Forest Service employees are present.”
19

20
21 This right applies regardless of the size of the incident base. However, it is the responsibility of the Incident
22 Commander to notify the Union Regional Vice President within 24 hours of the number of individuals assigned to a
23 Forest Service incident camp reaching 300 or when there are 300 Forest Service employees assigned to an incident
24 base camp on a non-Forest Service incident.

25
26 The need for an onsite Union Representative(s) will be based upon anticipated or actual representational workload.
27 If the Vice President for the National Forest System Region (Regional Vice President (RVP)) or designee
28 determines a need to send a Union Representative(s) to an incident camp, he or she will contact the regional human
29 resources director or designee. They will then notify SACC to make arrangements for dispatch of the specified
30 Union representative(s) designated by the RVP or designee to the incident. When a Representative is dispatched,
31 dispatch will be through the normal incident dispatch procedures. Initially, one Union representative may be
32 dispatched. Based on anticipated or actual representational workload, additional Union representatives may be
33 dispatched.

34
35 If no representative is dispatched to the incident, the NFFE Representative’s or designee’s name, telephone number,
36 and e-mail address will be conspicuously posted at the incident camp.

37
38 Union Representative(s) will check in with the Incident Commander or designee on arrival and departure.

39
40 The NFFE Southern Area Regional Vice President designated representative in these matters is:

41		
42	Dante Whittaker	National Forests of Alabama
43	Office:	256-362-2909 ext. 136
44	Cellular:	334-201-9081
45	Residence:	256-761-9075
46		
47		

**1 AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) UNION REPRESENTATION –
2 (The following is included for INFORMATION ONLY for Department of Interior Agencies)**

3 The Southern Area also includes the American Federation of Government Employees (AFGE) Union. Officers of
4 AFGE Locals in the Southern Area have the right to represent all AFGE bargaining unit employees at all incident
5 camps. The AFGE Union President or designee and the Forest Supervisor, or designee, will jointly determine the
6 actual representation needed on a case-by-case basis.

7
8 When AFGE Union representation is determined to be appropriate, the Union will contact the Regional Employee
9 Relations Officer, or designee, and notifies the incident personnel (Incident Commander or Finance Chief) of
10 dispatch and expected times of arrival of the designated AFGE Union Representative.

11
12 Upon request, State Coordination Centers will provide to the Union the names of all National Forest employees
13 assigned, the location of the incident and names of the Incident Commander.

14 If requested by the AFGE Union, the Incident Commander will be notified of the name, electronic address and other
15 contact information of the AFGE President or designee of AFGE Locals.

16
17 It shall be the responsibility of all National Forest employee bargaining unit members to know the telephone number
18 and electronic addresses of appropriate Union Officials of AFGE Locals in the event an AFGE representative has
19 not been assigned to the incident. Facilities will be made available to employees to contact the Union when needed.

20
21 AFGE Union Representative(s) will check in with the Finance Section Chief upon arrival at the incident and will
22 inform the Finance Chief or Comptroller prior to departure.

**23
24 AREA AVIATION COORDINATOR**

25 Due to the high volume of aviation assets utilized in fire suppression in the Southern Area, the establishment of an
26 Area Aviation Coordinator within the GACC has proved to be efficient and successful. The Area Aviation
27 Coordinator is a Technical Specialist position assigned to the Southern Area Coordination Center. The SACC
28 Center Manager may activate an Area Aviation Coordinator when:

- 29 ➤ A MAC group is in place locally or at the Southern Area Coordination Center.
- 30 ➤ Large incidents in close proximity (no Area Command Team in place).
- 31 ➤ Heavy, long-term initial or extended attack where a large number of aircraft are stationed within the Southern
32 Area for an extended period of time.

33
34 The Area Aviation Coordinator will serve as an assistant to the SACC Aviation Coordinator and has an aviation
35 advisor to the Southern Area MAC, individual Agency Aviation Officers, Incident Air Operations Branch Directors,
36 Frequency Coordinators, Airspace Coordinators, aviation safety specialists and State Coordination Center Managers,
37 as well as the SACC Center Manager. Frequent consultation, in the form of meetings or conference calls, will occur
38 daily.

39
40 The USFS R8 Fixed Wing Operations Specialist, Helicopter Operations Specialist or similar positions may be called
41 upon to fill this role. It is recommended, due to the heavy involvement of the individual with the dispatch
42 organizations, that he/she have a working knowledge and/or past experience in dispatch or logistics.

**43
44 AIRSPACE COORDINATOR**

45 An Airspace Coordinator is a Technical Specialist position. The position may function at either the local or
46 Coordination Center level. The SACC Center Manager will activate the position at SACC when aviation activity
47 warrants.

**48
49 INCIDENT BUSINESS ADVISORS (IAB1, IAB2)**

50 Incident Business Advisors (IBA1, IBA2) work under the direction of an Agency Administrator or Line Officers or
51 their designated representatives. When the decision is made to order the position, the Resource Order will be placed
52 with SACC.

1 EQUIPMENT/SUPPLIES

2 The Southern Area Interagency Incident Support Cache (SAK) located in London, Kentucky, is a 2,500 person
3 cache. It is used as a backup for supplies and equipment for interagency use. Please see Chapter 50 for telephone
4 numbers.

5
6 The SAK currently utilizes ROSS and all supply orders for the cache will be submitted in ROSS, along with a
7 follow-up phone call. The radio kits and cache vans will be submitted to SACC through ROSS and not the cache.
8

9 Each unit will compile a consolidated inventory of “critical” supply items maintained to NFES standards to support
10 the fire supply system. These local inventory lists will be sent to the SAK Manager by April 1 each year.
11

12 MOBILIZATION

13 Refer to the National Interagency Mobilization Guide, Chapter 20.
14

15 DEMOBILIZATION

16 Refer to the National Interagency Mobilization Guide, Chapter 20.
17

18 NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES

19 Refer to the National Interagency Mobilization Guide, Chapter 20.
20

21 SOUTHERN AREA INTERAGENCY FIRE CACHE ORDERING PROCEDURES

22 Emergency vs. Non-Emergency Orders: Fires and other emergency incidents will take priority over non-emergency
23 orders. GSA (General Services Administration) is a primary source for non-emergency fire supplies and equipment.
24 SAK is the primary source for emergency supplies and equipment.
25

26 NFES Cache Orders:

27 It is essential that cache items be dispatched accurately and rapidly to meet emergency needs. The objective is to get
28 the proper items in the correct amounts to the right place by the time specified by the ordering office. All orders for
29 equipment and supplies will be placed in ROSS and sent to the state center or cache.
30

31 All units within the Southern Area must place NFES resource orders through State Coordination Centers; they will
32 ensure the appropriate agency accounting information is identified, includes proper NFES numbers, and
33 reimbursable form when needed, and a complete ship to street address with zip code, billing address, and point of
34 contact.
35

36 Supply Orders:

37 Orders for NFES cache supplies should be placed on supply orders. All NFES orders including the Southern
38 Area local NFES items will be placed through ROSS.
39

40 The radios and radio kits are now ordered as supplies not equipment. Cache Vans are still ordered as
41 equipment, due to the van staying with cache items. Radio Kits and Cache Vans are ordered through SACC.
42 All other supply orders will be placed to SAK through the appropriate State Coordination Center with the
43 exception of Type 1 and Type 2 teams. If SAK does not carry (or is temporarily out of) an item, SAK will
44 order it from another national fire cache and forward fill and shipping information to the requesting unit.
45

46 Those units placing orders for NFES kits are advised to check the kit contents in the NFES catalog. Some kits
47 automatically come with a variety of related items that are necessary or supplemental to the basic operation of
48 the kit. Other kits do not come with these supplemental items.
49

50 Non-NFES Orders:

51 Orders for non-NFES equipment and supplies (e.g., portable toilets, plywood, etc.) should be purchased locally
52 or obtained from other sources within the state where the incident is located. These orders should not be placed
53 with SACC or SAK.
54
55

Field Office Replenishment During Fire Season:

Agencies will place orders to their servicing National Interagency Support Cache. Replenishment orders must be the result of fire management activities and must be accompanied with the appropriate cost code.

Field Office Replenishment Outside of Fire Season:

Whenever possible, field offices must order directly from GSA for those items stocked in the Federal Supply System.

All other items will be ordered directly from suppliers unless individual agency instructions prevail.

Incident Replacement of NFES Items

Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged or rendered unserviceable on the incident.

The IMT or other incident personnel may authorize replacement of items at the incident if available, or by approving an Incident Replacement Requisition; OF-315/NFES 001300 for replacement of NFES items by the incident's servicing cache. Should the replacement of the approved items not be feasible prior to demobilization of the requesting resource, the incident's servicing cache will forward the request to the resource's servicing cache.

Caches may only process requests for NFES items. Requests for non-NFES items should be requested on a separate incident replacement requisition to be processed by the home unit.

Please refer to the current Interagency Incident Business Management Handbook (Chapter 30) for procedures dealing with replacement of non-NFES supplies and equipment.

Returns:

To avoid delays in reconditioning and re-issuing of supplies and equipment, all reusable items should be returned directly to SAK as soon as the need has passed. Flammable or explosive substances (e.g., fuses, plastic sphere aerial ignition devices etc.) should not be returned from an incident to SAK if the original shipping container has been opened. Receiving units should not retain equipment for anticipated needs unless advance arrangements have been made with SACC.

Supplies and equipment being returned should be manifested prior to shipment, and a copy sent through ordering channels to SAK.

All equipment being returned, add documentation in ROSS identifying return, and it will be tracked in ROSS when the demobilization has been completed. If returned by mail or commercial shipper, release information must be included in ROSS documentation to include a Government Bill of Lading (GBL) number, a tracking number (e.g., certified mail, UPS, air bill or pro-number), and the number of pieces shipped.

Units returning equipment or supplies by commercial carrier or by their own transportation should route the shipment to:

USDA Forest Service
Southern Area Interagency Incident Support Cache
788 Sublimity School Road
London, KY 40744
Phone: 606-878-7430 ext. 0

In the case of very large and long-duration incidents, SACC may direct the Incident Management Team to return supply items to caches other than SAK.

After use on an incident, all radio equipment should be returned to the National Incident Radio Support Cache (NIRSC) at NIFC for refurbishment and return to the cache system.

Return radio equipment to:

1 National Incident Radio Support Cache
 2 3833 South Development Avenue
 3 Boise, ID 83705
 4

5 Southern Area Command Tactical Kits (NFES #008611) should be returned to SAK:
 6 USDA Forest Service
 7 Southern Area Interagency Incident Support Cache
 8 788 Sublimity School Road
 9 London, KY 40744
 10 Phone: 606-878-7430 ext. 0
 11

12 The level of Area/National fire activity and competition for these resources will dictate which shipping method to
 13 use to return radio equipment for refurbishment (air freight, ground freight, etc.). The returning unit should contact
 14 SAK for direction on method of shipment. It is especially important to document and relay GBL numbers, tracking
 15 numbers when returning radio equipment so that the cache can track the resource in ROSS and ICBS.
 16 Purchases of equipment and supplies by Buying Teams, Administrative Payment Teams, or Procurement Units for
 17 fire suppression should conform as closely as possible to NFES standards. Equipment and supplies purchased with
 18 Forest Service wildland fire suppression funds (WFSU), which are not provided through the NFES cache system, or
 19 which do not replace property lost or damaged during a fire, shall be placed into the fire supply system after the "fire
 20 season" (FSM 5161.46).
 21

22 **Extended Duration Incidents:**

23 If an ordering office anticipates needing items longer than 30 days, this should be specified at the time of order, or
 24 within 30 days of the ordering date, so that SAK will not initiate billing procedures. Completed orders for
 25 equipment and supplies will be billed to the ordering unit after 30 days if the stock has not been returned to the
 26 cache. Prompt return of equipment to SAK is essential to return it to service.
 27

28 **Ordering Publications and Forms:**

29 SAK keeps in stock a limited supply of publications and ICS forms. Orders for publications or forms that are not
 30 charged to an incident, but to another account (such as training) should NOT be ordered through SAK. Rather, a
 31 requisition or purchase order should be submitted to the Great Basin Fire Cache in Boise. Please see the NFES
 32 catalog, Part 2 under "Ordering from This Catalog" for instructions.
 33

34 **NFES Catalog:**

35 The National Fire Equipment and Supply (NFES) catalog lists cache items and kits that are stocked throughout the
 36 country at the eleven NFES caches. The catalog is published annually, and can be obtained by ordering NFES
 37 #000362.
 38 The NFES catalog is not all-inclusive of items or support that can be obtained from SAK. Items in the SAK
 39 inventory and are not available at other NFES caches are shown below:
 40
 41

Non-Standard Area-Specific Items

NFES #	DESCRIPTION	UNIT OF ISSUE
007040	MIST BLOWER	EA
008608	VAN, MOBILE CACHE SUPPORT	EA

42
 43 **Ordering Supplies from GSA**

44 Supply orders that do not need immediate response should be placed with GSA. The GSA Wildfire Protection
 45 Equipment and Supplies catalog is issued annually and lists most items used in wildfire suppression. To obtain a
 46 copy of the catalog, call 817-574-2533.
 47

48 GSA Requisition Management Centers are located at:

49 Fort Worth, TX 800-525-8027 Option 3
 50 French Camp, CA 209-547-8669

1 For more information, please refer to the GSA Catalog.
2

3 **Property Accountability**

4 Identification numbers for all traceable property will be recorded in ROSS on the Resource Order or the Issue
5 Document from the Fire Cache. If any supplies or equipment are lost or damaged, the Incident will provide the Fire
6 Cache with a completed AD-112 Report of Unserviceable, Lost or Damaged Property. Copies of the accounting
7 form(s) (Issue Report) will be signed at the final destination, and one (1) copy returned to the appropriate fire cache.
8

9 The Logistics Section will handle property accountability on incidents. Documentation will be on the Resource
10 Order in ROSS under documentation, Equipment Requisition and receipt, or property accounting forms AD-107 and
11 AD-112, as appropriate.
12

13 It is the responsibility of the Interagency Incident Management Team to turn accountability over to the local unit
14 organization prior to leaving the incident.

15 **Fire Loss/Use Accountability**

16 The Cache Manager serving a Type 1 or 2 incident will provide the particular unit with a Fire Loss/Use Report
17 within 60 days after an incident returns to local management. This report shall include all information on equipment
18 and supplies furnished by any NFES cache.
19

20 All items stocked by NFES Caches are categorized as traceable, durable, or consumable for accountability purposes.
21 These categories are defined below and in the NFES Catalog:

- 22 ➤ Traceable Items: Those items that a cache may track due to dollar value, sensitive property classification,
23 limited quantities available or other criteria set by each geographic area cache. Traceable items are usually
24 engraved or tagged with a cache identification number. These items must be returned to the issuing cache at the
25 end of the incident use, or documentation must be provided to the issuing cache in the form of a Property
26 Loss/Damage Report, OF-289 (NFES #001864). All traceable items are also considered durable. 100%
27 accountability is expected of traceable items.
- 28 ➤ Durable Items: Those cache items considered to have a useful life expectancy greater than one incident. High
29 percentages of return for these items are expected. These items are not specifically cache-
30 identified/tagged/engraved. Acceptable loss tolerance/use rates for durable goods have been **established**.
31 Examples of durable items are: tents, heaters, lanterns, tables, hose, tools, sleeping bags, and personal protective
32 equipment.
- 33 ➤ Consumable Items: Those items that are expected to be consumed during incident use. Consumable items
34 returned in serviceable condition are credited to the incident. No loss tolerance/use rate percentages have been
35 established. Examples of consumable items are: batteries, gloves, plastic canteens, cubitainers, forms, MREs,
36 etc.
37

38 The individual unit is responsible for:

- 39 ➤ Receiving equipment and supplies issued from the NFES fire cache inventory;
- 40 ➤ Returning fire cache items to the NFES fire cache upon completion of the incident in accordance with
41 established return policies;
- 42 ➤ Accounting for lost or damaged equipment; and
- 43 ➤ Ensuring that reviews of fire loss/use rates are conducted, follow-up investigations are made, and actions are
44 taken.
- 45 ➤ For more information, please refer to Forest Service Manual 5160.43 and 5161.45 and Department of Interior
46 Instruction Manual #93-2029 (1993).
47

48 **Guidelines for Sources of Service and Supply Plan**

49 To provide ready reference and guidelines to follow when securing supplies, services, and equipment for incidents,
50 procurement of supplies shall be done at the local level to the extent that is practical and economical. Each unit
51 shall maintain, as part of their service and supply plan, a listing of the local sources and 24-hour contacts for
52 supplies, services and equipment.
53
54
55

1 NATIONAL INCIDENT RADIO SUPPORT CACHE (NIRSC)**3 RADIO SYSTEMS – SOUTHERN AREA RADIO SYSTEMS**

4 SAK has NFES #004381K Command/Tactical Radio Kits (NFES #008611), with 16 programmable (King) portable
5 radios per kit, for use on incidents. These are designed to be programmed by a qualified radio technician on the
6 incident. After each use, these R-8 Command/Tactical Radio Kits will be returned to SAK for inspection before
7 refurbishment.

9 NATIONAL RADIO SYSTEMS

10 Two or Four starter systems (NFES# 004390 ICS Command/Logistics Radio System) may be prepositioned at SAK.
11 These systems will be returned to NIRSC at NIFC after each use, and whenever necessary, for refurbishment and
12 inspection. Any additional starter systems or individual kits will be ordered on an as-needed basis by SACC from
13 NICC. When a radio kit has been used, a replacement request will be created and the incident that requested the
14 previous kit will pay shipping for the new request.

16 All maintenance and repair of "National" radio kits (e.g., Starter Systems, Command Tactical Radio kits,
17 Ground Aircraft Radio/Link kits, L-Band Satellite Systems, etc.) is done at NIRSC. Unless SACC gives
18 instructions otherwise, any NIRSC kit that has been opened, regardless of the length of usage, should be
19 returned to NIFC for refurbishment. Used batteries, or any 7.5 volt or 9 volt batteries, should be pulled from
20 kits prior to being mailed to NIFC (the incident will be charged for these batteries whether they are returned to
21 NIFC or not). As with all resources, NIRSC equipment must be identified in the demobilization plan at an
22 incident, and its release tracked through the resource ordering system ROSS.

24 FIRE REMOTE AUTOMATIC WEATHER STATIONS, (FRAWS) NFES #005869

25 Requests for FRWS will be placed with NICC through established ordering channels on a Supply order. All
26 necessary FRWS technicians, vehicles, or air transportation required for mobilization and demobilization will be
27 provided by NIFC. Upon release from the incident, the FRWS will be returned to NIFC. Refer to the National
28 Interagency Mobilization Guide, Chapter 20.

30 PROJECT REMOTE AUTOMATIC WEATHER STATIONS, (PRAWS) NFES #005870

31 Requests for PRWS will be placed with NICC through established ordering channels on a Supply order. The PRWS
32 will be configured for the specific project prior to the mobilization. The requesting agency must contact the NIFC
33 Remote Sensing Fire Weather Support Office at 208-387-5726 prior to ordering to determine the PRWS
34 configuration. All necessary PRWS technicians, vehicles, or air transportation required for mobilization and
35 demobilization will be provided by NIFC. Upon release from the project, the PRWS will be returned to NIFC.

37 NATIONAL CONTRACT MOBILE FOOD SERVICE AND SHOWER FACILITIES UNITS

38 Refer to the National Interagency Mobilization Guide, Chapter 20.

40 For further information, please consult the National Mobile Food Service contract, the SACC Center Manager, the
41 Equipment Section-NICC, Forest Service Contracting-NIFC, or the Boise National Forest.

43 The Interagency Mobile Food Service and Shower Facilities documents can be found on the following web site:

44 <http://www.fs.fed.us/fire/contracting/index.htm>

46 CONTRACT ENGINES, HEAVY EQUIPMENT, BUSES, AND WATER TENDERS

47 The following principles and guidelines are set forth to establish some consistency within the Southern Area with
48 regard to the hiring, dispatching and use of private sector engines, water tenders, heavy equipment, and buses.

49 These principles and guidelines are established with the following objectives:

- 50 ➤ Refer to Chapter 10 for Resource Mobilization Priorities.
- 51 ➤ Forest Service incidents will utilize VIPR when agency and cooperator resources are not available.

1 EQUIPMENT & SUPPLIES - SPECIAL INFORMATION**3 Mobile Cache Support Vans**

4 The Southern Area maintains up to eight cache vans, which are positioned at the SAK in London, KY for the
5 purpose of providing tools and supplies during the initial shifts of a large fire mobilization. Cache vans can be
6 ordered by an incident, in which case, SACC will coordinate with SAK to determine the appropriate van to move. It
7 is the responsibility of the hosting incident to place the order for the cache vans. These vans are available for pre-
8 positioning as the need arises.

10 A "Cache Demob Specialist" (CDSP) should be ordered by the incident whenever a cache van is mobilized to an
11 incident. This person will assist the Incident Management Team in packaging and manifesting supply and
12 equipment for backhaul, and to ensure that Hazardous Materials Regulations are followed.

13 Upon demob, if a van has been opened, the van will be returned to SAK for proper refurbishment.

15 Each cache van contains a standard inventory specific for the Southern Area. (See Chapter 70 for a list of contents).

17 PORTABLE RETARDANT PLANTS

18 The Southern Area maintains (2) portable retardant plants (PAB), which are self-contained (see Chapter 70) semi-
19 trailers and which can be prepositioned or moved to support incidents based on priorities determined by the SACC
20 Center Manager, USFS Region 8 Regional Aviation Officer and the USFS Region 8 Emergency Operations Officer.
21 Authority to the PABs is maintained by SACC. The USFS Region 8 Fixed Wing Operations Specialist has oversight
22 and maintenance of the PAB's.

24 INFRARED DEVICES

25 Infrared Devices (IR) are ordered through established dispatch channels, and are generally mobilized with a
26 qualified operator. An ordering unit can order an "infrared camera", or a specific type of camera (e.g., "Infrared
27 camera with operator", "Xedar with operator"; "Video Therm with operator", "EEV with operator", etc.).

29 Handheld infrared cameras and all peripheral equipment are ordered through the regular dispatch channels. If an
30 order comes in for equipment only, SACC should require the equipment to be shipped with operators, unless team
31 members (or replacement team members) need to be ordered from a different unit than the equipment. When an
32 order for a trainee/assistant, SACC should then order one of the cameras and one of the plotters, e.g., "Infrared
33 camera with Hand-held Infrared Operator (HIOP) and with THSP-Plotter", or "Video Therm with Hand-held
34 Infrared Operator (HIOP) and with THSP-Plotter", listed in Chapter 70.

36 MEDICAL SUPPLIES

37 SAK maintains 100 person First Aid kits (NFES# 001760) for use on large incidents by qualified EMTs or
38 Paramedics. These kits must be obtained by, accompanied by and secured at all times by a qualified Medical Unit
39 Leader, EMT's and/or Paramedic.

41 HAZARDOUS MATERIALS

42 The items on the following list are normally shipped within the NFES fire cache system. These items are considered
43 restricted/hazardous by either 49 CFR or specific carriers. The Departments of the Interior and Agriculture have
44 exemptions that allow them to transport these items by air in support of fire activity.

46 Ground transport of hazardous materials is regulated by the U. S. Department of Transportation (DOT) and
47 individual states' DOT's.

49 It is recommended that the local unit Hazardous Materials Coordinator/Specialist be involved in any large and long
50 duration incident. Cache Demobilization Specialists (CDSP) are trained in Hazardous Materials regulations and
51 procedures and should be ordered to assist Incident Management Teams with the handling of hazardous materials.
52 For more information, please consult the Hazardous Materials Table, U.S. Forest Service Manual part 5716.12c, or
53 BLM Manual part 351 DM, Chapter 8.

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NFES #	ITEM
000105	Fusee, fire starter
000125	Lantern, gas
000307	Extinguisher, fire 40 BC
000319	Extinguisher, fire 30 BC
000491	Cylinder, propane, 5 gallon
001361	Fuel, white gas

HAZARDOUS MATERIALS IN KITS

NFES #	ITEM
000270	Air Operations Kit
000480	Coffee, Heating Kit
000520	Helicopter Support Kit
001835	Field First Aid Station, 500+ Person Kit

The following also contain hazardous/restricted items:

- Retardant plants
- Fusee launcher kits
- Fire weather forecaster kits
- 100 unit incident camp kit

*** This list is not all inclusive; some items used for all-hazard incidents may not be listed above.**

AIRCRAFT

MOBILIZATION

The following criteria will be used when ordering aircraft: Note: (This information is found in Chapter 20 of the National Interagency Mobilization Guide):

- Airtankers: Loaded or empty (two hour maximum flight when loaded).
- Timeliness.
- Cost Effectiveness.
- Performance specifications for density altitude/high altitude operations.
- Carded for local use or interagency use.
- Special applications such as; special-use flights, de-icing equipment, weather related instrumentation, pressurization etc.

AIRCRAFT SOURCES

Sources for aircraft in the Southern Area include:

- Agency aircraft
- Local exclusive use contract fixed wing and rotor wing aircraft
- USFS Regional Call When Needed (CWN) contract fixed wing and rotor wing aircraft
- Aviation Management Directorate (AMD) On Call Aircraft Contract and Aircraft Rental Agreement (ARA) aircraft
- National CWN Contract Type I and Type II Helicopters
- National Contract Airtankers
- AMD contracted SEATs.

CARDING/APPROVALS

All aircraft and pilots must be approved and carded by either AMD or USFS for the contract they are working under. Aircraft and pilots requiring “special use” endorsement require inspection by a USFS or AMD authorized inspector. Point-to-Point only approvals are on Point-to-Point cards for both USFS and AMD.

AIRCRAFT SELECTION FACTORS

- Day/Night: A multi-engine or turbine powered single-engine aircraft is required whenever a passenger flight will be flown within the period beginning 30 minutes after legal sunset until 30 minutes before legal sunrise.
- Instrument Flight Rules (IFR)/Visual Flight Rules (VFR): A multi-engine or turbine powered single-engine IFR approved aircraft is required whenever the flight will be in or is expected to be in IFR conditions. One pilot and a functioning autopilot or two pilots are required for IFR flights.
- Passenger & Baggage Weight: Be sure the aircraft has the weight capacity for the passengers, luggage or other material being transported. It is important to remember that weight is the limiting factor, not the number of passenger seats.
- Aircraft Speed: Check the schedules of the passengers to insure they can arrive on time in the aircraft selected. Generally aircraft speed isn't too important in short trips but becomes more important in long trips.
- Airports: Are the airports used in the flight suitable for the aircraft? Are the runways of adequate length? Is there fuel available for the aircraft? Will the elevation and air temperature of the airport affect the performance of the aircraft (density altitude)?
- Cost: A cost analysis must be completed for administrative flights. Normally this involves a comparison between commercial flights and agency owned aircraft but could involve a comparison between the various costs of charter aircraft.

DEMOBILIZATION

Refer to the National Interagency Mobilization Guide, Chapter 20.

Flight Following will be performed on all Government or exclusive use contract aircraft being demobilized. SACC will release charter and CWN aircraft, order through the aviation desk, to the vendor without flight following provided no Government personnel or cargo is on board. All aircraft release information will be entered in to ROSS.

FLIGHT MANAGEMENT PROCEDURES**Definitions:**

- Flight Manager:
 - The person designated responsibility for all personnel assigned on a flight manifest until the destination is reached. The sending dispatcher supervises the position. Duties of the flight manager are outlined in the National Interagency Mobilization Guide, Chapter 60
- Flight Categories: There are two major categories of flight used by the agencies; "Point-to-Point" and "Special Use".
 - Point-to-Point Flight - A flight that typically originates at one developed airport/heliport, with the flight route being directly to another developed airport/heliport with no work performed in the air or a combination of in the air and on the ground. Point-to-Point flight may be administrative or non-administrative:
 - Administrative Flight - Point-to-Point flights that are not mission oriented or tactical in nature. They do not require the use of a resource order and typically involve the transport of people and/or cargo in the conduct of normal agency business.
 - Non-Administrative Flight - Point-to-Point flights conducted solely to transport people and/or cargo as a result of a resource order. These typically involve logistical movements of aircraft, overhead, crews, equipment and supplies. These flights can be emergency in nature, e.g., transporting a critical resource to a point from which the resource will be involved in initial attack.
 - Special Use Flight - Flights defined by exclusion as all flights not meeting the definition of "Point-to-Point" flights. They require work to be performed in the air (e.g., aerial retardant/water delivery, reconnaissance, aerial ignition, etc.) or through a combination of work in the air and on the ground (e.g., delivery of personnel and or cargo from a helibase to an undeveloped landing site). Certain Special Use flights may require a project safety plan. Mission and tactical flights would fall into the Special Use category.

General Procedures

- Essential Passengers: Only passengers that are essential to the mission will be on a government flight. The pilot-in-command has the final say and responsibility for the safety of the aircraft and its occupants.
- Manifests: Manifests will be prepared for all point-to-point flights regardless of whether the load is personnel or cargo (SF 245 Prescribed by USDA FSM_5716/USDI MP 9400.51B). Passenger and Cargo Manifests will be completed with name, weight, and destination.
- Local Resources: State Coordination Centers unable to meet fire aircraft needs through local resources will place requests with the SACC Aircraft Desk (see Chapter 20 for procedures on ordering tactical aircraft).
- Aircraft Resource Orders: All orders for aircraft will be documented on a Resource Order with the following information: flight schedule, airport or latitude and longitude, radio frequency and any special requirements (e.g., helicopter long line, fuel truck, cargo door configuration, etc.).
- Aircraft **status notification**: Whenever the aircraft status changes, (e.g. available – local, available – GACC, available – nationally, unavailable, committed or are away from their designated base overnight) the State Coordination Center will pass this information to the SACC Aircraft Desk.

FLIGHT FOLLOWING AND RESOURCE TRACKING PROCEDURES**Purpose**

Flight Following and Resource Tracking are key components in promoting aircraft safety and efficiency. The purpose of flight following and resource tracking procedures is to insure the safety and welfare of flight crew and passengers, promote effective utilization of aircraft and provide information for the administrative processing of aviation related documents.

For mission flights, there are two types of Agency flight following: Automated Flight Following (AFF), and Radio Check-in. AFF is the primary method of agency flight following. If the aircraft and flight following office have AFF capability, it shall be utilized. (See AFF procedures section, for more detailed information) If Radio Check-in/Check-out flight following becomes necessary, verbal communication via radio every 15 minutes is required. The dispatcher will log the aircraft call sign, latitude, longitude and heading. Agency flight following is used for all mission flights. Helicopters conducting Mission Flights shall check-in prior to and immediately after each takeoff/landing per IHOG 4.II.E.2.

Sterile Cockpit for All Aircraft (Refer to Interagency Standards for Fire and Aviation Operations, Chapter 16 - Aviation Operations, for additional information)

Sterile cockpit rules apply within a 5 nautical mile radius of the airport. Dispatch Centers should not attempt radio contact with aircraft within this area or clear of the runway unless it is an emergency.

Definitions

- Flight Following: The knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. Several flight following methods are utilized:
- FAA IFR: IFR (Instrument Flight Rules) flight plans are filed with an appropriate FAA facility. This method is required during certain meteorological conditions and at the pilot's discretion at other times.
- FAA VFR with Check-in: VFR (Visual Flight Rules) plans is filed with an appropriate FAA facility. This method requires a radio check-in to an FAA facility every 60 minutes or less.
- Agency Radio Check-in with pre-established check-in times: Fifteen minutes or less are required for mission flights. The flight plan must insure the air crew is capable of maintaining radio contact with an agency dispatch center within established intervals not to exceed 15 minutes.
- Telephone/Radio Arrival Confirmation: This method involves confirmation of departure and arrival times between the sending and the receiving units. It is the method typically used to track aircraft en route to or from an incident and would involve notifications from interim stops as well as origins and destinations. Aircraft tracked with this method are normally also utilizing one of the methods above (a-c) for flight following.

Automated Flight Following (AFF) Requirements and Procedures

Refer to the National Interagency Mobilization Guide, Chapter 20.

Additional information about AFF can be found at: <https://www.aff.gov/>

Resource Tracking

In order to facilitate cost effective use of aircraft and planning of resources, scheduling offices and ordering offices may request pilots or flight manager on board aircraft to relay flight status information at designated intervals.

Flight Following, Resource Tracking Table:

Flight Category	Flight Following	Resource Tracking
Point To Point	<p>OPTIONS</p> <ol style="list-style-type: none"> 1. FAA IFR Flight Plan 2. FAA VFR Flight Plan with check-in EVERY 60 minutes with FAA. 3. AFF with radio confirmation (normally). 	<p>Resource Tracking may be performed by telephone or radio.</p> <p>Check-ins are made with scheduling dispatcher:</p> <ul style="list-style-type: none"> • Prior to takeoff • Each stop en route • Arrival at destination
Special Use	<p>OPTIONS</p> <p>(Flight Following and Resource Tracking becomes essentially the same.)</p> <ol style="list-style-type: none"> 1. AFF with radio confirmation (normally). 2. Telephone/Radio Arrival Confirmation. The receiving unit will notify the sending unit when they have established radio contact with the incoming aircraft or otherwise established operational control of the resource. <p>NOTE: In some cases, where longer distances are involved and agency radio contact is not possible, tactical resources may actually file a flight plan with FAA en route to an incident and begin Agency Radio Check-in upon arrival.</p>	

Point-to-Point Flights

Except in unusual circumstances, the pilot for point-to-point flights will file either a VFR or an IFR FAA Flight Plan and flight following will be conducted through the FAA. An example of an exception would be a very short flight in which the sending dispatch center will utilize AFF with radio confirmation for flight following.

The originating dispatch office is required to provide the receiving dispatcher with the flight schedule, aircraft identification, pilot name, and manifest. The originating dispatch office will provide the pilot with any needed instructions.

For resource tracking purposes, the Pilot or Flight Manager will report, normally via telephone, point of origin departure time, interim stop arrival and departure times, and final destination arrival times to the originating dispatch center.

For local resource aircraft, the originating unit would be the local State Coordination Center.

When a point-to-point flight is ordered through or originated by SACC Aircraft Desk; SACC Aircraft Desk will be responsible for resource tracking. The dispatch center filling the order will report, to SACC Aircraft Desk, departure and return times. The receiving unit (if ordered by a State Coordination Center) or the Flight Manger/Pilot will report, to SACC Aircraft Desk, the arrival time to and departure time from the interim stops and the destination. Appropriate estimated departure and arrival times (flight schedules) will be communicated between SACC Aircraft Desk and all involved dispatch centers.

1 The pilot or the Flight Manager shall notify the originating dispatch center prior to departure with any change in
2 flight plan or change in manifest.

3 If a Dispatch Center or the Pilot/Flight Manger is unable to reach the appropriate dispatch center after business
4 hours, the afterhours Duty Officer should be called.

6 **Special Use Flights:**

7 For most Special Use flights, flight following is accomplished via Dispatch or Flight Following Center. Flight
8 following and resource tracking become essentially the same process in that departure and arrival times as well as
9 interim check-ins are performed via the Radio and/or telephone.

10
11 Occasionally, two or more flight following processes will need to be applied even for tactical missions. An example
12 is an initial attack dispatch for a long distance in which there is not adequate radio contact to flight follow via Radio.
13 In this instance, the aircraft may file a FAA flight plan until it reaches the incident and then cancel the flight plan
14 and commence AFF with radio confirmation flight following or be handed off to Aerial Supervision.

15
16 Flight following for Special Use missions may be "handed off" from the originating dispatch center to other dispatch
17 or flight following centers as long as there is continual, positive contact and check-in with the aircraft. When
18 Special Use flights involve sending a special use aircraft from one dispatch center to another, the originating center
19 will provide the receiving center with flight schedule, aircraft, pilot, and manifest.

20
21 On fire missions where the aircraft is being controlled by Aerial Supervision or ground personnel, flight following is
22 not required. AFF with radio confirmation will be utilized when the aircraft departs the assigned incident and/or is
23 no longer under the control of Aerial Supervision or ground personnel.

24
25 The pilot or crewmember will provide the following information on check-ins:

- 26 ➤ Current location (use Loran or GPS latitude/longitude if available; otherwise legal or geographic descriptions
27 are acceptable).
- 28 ➤ Current direction of flight (use compass heading).
- 29 ➤ Next destination or area to be surveyed.
- 30 ➤ Estimated time en-route.
- 31 ➤ Amount of Fuel on board.
- 32 ➤ Estimated time on the ground (if landing).

33
34 The pilot is required to contact the originating dispatch office prior to departure with any change in flight plan or
35 changes in manifest. Pilot will notify the originating dispatch center when there is to be a delay of 30 minutes or
36 more.

37
38 If communication failure occurs between aircraft and dispatch, the aircraft shall land at the nearest FAA approved
39 airport and phone the appropriate dispatch office or return to its departure point while attempting to reestablish
40 communication. Once communication is reestablished, the aircraft may continue with the mission.

42 **Aircraft Crossing Geographic Area Boundaries**

43 Refer to the National Interagency Mobilization Guide, Chapter 20.

45 **Law Enforcement Flights**

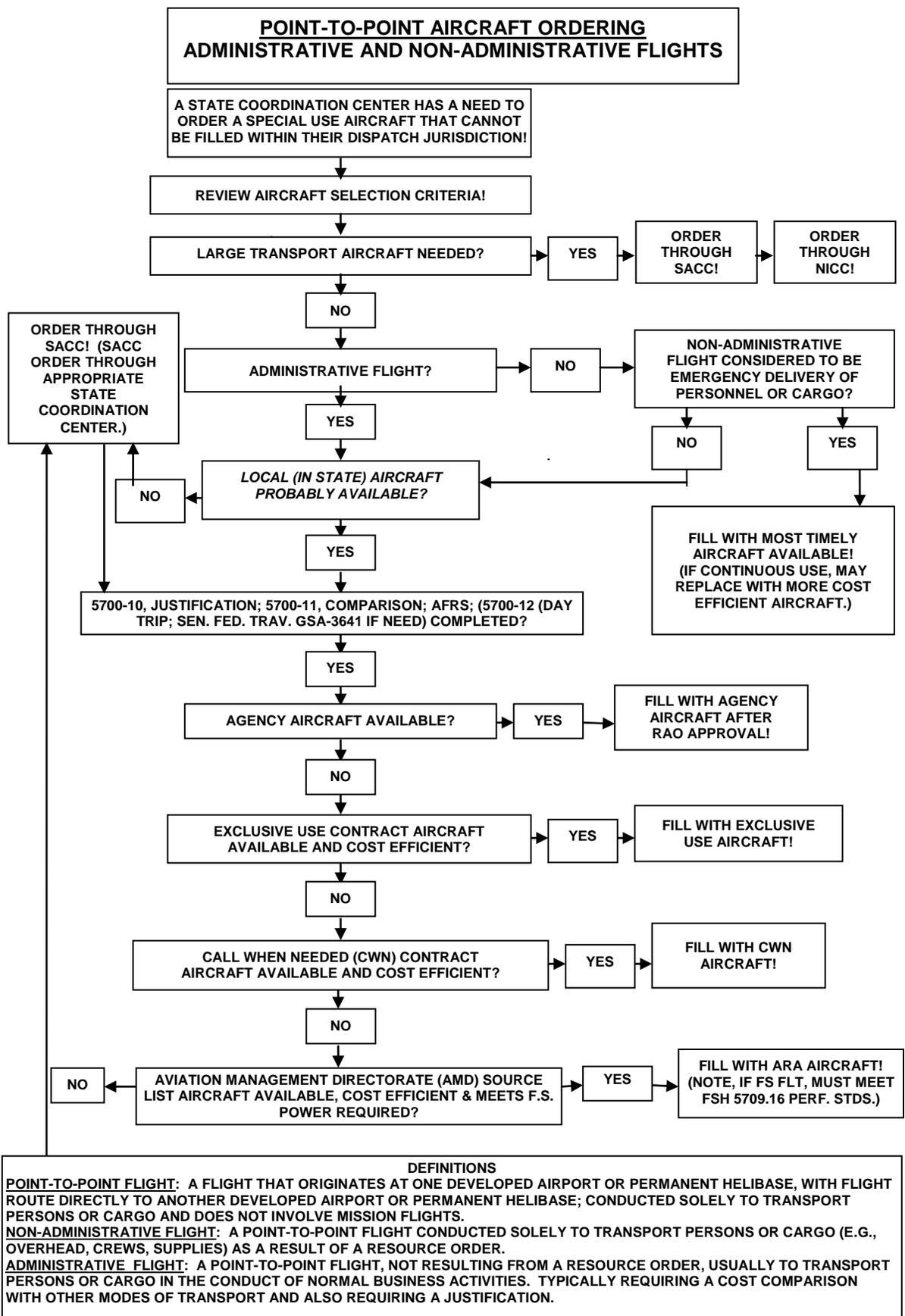
46 For safety, flight following must also be done for these flights. Local coordination with local Unit Dispatch is
47 required prior to the flight. Due to the nature of the Law Enforcement Mission, appropriate flight following
48 procedures will be coordinated between local Unit Dispatch and Law Enforcement (Flight Manager). The intent of
49 flight following is to provide resource tracking and timely search and rescue operations as needed.

51 **AIRCRAFT DISPATCHING**

52 The Southern Area Coordination Center conducts "strategic" dispatch functions to fill requests from State
53 Coordination Centers, other GACC's, etc. SACC does not conduct tactical dispatching. However, SACC does have
54 the responsibility of filling requests in a cost effective and timely manner with the most effective resource. It is

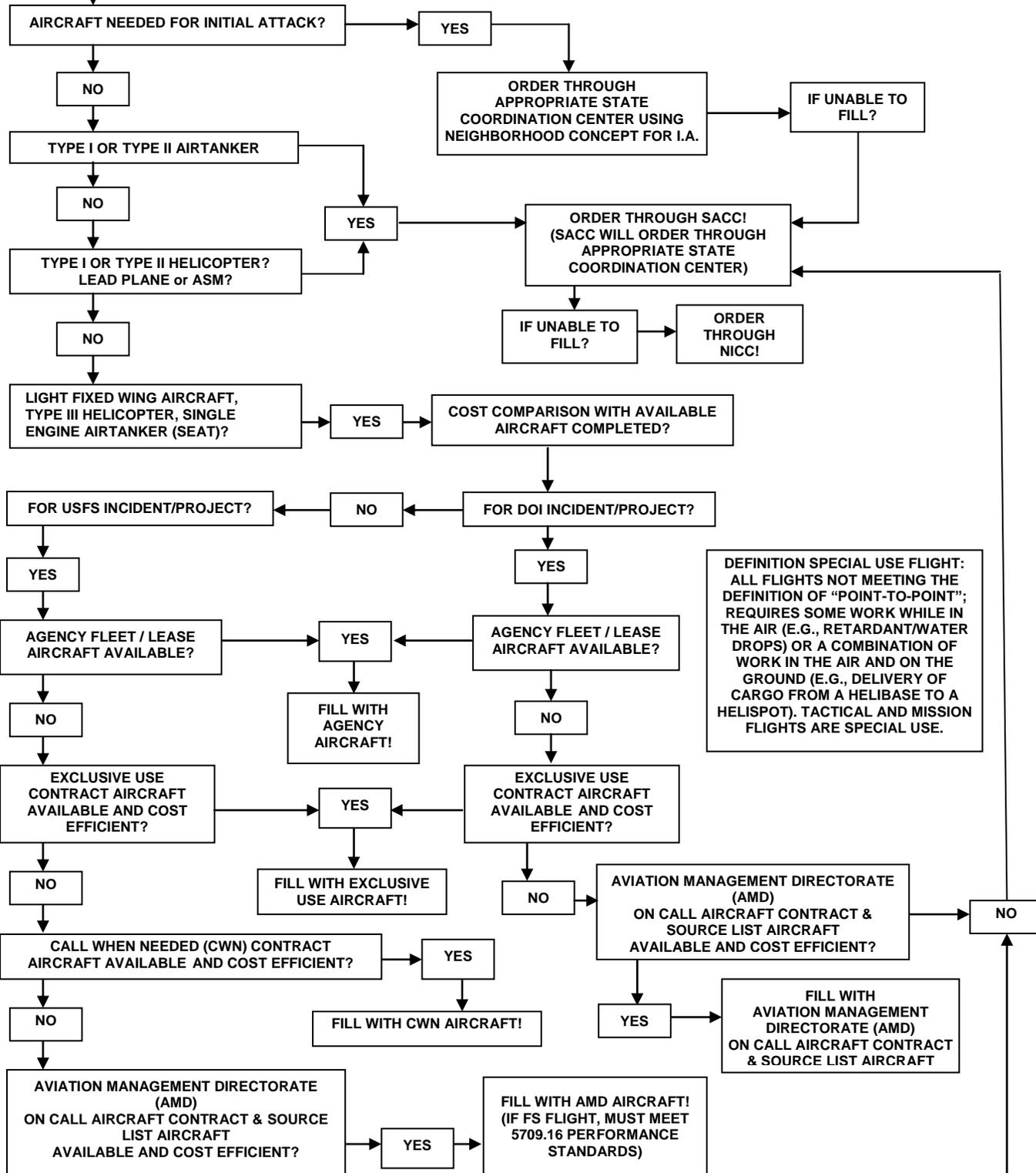
- 1** extremely important for State Coordination Centers to keep SACC informed when resources are relocated or
- 2** reassigned.
- 3**
- 4** The following charts provide a ready reference for dispatching aircraft. More specific directions follow.
- 5**

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SPECIAL USE AIRCRAFT ORDERING

A STATE COORDINATION CENTER HAS A NEED TO ORDER A SPECIAL USE AIRCRAFT THAT CANNOT BE FILLED WITHIN THEIR DISPATCH JURISDICTION!



DEFINITION SPECIAL USE FLIGHT:
ALL FLIGHTS NOT MEETING THE DEFINITION OF "POINT-TO-POINT"; REQUIRES SOME WORK WHILE IN THE AIR (E.G., RETARDANT/WATER DROPS) OR A COMBINATION OF WORK IN THE AIR AND ON THE GROUND (E.G., DELIVERY OF CARGO FROM A HELIBASE TO A HELISPOT). TACTICAL AND MISSION FLIGHTS ARE SPECIAL USE.

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1 Point-To-Point Flights**3 Administrative Flights**

- 4** ○ Cost Comparisons/Justifications – The requesting unit should complete:
- 5** • “Aircraft Flight Request/Schedule” (AFRS)
- 6** • FS-5700-10, Flight Request / Justification for Administrative Use of Aircraft
- 7** • FS-5700-11, Cost Comparison Travel Worksheet
- 8** • If Non-federal passenger, FS-5700-12, Day Trip Authorization may need to be completed.
- 9** • If Senior Federal Travel, GSA Form 3641.
- 10** ○ Ordering Priorities – Generally, priority for ordering is agency aircraft, and then contract aircraft, from the most formal contract first to less formal contract last. If the cost analysis indicates commercial air travel is not
- 11** feasible or cost effective, agency owned aircraft must be considered first, followed by Exclusive Use Contract
- 12** aircraft. If agency aircraft are not available and Exclusive Use aircraft are not available or feasible for the
- 13** flight, CWN aircraft may be ordered.
- 14**
- 15** ○ Local CWN Aircraft - If agency exclusive use aircraft are unavailable, local (in state) CWN Contract resources
- 16** may be committed first. Local (in state) administrative flight aircraft may be ordered directly by that state
- 17** coordination center. A courtesy notification to SACC is requested.
- 18** ○ Ordering Through SACC - If an order cannot be filled locally; The State Coordination Center will place the
- 19** order with SACC. SACC will follow step “Cost Comparisons/ Justifications” and “Ordering Priorities” above.
- 20** • If scheduling or cost analysis dictate the use of exclusive use contract, or CWN contract aircraft, SACC
- 21** will place the order with the State Coordination Center that administers the contract. SACC will not order
- 22** these aircraft directly from the contractors. When the aircraft has been scheduled or ordered, SACC will
- 23** complete the remaining blocks in the AFRS and provide a cop to the requesting unit and also the unit filling
- 24** the order.
- 25** ○ Aviation Management Directorate (AMD) Aircraft - AMD On-Call Aircraft Contracts & Source List aircraft
- 26** may also be considered along with CWN aircraft. However, USDI agencies must use AMD aircraft if available.
- 27** Costs for aircraft under National Business Center Aircraft Management Directorate (AMD) agreements are
- 28** available from any AMD office or from the website source list, <http://amd.nbc.gov/>. If the flight is for the
- 29** Forest Service, aircraft must meet the performance standards outlined in FSH 5709.16. If an AMD On Call
- 30** Aircraft Contracts & Source List aircraft is selected, and the aircraft is within your state, you may order direct.
- 31** If you need an aircraft from another state SACC will order that aircraft directly from the contractor.

33 Non Administrative Flights

34 The non-administrative flight process will be identical to the administrative flight process with the following

35 exceptions:

36

37 Non-administrative flights normally result from a resource order. An Aircraft Flight Request/Schedule (AFRS) will

38 be used for the scheduling. In some cases, non-administrative flights may be of an emergency nature and the order

39 would be filled with the timeliest resource available. Continued use of the aircraft after the emergency has passed

40 may result in replacement with a more cost effective aircraft.

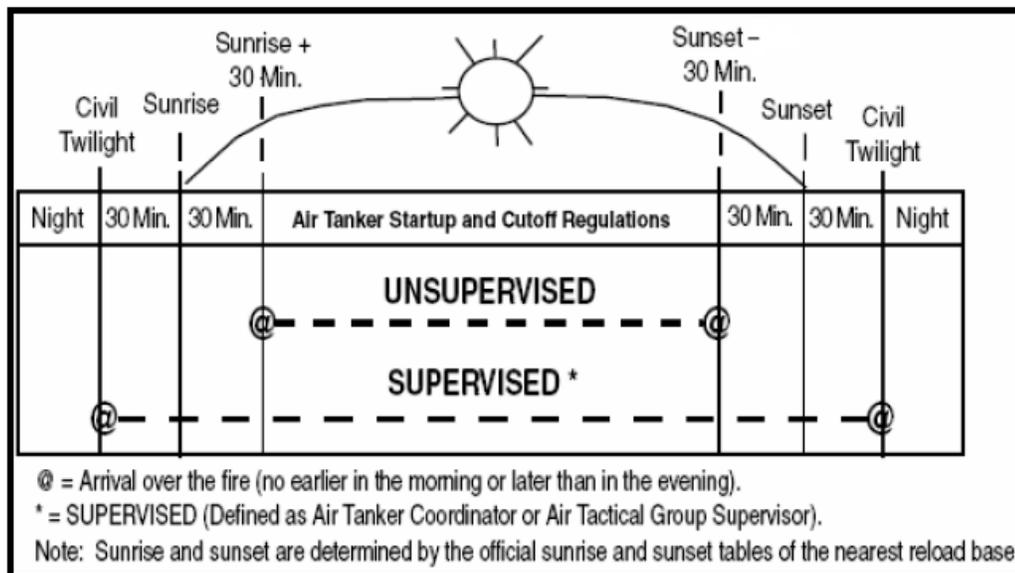
42 Special Use Flights

43 (Southern Area: Air Attack, detection, reconnaissance, type III helicopters etc. Tactical dispatch of National

44 Resources assigned to the Southern Area is discussed here.

46 ➤ Airtankers, Lead Planes, Aerial Supervision Modules

- 47** ○ Initial Orders into the Southern Area - Initial orders for airtankers, Lead Planes, and Aerial Supervision
- 48** Modules into the Southern area must be made through SACC to NICC.
- 49** ○ Retardant Operations and Low Light Conditions (Sunrise/Sunset) – Unsupervised multiengine airtankers
- 50** shall not be dispatched to arrive over a fire no earlier than 30 minutes after official sunrise or no later than
- 51** 30 minutes before official sunset. Retardant operations are permitted 30 minutes before official sunrise to
- 52** 30 minutes after official sunset (civil twilight), but must have concurrence by the involved flight crews and
- 53** aerial supervision (Lead, ATCO, ASM or ATGS) must be on scene. Flights by multi-engine aircraft to
- 54** assigned bases may occur after daylight hours.
- 55**



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- Single engine airtankers (SEATs) and helicopters are limited to flight during the official daylight hours. Daylight hours are defined as 30 minutes prior to sunrise until 30 minutes after sunset.
- Flight crews might experience late dawn or early dusk conditions based on terrain features and sun angle, and flight periods should be adjusted accordingly.

Daylight hours may be further limited at the discretion of the pilot, aviation manager, ATGS, ASM, or Leadplane because of low visibility conditions caused by smoke, shadows or other environmental factors.

- Aerial Supervision Requirements – In order to maximize safety and efficiency, incidents with 3 or more aircraft over them should have aerial supervision. However, there are several federal/state policies in place which require aerial supervision based on specific situations.

Incident Aerial Supervision Requirements		
Situation	Lead/ATCO/ASM	ATGS
Airtanker not IA rated.	Required	
MAFFS	MAFFS Qualified LEAD/ASM	
When requested by airtanker, ATGS, Lead, ATCO, or ASM	Required	Required
Foreign Government airtankers.	Required if no ATGS	Required if no Lead/ATCO/ASM.
Multi-engine airtanker: Retardant drops conducted between 30 minutes prior to, and 30 minutes after sunrise, or 30 minutes prior to sunset to 30 minutes after sunset.	Required if no ATGS	Required if no Lead/ATCO/ASM.
Single engine airtanker (SEAT): SEATS are required to be "on the ground" by ½ hour after sunset.	See level 2 SEAT requirements	See level 2 SEAT requirements
Level 2 SEAT requirements: Level 2 rated SEAT operating over an incident with more than one other tactical aircraft on scene.	Required if no ATGS	Required if no Lead/ATCO/ASM.
Retardant drops in congested areas.	Order	May use if no Lead/ATCO/ASM
4 or more airtankers assigned.	Order	Order
2 or more helicopters with 2 or more airtankers over an incident.	Order	Order
Periods of marginal weather, poor visibility or turbulence.	Order	Order
2 or more airtankers over an incident.	Order	Order if no Lead/ATCO/ASM.
Smokejumper or paracargo aircraft with 2 or more airtankers over an incident.	Order if no ATGS	Order if no Lead/ATCO/ASM.
Incident has two or more branches.		Order

- Airtankers, Lead Planes, Aerial Supervision Modules -Tactical Dispatching
 - Airtanker Requests –All requests for tactical airtanker missions including Lead Planes, Aerial Supervision Modules and air attack aircraft will be conducted by the hosting State Coordination Center and will be coordinated with SACC.
 - Operational Reload and Portable Airtanker Bases –All Operational Reload and Portable Airtanker Bases must be staffed with a fully qualified Air Tanker Base Manager (ATBM)
 - Inactive Reload and Portable Airtanker Bases – SACC will coordinate the activation of any Southern Area inactive reload and portable airtanker bases when a request is made from the local unit.
 - Airtanker Bases -

TANKER BASE	DISPATCH COORDINATION	MAINTENANCE, SUPERVISION, RETARDANT ORDERING
Chattanooga	Tennessee Interagency Coordination Center (TNC)	Cherokee National Forest
Fayetteville	Arkansas-Oklahoma Interagency Coordination Center (AOC)	Ozark-St. Francis-Ouachita National
Lake City	Florida Interagency Coordination Center (FIC)	National Forests in Florida
Kinston-Reload	North Carolina Interagency Coordination Center (NCC)	North Carolina Forest Service (NCS)

- Airtanker Dispatch Priorities - Airtankers, Lead Planes, and air attack aircraft assigned to the tanker base will be tactically dispatched by the State Coordination Center with notification to SACC. When aircraft are dispatched from the airtanker bases, each State Coordination Center has the authority to reroute, divert, or recall airtankers, Lead Planes, and air attack aircraft assigned to the tanker base within priorities that have been established within the Southern Area. When there are multiple requests that meet the same priority criteria, the SACC Center Manager or Aviation Coordinator will make the determination.
- Aircraft Relocation - Requests to relocate airtankers, Lead Planes, ASM’s and exclusive use air attack aircraft must be made through SACC. (Note that prior to relocating a CWN air attack aircraft outside of the state, a determination must be made by SACC as to whether a more timely and cost efficient air attack aircraft is located near the new location).
- Lead Planes and Lead Plane Pilots - State Coordination Centers with an airtanker base, Reload base, and/or Portable base will be responsible for replacement/rotation of Lead Planes and pilots assigned.
- Aircraft Scheduling - The State Coordination Center responsible for managing the airtanker base, reload base, and/or portable base will be responsible for scheduling airtankers, Lead Planes, and air attack aircraft assigned to the airtanker base, including establishing daily starting and ending times.

Retardant and Portable Airtanker Bases - The State Coordination Center that is responsible for managing the reload and/or portable airtanker base (PAB) will maintain enough retardant for at least three operational periods and will coordinate the orders for retardant through the USFS Region 8 Fixed Wing Operations Specialist. SACC will be responsible for dispatching and tracking the PABs. In addition, SACC will coordinate with the USFS Region 8 Fixed Wing Operations Specialist for the recovery, rehabilitation and maintenance of the PABs.

- 1 ○ Daily Reporting - The State Coordination Centers responsible for managing the Airtanker base, reload base,
2 and/or PAB will be responsible for ensuring the following information is reported to SACC at the close of each
3 business day:
- 4 • Location and status of each airtanker as well as Lead Planes, Aerial Supervision Modules (ASM) and air
5 attack assigned to airtanker bases.
 - 6 • Number of hours flown and gallons of retardant dropped that day.
 - 7 • Pilot days off schedule. Any scheduled maintenance for Airtankers, Lead Planes and or ASM's
- 8
- 9 ○ Victor Frequencies - The State Coordination Centers responsible for managing the airtanker base, reload base or
10 portable base will be responsible for ordering, through SACC, any additional victor (AM) frequencies needed.
- 11

12 DISPATCH/ORDERING FACTORS AND CRITERIA

13 Selection and dispatching of Special Use aircraft will be based upon the “Factors” outlined in Aircraft Selection
14 Factors. Given that all other factors meet the needs of the requested flights, the two primary considerations will be
15 the “timeliness and cost effectiveness” of the aircraft. A cost analysis should be completed to determine the most
16 efficient aircraft. Timeliness and Cost Effectiveness factors that should be considered in selecting the appropriate
17 Call-When-Needed aircraft:

18

- 19 • Ferry Costs: Consider ferry costs to and from the incident. Note that CWN aircraft are paid from point of hire
20 from home base or away from the home base, (whichever is closer) and return to that point.
 - 21
 - 22 • Relief Crew Transportation: When pilots reach mandatory days off, determine if the cost to the government of
23 transporting a relief crew is beneficial to the government.
 - 24
 - 25 • Ordering Priorities: Agency owned aircraft must be considered first, followed by Exclusive Use Contract
26 aircraft. Since SACC may receive an order and must determine the appropriate resource it is important that
27 State Coordination Centers notify SACC if an Exclusive-Use aircraft is relocated from its assigned home base
28 to a new location. If agency aircraft are not available and Exclusive Use aircraft are not available or feasible for
29 the flight, CWN or On Call Aircraft Contract and Aircraft Rental Agreement (ARA) aircraft may be ordered.
 - 30
 - 31 • Local CWN Aircraft: Local (in-state) CWN Contract aircraft may be committed first. Local (in-state) aircraft
32 may be ordered directly by the State Coordination Center. When CWN aircraft are assigned a notification to
33 SACC with the location of the aircraft is requested.
- 34

35 Ordering Through SACC: If an order cannot be filled locally, the State Coordination Center will place the order
36 with SACC. SACC will follow step “Dispatch/Ordering Factors and Criteria” above.

37

38 If scheduling or cost analysis dictate the use of exclusive use contract, or CWN contract aircraft, SACC will
39 place the order with the State Coordination Center that administers the contract for the selected aircraft. SACC
40 will not order these aircraft directly from the contractors. If the order is for initial attack, SACC will fill through
41 the State Coordination Centers with the timeliest aircraft available. The aircraft may then be replaced with a
42 more cost effective aircraft for extended attack or standby. If aircraft is not needed for initial attack, then the
43 most cost effective aircraft that meets the needs of the ordering unit will be ordered.

44

45 AMD On-Call Aircraft Contracts & Source List and Aircraft Rental Agreement (ARA) aircraft may also be
46 considered. However, USDI agencies must use AMD aircraft if available. Costs for aircraft under National
47 Business Center Aviation Management Directorate (AMD) agreements are available from any AMD office or
48 from the website source list, amd.nbc.gov. If the flight is for the Forest Service, aircraft must meet the
49 performance standards outlined in FSH 5709.16. If an AMD On-Call Aircraft Contracts & Source List or
50 Aircraft Rental Agreement (ARA) aircraft is selected, SACC will order that aircraft directly from the contractor.

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1 Air Attack Aircraft Assigned to Airtanker Bases

2 If a CWN Air Attack aircraft is assigned to an Airtanker base, the Airtanker Base State Coordination Center may
3 dispatch the Air Attack for initial attack. Before CWN air attack aircraft may be relocated SACC should be notified
4 to determine whether a more timely and cost efficient aircraft is available.

5 Ordering Through NICC - Special Use aircraft that cannot be filled in the Southern Area will be ordered through
6 NICC.

7
8 Information needed for Special Use Flights:

- 9** ○ Name of the Incident or Project.
- 10** ○ Name of the air and/or ground contact.
- 11** ○ Air-to-Air and Air-to-Ground frequencies and tones.
- 12** ○ Location and description of destination, LAT/LONG.
- 13** ○ Initial contact for flight following (Name, Forest, District, radio frequencies and tones, etc.).
- 14** ○ Hand-Off Contact for flight following (Name, Unit, District, radio frequencies and tones, etc.).
- 15** ○ Are other aircraft in the area of operations and what type are they? (Air Attack, Tankers, Helicopters.)
- 16** ○ Are there any known hazards, power lines, towers, flight restrictions, Military Training Routes (MTRs),
- 17** Military Operating Areas (MOA), weather factors?
- 18** ○ Sunrise/Sunset times.

19
20 MANIFEST

21 A manifest of all crewmembers and passengers on board has been completed. A copy of this manifest will remain at
22 the point of departure. Manifest changes will be left at subsequent points of departure when practical.

23
24 PASSENGER BRIEFING

25 All passengers have been briefed in accordance with the briefing items contained in 14 CFR 135. In those instances
26 where multiple short flights are made, the pilot's briefing does not need to be repeated unless new passengers come
27 aboard.

28
29 AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING

30 Refer to the National Interagency Mobilization Guide, Chapter 20.

31 These aircraft are considered National resources and depending on National priorities may not be available to fill
32 requests.

33
34
35 All requests for infrared flights will be placed with SACC to NICC no later than 1500 MT daily. All requests for
36 infrared services will be on a ROSS aircraft request. Infrared Scanner Request Forms for infrared flights will be
37 created at the National Infrared Operations (NIROPS) website at: <http://nirops.fs.fed.us/rcr/newScanner>. User
38 accounts can be requested by contacting NIROPS directly. If the website is unavailable, a faxed Infrared Aircraft
39 Scanner Request Form will be submitted for each request. A new INFRARED AIRCRAFT SCANNER Request is
40 also required for each flight even though information on this form may not change from day to day, except possibly
41 the latitude/longitude. NICC must be provided with IR parameters, frequencies, hazards etc. A qualified Infrared
42 Interpreter (IRIN) must be confirmed or in place at the time of the infrared flight.

43 After the order is placed with NICC, they will call back and provide an aircraft number, flight crew names, and
44 flight plan. This information will be posted on the Aircraft Resource Order and forwarded to the ordering unit.

45
46 An Aircraft Flight Request/Schedule (AFRS) for flight tracking will be completed if not provided by NICC.

47
48 Users of the IR aircraft must provide or order mission management, supervision, planning, liaison, imagery
49 interpretation, and logistical support for the units. In addition, the user must provide for flight following and status
50 reports to NICC.

51
52 LEADPLANES

53 Lead Planes are provided by USFS and are considered National Resources. Orders for Lead Planes from State
54 Coordination Centers will be placed with SACC.

55

1 AERIAL SUPERVISION MODULES (ASM)

2 The ASM is a fixed wing platform that utilizes two (2) crew members to perform the functions of traditional air
3 attack and low-level lead operations. The ASM requires both crew members to be trained to work as a team,
4 utilizing Crew Resource Management (CRM) skills and techniques to enhance safety, efficiency, and effectiveness.
5 ASM's are National Resources.

6
7 AIR TACTICAL AND RECONNAISSANCE AIRCRAFT

8 Refer to National Interagency Mobilization Guide, Chapter 20.
9

10 LARGE TRANSPORT AIRCRAFT

11 Large charter aircraft for inter-area movement of crews are generally provided by NICC.

12
13 If a large transport aircraft is needed, a resource order should be passed from the incident through established
14 dispatch channels.

15
16 When large transport aircraft are needed for mobilization, the SACC Aircraft Desk will work with NICC Aircraft
17 Desk to coordinate the missions.

18
19 When using large transport aircraft, the following characteristics and capabilities of destination airports must be
20 considered:

- 21 ➤ Runway length: must be adequate for large, dual wheeled aircraft.
- 22 ➤ Runway elevation: high temperatures and elevations decrease capability of aircraft.
- 23 ➤ Load bearing weight: of runway and ramp both must be adequate to handle aircraft weight.
- 24 ➤ Ground handling facilities: must be available for large aircraft, including auxiliary power, hot air starts,
25 external stairs, and sanitation services.
- 26 ➤ Fueling facilities: must provide adequate supplies of appropriate fuel.

27
28 Time frames are critical with large transport aircraft. For this reason, it is important that personnel and cargo be
29 weighed, manifested, and ready to board as soon as an aircraft arrives. All power tools, including pumps and
30 chainsaws, must be free of fuel and purged before being loaded onto aircraft.

31 HELICOPTERS

32 Helicopter Typing:

TYPE	CHARACTERISTICS
1	15 or more passenger seats or 5,000 pounds cargo capacity
2	9-14 passenger seats or 2,500 pounds cargo capacity
3	4-6 passenger seats or 1,200 pounds cargo capacity
4	2 or more passenger seats or 600 pounds cargo capacity

33 Helicopter Categories:

- 34
35
36 ○ Standard Category (FAA designation) - Authorized for passenger hauling as well as internal and external loads.
- 37 ○ Restricted Category (FAA designation) - Lift only, no passenger carrying, seats removed and placarded. Many
38 Type I helicopters are in this category.
- 39 ○ Standard Category, Limited Use (Agency designation) - Generally a temporary designation that restricts the use
40 of the helicopter to external loads, no passenger carrying, but seats are not removed. Designated crew members
41 essential to the mission are authorized.

42
43
44 Standard category Type II helicopters may be placed in the Limited use category. The Regional Aviation Officer
45 must write a letter each time a Type II helicopter is placed in or out of the limited use category. A copy of the letter
46 must be sent to the requesting unit and a copy must be placed on board the aircraft. SACC will manage this process.
47

48 Standard category Type III helicopters may be placed in the Limited use category. For Forest Service units in the
49 Southern Area a blanket letter issued by the Regional Aviation Officer is presently on file, allowing individual

1 forests to manage their Type III helicopters in a Limited use capacity when necessary provided certain guidelines
2 have been followed.

3
4 **HELICOPTER MODULES**

5 All helicopters ordered for suppression purposes will be sent with a complete helicopter module based upon the type
6 and category of the helicopter. The manager will join up with the CWN helicopter at a location other than the
7 incident so that an acceptance inspection can be completed on the aircraft and pilot prior to the actual performance
8 of any aviation operations. Note that the USDI Fish and Wildlife Service and National Park Service do not require
9 full modules for non-interagency incidents.

10

TYPE/ CATAGORY	STAFFING
Type 1 helicopter, standard	Manager and four crew persons
Type 1 helicopter, restricted	Manager only
Type 2 helicopter, standard	Manager and three crew persons
Type 2 helicopter, restricted	Manager only
Type 2 helicopter, standard category limited use	Manager only
Type 3 & 4 helicopters	Manager and two crew persons
Type 3 helicopter, limited use	Manager only

- 11
12 ➤ Helicopter Modules: When exclusive use contract helicopters are dispatched to other units, the assigned
13 manager and module will accompany the ship. When "Call When Needed" (CWN) helicopters are ordered, a
14 qualified module, if in standard category, will also be ordered to manage the ship, unless the ordering unit can
15 provide a module. Names of personnel must be furnished.

16
17 **CALL WHEN NEEDED (CWN) CONTRACT HELICOPTERS**

- 18 ➤ Type-I and Type-II CWN Contract Helicopters: Refer to the National Interagency Mobilization Guide. For
19 additional information about Type-I and Type-II helicopters, see the National CWN Contract or go to
20 <http://www.fs.fed.us/fire/contracting/> on the web.
21 ➤ National Resources: Type I and II helicopters are considered to be National Resources and must be ordered
22 through SACC to NICC.
23 ➤ Manager’s Name: NICC will require a manager's name before filling orders for Type I and Type II helicopters.
24 ➤ Resource Order Numbers: CWN helicopters are ordered with “A” numbers but Modules for CWN helicopters
25 are ordered with “O” numbers.
26 ➤ Type III and IV CWN Contract Helicopters: Type III and IV helicopters are considered Geographic Area
27 resources. Refer to “Special Use Flights” for information related to dispatching Type III and Type IV
28 helicopters.

29
30 **EXCLUSIVE USE CONTRACT HELICOPTERS**

31 Exclusive Use helicopters are under formal contract, for specified periods, to various units and agencies nationally,
32 regionally or locally. In the Southern Area, State Coordination Centers are responsible either directly or indirectly
33 through Contracting Officer Representatives for management and dispatch of the type III and IV helicopters. See
34 “Special Use Flights” for information related to dispatching Type III and IV helicopters. State Coordination Center
35 must notify SACC of the new location if an Exclusive Use helicopter is relocated.

36
37 The modules for Exclusive Use Contract helicopters are dispatched with the contract helicopters and normally, the
38 sending unit will provide replacement module members without further orders. Exclusive Use helicopters with
39 modules are ordered with a single “A” number.

40
41 **Helicopter Support Equipment**

42 If not provided locally, helicopter support kits, rescue kits, extraction kits etc. must be ordered.
43
44

AIRTANKERS

For the detailed contract and the most recent schedule of items, go to <http://www.fs.fed.us/fire/contracting/>.

Large airtankers are considered National Resources and must be ordered through SACC to NICC.

Airtanker Typing:

TYPE	CAPACITY (GALLONS)
VLAT	10,000
1	3,000
2	1,800 to 2,999
3	800 to 1,799
4	Up to 799

➤ Early Activation: Refer to the National Interagency Mobilization Guide, Chapter 20.

Modular Airborne Fire Fighting Systems (MAFFS)

Refer to the National Interagency Mobilization Guide, Chapter 20, and refer to the current MAFFS Operating Plan for further information.

Modular Airborne Fire Fighting Systems (MAFFS) are 3000 gallon pressurized retardant units inserted in military Lockheed C-130 Hercules aircraft. Two of the units are located in the Southern Area at the 145TH Airlift Wing, Air National Guard in Charlotte, North Carolina.

As with all military resources, the MAFFS units will be activated only when all commercial sources have been committed, are unsuitable for a particular mission, or cannot meet time frames. For Federal fires, MAFFS will be activated through NICC only. The states of California, North Carolina, and Wyoming may directly activate those units stationed within their borders with coordination with NICC. The North Carolina agreement requires a federal MAFFS Liaison Officer be assigned to State activations.

MAFFS aircraft are equipped with VHF Aircraft FM radios during fire use.

MAFFS aircraft are not initial attack qualified. They must operate under the direction of an Airtanker Coordinator (Lead Plane/ASM).

While flying fire assignments, MAFFS flight crews are governed by home unit flight and duty hour restrictions.

SINGLE ENGINE AIRTANKERS (SEATs)

See the Single Engine Airtanker Operations Guide (ISOG) for additional information.

SEATs are 500-800 gallon capacity tankers. They typically come with 1-4 support people, a support vehicle, and a trailer or truck mounted retardant mixing plant.

All Federal SEAT contracts are administered by the National Business Center - Aircraft Management Directorate (AMD), Department of the Interior (DOI). Program management responsibility is vested with the DOI in accordance with the lead agency concepts. SEATs are not considered national resources.

SEATs will be ordered following normal Southern Area tactical aircraft dispatch procedures. A SEAT manager must be ordered separately as an Overhead request.

TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137)

Reference the "Interagency Airspace Coordination Guide (07/2003)" (CHAPTER 6 Temporary Flight Restrictions and Advisory NOTAMS) for pertinent information.

1 In the Southern Area, requests for temporary flight restrictions are made by the State Coordination Centers directly
2 to the appropriate FAA Air Route Traffic Control Centers (ARTCC). SACC will request TFRs only in unusual
3 circumstances. Document requests for Temporary Flight Restriction on an Aircraft Resource Order.
4

5 TFRs in the USA may be found at: <http://tfr.faa.gov/tfr2/list.html>. Where there are active incidents within the
6 Southern Area, request the information on existing TFRs from the State Coordination Centers. The aircraft desk
7 should be made aware of existing TFRs since SACC frequently receives inquiries regarding existing TFRs. TFRs
8 are not considered to be in effect until the FAA has issued a Notice to Airmen (NOTAM) regarding the specific
9 TFR.

10
11 Typical TFRs are requested in a five (5) mile radius of a given point and 2000 feet above highest point (MSL).
12 However, TFRs may be requested in any configuration desired depending on the situation, topography, amount of
13 air traffic etc.
14

15 Reference 91.137; placing a TFR over an incident area does not automatically eliminate non-tactical aircraft from
16 the area. Note the exceptions for law enforcement and news media in the FAR.

17 It is highly recommended that an Airspace Coordinator be ordered in those cases where airspace is complex or
18 numerous aircraft are deployed. If there is a need, contact SACC.
19

20 **MILITARY TRAINING ROUTES AND SPECIAL-USE AIRSPACE**

21 Military Training Routes and Special Use Airspace presenting conflicts with incident related Aviation activities will
22 be identified by local units. The source for this information is AP-1B, Flight Information Publication, "Military
23 Training Routes" and the AP/1A FLIP, "Special Use Airspace." It is recommended that State Coordination Centers
24 maintain a current edition of these documents. Special Use Airspace information should be organized for easy and
25 rapid utilization; i.e., displayed on dispatching maps, with conversions for legal description to latitude/longitude
26 prepared.
27

28 Further direction may be obtained in the Interagency Airspace Coordination Guide.
29

30 Flight restrictions involving Military Training Routes (MTRs) require additional notification of that closure to the
31 controlling military base. MTRs & SUAs require deconfliction prior to requesting a TFR.
32

33 **AIRSPACE CONFLICTS**

34 All airspace conflicts, including accidents (mid-air collision), incidents (near mid-air collision), hazards (intrusions
35 into airspace restricted under Title 14 CRF part 91.137 Temporary Flight Restrictions), and other occurrences
36 involving airspace shall be reported immediately by the individual involved with or observing the conflict to the
37 local unit dispatch office or aviation manager.
38

39 The local dispatch office or aviation manager shall, upon notification of a conflict, report the occurrence and furnish
40 the documentation to the appropriate aviation officer at the state, regional, or area level. A courtesy call shall also be
41 made to SACC Aircraft Desk and a SAFECOM initiated for record.
42

43 SAFECOMs may be entered and current SAFECOMs read by accessing the SAFECOM website
44 <https://www.safecom.gov/>. If the initiator does not have internet access, the information needed to complete a
45 SAFECOM should be forwarded to the State Coordination Center for input.
46

47 **Local Hazard Maps**

48 A Local Hazard Map, with constant updating as changes occur or updated annually at a minimum, will increase the
49 pilot's awareness of existing "wire" or "obstacle" hazards, which may be encountered during operations at low
50 altitudes.
51

52 **NEWS MEDIA AIRCRAFT**

53 News media aircraft are only permitted into the incident restricted airspace with the permission and control of the
54 incident management team. Media aircraft must have incident radio frequency capabilities and must receive
55 complete briefing prior to entering the restricted area. It is recommended that when extensive fire activity is

1 occurring, news media be provided with information regarding TFRs including the frequency to contact aircraft
2 controlling air traffic over the incident (See FAR 91.137).
3

4 **LAW ENFORCEMENT AIRCRAFT**

5 Law enforcement aircraft are part of the relief effort and will frequently operate aircraft in an incident area. These
6 aircraft are authorized to do so. It is recommended that law enforcement agencies and local fire departments that
7 have aircraft be provided with information related to the TFR and frequency to contact aircraft controlling air traffic
8 over the incident.
9

10 **FAA TEMPORARY CONTROL TOWER OPERATIONS**

11 Refer to the National Interagency Mobilization Guide, Chapter 20.
12

13 **DEDICATED RADIO FREQUENCIES**

14 Refer to the National Interagency Mobilization Guide, Chapter 20.
15

16 **INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS**

17 Refer to the Interagency Standards for Fire and Fire Aviation Operations (Red Book), Chapter 16.
18

19 **FEDERAL EXCESS PROPERTY PROGRAM (FEPP) AIRCRAFT**

20 Several States operate aircraft obtained under the Federal Excess Property program. Generally, these aircraft are
21 used by the States primarily for fire related activities. They cannot be planned for use on Federal projects.
22 However, the following conditions apply to these aircraft:

- 23 ➤ The States may utilize FEPP aircraft to combat fires on federal lands when the action is taken to protect
24 adjacent non-federal lands.
- 25 ➤ FEPP aircraft may be ordered ONLY for initial attack on federal lands, and only if all of the following
26 conditions are met:
 - 27 • The ordering unit certifies that no commercial source aircraft are available (suggest this be done directly on
28 the resource order), and
 - 29 • The FEPP aircraft meets the criteria of timeliness and cost efficiency (in essence, it is the closest aircraft to
30 attack the fire), and
 - 31 • The FEPP aircraft is released as soon as possible and not planned for extended attack, and
 - 32 • The Federal agency places an order for a non-FEPP replacement aircraft immediately. Reference FSMs
33 3000 and 5700 and FSH 5709 for more details.

34 **FREQUENCY MANAGEMENT**

35 Aviation activities related to incidents in the Southern Area may become very complex because of the population
36 density; numerous private, commercial, and military aircraft; complex airspace and other factors. The single biggest
37 risk in the Southern Area is related to communications or the lack of communication between aircraft and between
38 aircraft and ground personnel.
39

- 40 ➤ Ordering Discrete Radio Frequencies: At start up, Southern Area aircraft typically utilize the FM frequencies of
41 the unit on which the incident is located for air to ground contact. Also, at start up, Southern Area aircraft may
42 use the AM (victor) frequency 122.925 (the national natural resource agency frequency) for air-to-air
43 communications. As the incidents or conditions become more complex, discrete frequencies are ordered.
44

45 State Standard ordering procedures are as follows:

- 46 • State Coordination Centers place aircraft resource "A" orders to SACC for discrete AM or FM frequencies
47 either for secondary IA Air-to-Air, tertiary IA Air-to-Air, specific incidents and/or preplanning for multiple
48 incidents.
- 49 • SACC will pass the frequencies orders to NICC who will then forward the request to the National Incident
50 Radio Support Cache (NIRSC).
- 51 • When the incident is over, the frequencies must be released back to NICC through SACC just as any other
52 resource is released.
53
54

The following Forest Service frequency managers are available to help answer specific communication issues in those areas referenced on Forest Service incidents.

➤ **Frequency Manager:**

Southern Region
Jerry Patrick: Cell: 601-942-2786 Office: 601-965-6153

SAFECOMS

Anyone who observes or becomes aware of a situation related to aviation that is or could result in an aviation safety situation may initiate a SAFECOM.

SAFECOMs may be entered and current SAFECOMs read by accessing the SAFECOM website at www.aviation.fs.fed.us/safecom/index.htm. If the initiator does not have internet access, the information needed to complete a SAFECOM should be forwarded to the State Coordination Center for input.

PREDICTIVE SERVICES

INCIDENT STATUS SUMMARY (ICS-209)

Refer to the [National Interagency Mobilization Guide, Chapter 20](#), for reporting requirements and format. In addition to the national criteria, ICS-209's are required on any Southern Area incidents in which structures are destroyed.

Specific instructions for entering ICS-209 information using the 209 Program are located in the User's Guide at: <http://www.fs.fed.us/fire/planning/nist/209.htm>. The ICS-209 Program is located at: <http://fam.nwcg.gov/fam-web/>.

WILDFIRES

Wildfires include all unplanned fires.

WILDFIRES MANAGED FOR FULL SUPPRESSION

For full suppression wildfires an ICS-209 will be required when that fire meets large fire criteria. The National Interagency Coordination Center classifies large fires as 100 acres or larger in timber fuel types, 300 acres or larger in grass or brush fuel types, or when a Type 1 or 2 IMT is assigned. An ICS-209 will be submitted daily until the incident is contained.

WILDFIRE MANAGED FOR POINT OR ZONE PROTECTION/LIMITED PERIMETER CONTROL OR MONITOR/CONFINE/CONTAIN

All non-full suppression fires will submit an ICS-209 for any wildfire that is expected to remain active for more than 72 hours.

The minimum ICS-209 requirements for these types of incidents are:

- Create an initial ICS-209; complete blocks 1 through 15 and block 42, Remarks.
- Complete blocks 45 through 47, Approval Information (required for all ICS-209 reports).
- If national shared resources are committed to the incident, complete Block 43, Committed Resources.
- Completion of additional reporting blocks can be implemented to meet the needs of an incident or GACC.
- An updated ICS-209 will be submitted weekly (Thursday) if no significant event change occurs.
- An updated ICS-209 will be submitted more frequently after or in anticipation of a significant change event.
- A complete ICS-209 will be required daily if a Type 1 or 2 IMT is assigned.

The complete reporting requirements for Point or Zone Protection/Limited Perimeter Control or Monitor/Confine/Contain wildfires are located on the web at:

[http://www.predictiveservices.nifc.gov/intelligence/ICS-209 Interim Reporting Guidelines.pdf](http://www.predictiveservices.nifc.gov/intelligence/ICS-209_Interim_Reporting_Guidelines.pdf)

1 OTHER INCIDENTS

2 An ICS-209 will be submitted for other significant events in which a significant commitment of wildland fire
3 resources has occurred or when a Type 1 or 2 Interagency Incident Management Team has been assigned.
4

5 COMPLEX REPORTING

6 Incidents within a complex should be aggregated and included on one (1) ICS-209. A complex is two (2) or more
7 individual incidents located in the same general proximity, which are assigned to a single Incident Commander or
8 unified command. Individual large incidents within a complex should be listed in the Remarks section along with
9 acreage and percent contained.

10 Reporting units must also capture any changes in acreage on the ICS-209s via the “Daily Stats” or “YTD Statistics”
11 screens of the Sit Report Program.

12 If any significant changes occur overnight (large increase in acreage, change in complexity, increased threat to
13 life/property, change in containment/control status, etc.), an update will be made to the GACC Intelligence
14 Coordinator via phone or e-mail smob@fs.fed.us.
15

16 INTERAGENCY SITUATION REPORT

17 Refer to the National Interagency Mobilization Guide, Chapter 20, for reporting requirements and content. In
18 addition to the national criteria, Situation Reports are required within the Southern Area year-round, whenever fire
19 activity occurs.
20

21 Centers will report all fire activity (including prescribed fires and for Resource Benefit) and status of initial attack
22 resources via the web based Interagency Situation Report application.
23

- 24 ➤ Daily Fire Statistics: Fire occurrence information will be reported by both protection responsibility and land
25 ownership.
- 26 ➤ Resource Information: Resource status is projected for the next 24 hours. The following definitions are to be
27 used when reporting projected resource status:
 - 28 ○ Available resources – all resources physically located on and under the control of the reporting unit(s) that
29 are not committed to incidents or on a mandatory day off.
 - 30 ○ Committed resources – resources assigned to initial/extended attack incidents and prescribed fires on the
31 local unit(s). Do not show resources committed to any fires for which 209s are being prepared; these
32 numbers will be captured from the 209 program.
- 33 ➤ Planned Rx: At Area Preparedness Levels 4 and 5, Centers will report all planned prescribed fires (all
34 agencies). Any resources expected to be committed to the Rx fire are listed in the remarks block
- 35 ➤ Incident Priorities: Whenever a reporting center has multiple incidents for which ICS-209s are being submitted,
36 this screen will be used to designate the local incident priorities. This information is used at SACC and NICC
37 to identify area and national priorities.
- 38 ➤ YTD Statistics: Centers should reconcile the year-to-date (YTD) numbers shown for their units in the Sit
39 Program with those from the official fire reports entered into the agency database(s) on a regular basis,
40 preferably once a month
41

42 INCIDENT MANAGEMENT SITUATION REPORT

43 Refer to the National Interagency Mobilization Guide, Chapter 20, for a description of this report produced by
44 NICC.
45

46 7-DAY SIGNIFICANT FIRE POTENTIAL OUTLOOK

47 Refer to the National Interagency Mobilization Guide, Chapter 20, for reporting requirements and content.
48

49 NATIONAL WILDLAND SIGNIFICANT FIRE POTENTIAL OUTLOOK

50 Monthly: Issued the first business day of the month (Refer to the National Interagency Mobilization Guide).
51

52 MONTHLY AND SEASONAL FIRE POTENTIAL OUTLOOK

53 Refer to the National Interagency Mobilization Guide, Chapter 20, for reporting requirements and content.
54
55

1 FUEL AND FIRE BEHAVIOR ADVISORIES

2 Refer to National Interagency Mobilization Guide, Chapter 20, for a description of this NICC product.

4 WILDLAND FIRE ENTRAPMENT/FATALITY

5 Refer to National Interagency Mobilization Guide, Chapter 20, for reporting criteria.

7 DAILY FIRE BEHAVIOR FORECAST

8 Current and accurate weather information is critical for firefighters and managers to perform their mission safely
9 and effectively. State Coordination Centers will ensure that fire weather forecasts are communicated in a timely
10 manner to firefighters on initial and extended attack incidents.

11 When extended severe fire weather and potential for extreme fire conditions exists, the Southern Area MAC Group
12 will direct the SACC Center Manager to place a Fire Behavior Analyst on the staff at SACC to provide a general fire
13 behavior forecast for the Southern Area on a daily basis. This will normally be done at Southern Area Preparedness
14 Levels IV and above. The Meteorologist or Assistant Meteorologist will provide daily weather briefings to the
15 MAC Group and/or on conference calls as needed.

17 NATIONAL FIRE PREPAREDNESS PLAN

18 Refer to National Interagency Mobilization Guide, Chapter 20.

20 WHY PREPAREDNESS LEVELS ARE ESTABLISHED

21 Refer to National Interagency Mobilization Guide, Chapter 20.

23 SOUTHERN AREA PREPAREDNESS LEVELS

24 The Southern Area Preparedness levels have been established to:

- 25 ➤ Identify the level of wildland fire or prescribed fire activity, all-hazard activity, severity, and resource
26 commitment within the Southern Area
- 27 ➤ To identify actions to be taken by Agency Administrators, Center Manager, Unit Administrators, and State
28 Coordination Centers to assure an appropriate level of preparedness/readiness for the existing and potential
29 situation.
- 30 ➤ To modify or curtail Area or Unit fire management activities when essential to assure preparedness and
31 response capabilities for situations within the Southern Area.

33 GENERAL

34 The SACC Center Manager will monitor the Area wildland fire and all-hazard situation and determine Preparedness
35 Levels. Preparedness Level 4 and above will be set after consultation with the Southern Area MAC Group. In
36 declaring the Preparedness Level, the following will be considered:

- 37 ➤ Current and forecasted weather
- 38 ➤ Severity and number of recent fires
- 39 ➤ Resources currently committed
- 40 ➤ Heavy risk periods
- 41 ➤ Severity and/or complexity of all-hazard incidents

42
43 Area Preparedness Levels are determined from the ground up, and at the higher levels may constrain activities in a
44 single unit not experiencing similar activity. This ensures that sufficient resources will be available for Area or
45 National situations. However, Area Preparedness Levels must also be responsive to the National Preparedness
46 Levels that identify amounts of wildland fire activity, severity and resource commitment nationally.

47
48 Certain circumstances may arise where it is necessary to make exceptions to management considerations specified in
49 the Preparedness Levels. The following section describes applicable circumstances and procedures to be followed.

51 EXCEPTIONS

52 Since the National Preparedness Levels are designed to ensure that sufficient resources are available for the National
53 situation, management direction/considerations at higher National Preparedness Levels may constrain activities in
54 the Southern Area, where no incident activity may be occurring.

1 In instances where the Southern Area may be requested to support other Geographical Areas with its resources, the
 2 SACC Center Manager and MAC Group may increase the Area PL and take the appropriate actions. The Southern
 3 Area PL may differ from the National PL, based upon the availability of resources within the Southern Area and
 4 potential and/or severity of incidents.

5
 6 **PREPAREDNESS LEVEL DESCRIPTION**

7 The following specify actions that the Southern Area will take in providing incident support capability suited to
 8 the hazard, risk, and situation complexity. Each action specified under a PL is in addition to all actions taken in
 9 the preceding PL.

10

ALL PREPAREDNESS LEVELS	
Description: The following activities apply regardless of the level of incident activity.	
Management Direction/Consideration	Responsibility
A. Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by SACC.	Unit Administrator
B. For all incidents that meet the large fire criteria, prepare an ICS-209 and submit via FAMWEB system. (National Interagency Mobilization Guide, 25.1)	Incident Commander/State Coordination Center
C. Provide SACC with timely intelligence on existing and emerging situations.	State Coordination Center
D. Via the interagency Situation Report program, provide a report of area fire activity.	State Coordination Center
E. Staff State Coordination Centers commensurate with the level of incident activity and resource order workload not only at the local level but also the Southern Area and National activity levels. This will range from providing an afterhours contact to staffing the center on an extended shift basis.	Fire Management Officer

11

PREPAREDNESS LEVEL 1	
Description: Little or no activity area wide. Most units have low to moderate fire danger and probability of incident occurrence. Potential for escaped fires is low. Little or no commitment of Southern Area Resources. Units are handling all incidents without outside resources.	
Management Direction/Consideration	Responsibility
A. SACC staffed as appropriate. Outside of business hours, a Duty Coordinator will be on-call.	Center Manager
B. Monitor daily situation reports.	Center Manager
C. Develop and maintain Seasonal Severity Chart	SACC Predictive Services
D. Hotshot crews are in training.	Administrative Units
E. Initiate Team Rotation availability calls	SACC

12

PREPAREDNESS LEVEL 2	
Description: Moderate activity. One or two units with Moderate to High fire danger or all-hazard involvement and possibility of incident occurrence. Potential for escaped fires is low. Little or no commitment of Southern Area Resources in Area, although national mobilization may be occurring.	
Management Direction/Consideration	Responsibility
A. SACC staffed 0800-1800 seven days a week (or Duty Coordinator on call).	Center Manager
B. Consider severity needs.	Area Administrators
C. Coordinate the issuance of press releases that highlight interagency current conditions and a brief outlook.	Area Administrators

13
 14

1

PREPAREDNESS LEVEL 3	
Description: Several units experiencing High or greater fire danger and/or two or more units experiencing incidents, either fire or all-hazard or national mobilization requiring a major commitment of Southern Area resources. Potential exists for fires becoming Class D or larger. Possible hurricane strike in area within 72 hours. One Incident Management Team is on standby or committed to an incident, or 50 percent of Area crews or initial attack resources are committed.	
Management Direction/Consideration	Responsibility
A. SACC staffed 0800-1800 seven days a week. Hours may be extended, according to activity occurring. Consider seven day staffing of Predictive Services unit with FBAN support.	Center Manager
B. Ensure management systems provide sufficient support to keep computers and telecommunications fully operational.	Center Manager
C. Maintain two airtankers within the Southern Area as appropriate.	Center Manager
D. Consider daily/weekly conference calls with State Coordination Centers.	Center Manager
E. Consider need for daily/weekly Aviation calls.	Center Manager
F. Coordinate pre-positioning of resources as may be appropriate.	Center Manager/MAC
G. Ensure incident qualified personnel are available for assignment.	Agency Administrator
H. Hotshot crews are available for 2-hour dispatch.	Unit Administrator
I. Consider opening pre-identified Mobilization Centers/Staging Areas as appropriate.	Center Manager

2

PREPAREDNESS LEVEL 4	
Description: Several units are experiencing Very High or Extreme Fire Danger. Four or more units experiencing fire or all-hazard incidents requiring a commitment of Southern Area resources. High number of fires escaping initial attack. No break in the predicted weather is expected for at least 48-72 hours. Additional resources are being mobilized from outside the area. More than two Incident Management Teams are committed in the Southern Area.	
Management Direction/Consideration	Responsibility
A. Allocation of resources according to priorities set by the MAC Group.	Center Manager
B. Open pre-identified Mobilization Centers/Staging Areas as appropriate.	Center Manager
C. Activate Interagency Public Information Group	Center Manager
D. Activate a Fire Behavior Center at SACC as needed based upon need and severity.	Center Manager
E. Consider prepositioning Incident Management Teams.	MAC
F. Consider prepositioning Helicopter Modules, Safety Officers, and Type 3 Incident Commanders.	Center Manager/MAC
G. Consider activation of Aviation Safety Assistant Teams	MAC

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PREPAREDNESS LEVEL 5	
Description: Several units are experiencing major fire or all-hazard incidents which have the potential to exhaust all resources, while numerous new fires or resource commitments continue to occur. Most, if not all, the resources within the Area are committed. As resources become available, they are immediately reassigned to other incidents. The majority of support is coming from outside the Area. No break in the weather is predicted for at least 72 hours.	
Management Direction/Consideration	Responsibility
A. Intensify coordination efforts with all wildland fire protection agencies.	MAC
B. All State Coordination Centers staffed 7 days a week to provide coverage/service for affected units.	Fire Management Officers
C. Assess risk and impacts of the proposed actions and discuss with the National MAC Group.	MAC

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NATIONAL MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS

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Refer to the National Interagency Mobilization Guide, Chapter 20.

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FOLLOW-UP EVALUATION

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Refer to the National Interagency Mobilization Guide, Chapter 20.

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MOBILIZATION PROCEDURES FOR MILITARY AND INTERNATIONAL ASSIGNMENTS

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Refer to the National Interagency Mobilization Guide, Chapter 20.

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DISPATCH FORMS

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Refer to the National Interagency Mobilization Guide, Chapter 20.