

2014 OPERATING PLAN BETWEEN
THE UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
REGION 5 PACIFIC SOUTHWEST REGION FIRE AND AVIATION MANAGEMENT
AND
REGION 8 SOUTHERN REGION FIRE AND AVIATION MANAGEMENT

This annual operating plan is tiered to the Intra-Agency Agreement between Region 5 Pacific Southwest and Region 8 Southern Region of the US Forest Service signed January 14, 2014. The Pacific Southwest and Southern Regions have recognized that partnering on a formal basis will afford opportunities to improve suppression, prescribed fire and all-risk management workforce opportunities for both Regions.

This operating plan outlines operating procedures, ordering procedures and forest contacts. The intent is to increase each region's workforce development opportunities and capabilities. The focus is on sharing resources rather than transferring money.

OPERATING PROCEDURES

The Pacific Southwest and Southern Regions will collaborate on workforce management opportunities. Employees will be mobilized to address each Region's wildland, prescribed fire and all-risk incidents.

The Fire Operations, Fuels Directors and Workforce Management personnel will participate in their respective Regional FFMO conference calls to be able to identify and/or assist in identifying employee needs. Additional coordination by Regional Assistant Fire Directors or agency administrators will be available, if necessary.

Prescribed Fire:

Assistant Director, Fuels in the Pacific Southwest and Fuels Operations Specialist for the Southern Region will coordinate and collaborate with Workforce Development entities in both Regions to identify priority candidates for prescribed fire opportunities.

For priority trainees, deployments into the Southern Region will be coordinated through the Prescribed Fire Training Center (PFTC). PFTC will develop the plan and strategy in alignment with current standard operating procedures. The deployments under this agreement are an enhancement to the National PFTC initiative and intended to provide qualifying assignments outside of the initial 20-day sessions. PFTC will coordinate and collaborate with Southern National Forests to provide quality assignments for Region 5 employees.

Suppression:

For priority trainees, FFMO's in each Region, or their designee, can coordinate with FFMO's, or designee and regional operations in the other Region to fill the suppression need. Once an employee is identified, the FFMO's will coordinate on the employee's name, date and time needed, planned duration of the assignment, mode of travel and any special needs.

In addition, due to the compatible fire seasons, there may be opportunities to supplement each Region's suppression resources through this agreement and coordinated through the Geographic Area

Coordination Centers. In these cases, preparedness orders will be placed as described by the ordering procedures document.

All events:

Employees will be utilized and managed at the receiving unit as a home unit resource, available for assignment within the full spectrum of fire management activities. Work hours will be determined by local unit needs to meet fire management demands.

Employees filling orders shall be either qualified or trainee in the position being filled. Personnel are expected to act in a professional manner. If performance or discipline problems are encountered, the home unit of the employee needing attention will be notified and the issue will be resolved within administrative procedures to the satisfaction of both sending and receiving units.

Unprofessional behavior will result in a person being sent back to the home unit and appropriate documentation will be provided.

Prescribed Fire Module Configuration

Modules will be configured as determined by the receiving unit and in consultation with PFTC. A module configuration may include any combination of the following positions:

Prescribed Fire Burn Boss, Type 2 (RXB2)
Single Resource Boss, Firing (FIRB)
Fire Effects Monitor (FEMO)

Ordering Process

Fuels resources will be coordinated through PFTC and the Assistant Director, Workforce Development and Regional Fuels Specialist, Region 8.

Orders for suppression resources will be placed through the proper dispatch channels according to the National Mobilization Guide processes. The resource will be name requested with all of the information identified in the "special needs" block on the resource order.

- Incident Order Names shall be standardized as follows to provide clarity:
 - 2014 R5/R8 Agreement Preparedness
- The resource's name, date and time needed, planned duration of assignment, and mode of travel shall be provided to the respective dispatch centers. Mode of transportation shall be mutually agreed upon by sending and receiving units.

Resources on extended assignments will be transferred to the "host" dispatch unit in ROSS for better facilitation of the asset.

Financial Management

Funding

- For preparedness orders, the sending unit will pay base salary.
- For prescribed fire orders the sending unit will pay base salary, Region 5 Regional Office may support travel and per diem.
- When an employee is assigned to an incident, the employee will charge all time to the incident.
- Employees assigned to specific project work will charge time to the project.
- Mobilization using severity or preparedness funding will follow established dispatch ordering protocols. Employees mobilized using the R5/R8 Agreement may charge extended hours to severity or preparedness if authorized.

Pay

- Employees are guaranteed base hours, there is no guarantee of overtime. If overtime is assigned, an overtime authorization must be completed or documented on an OF-288.
- Pay rules in the Interagency Incident Business Management Handbook do not apply to non-suppression assignments. Please refer to the Interagency Incident Business Management Handbook (IIBMH) 10-10.23 Detail Assignments.
- Days off must be managed by the host unit and preferably employees are given their regularly scheduled days off. Detailers will be given one day off during the detail.
- Rules found in the IIBMH for length of assignment and days off upon return do not apply to non-suppression assignments. A project leader or line officer does not have the delegated authority to grant paid days off upon return from a detail assignment.
- Work/rest guidelines will be adhered to.
- Region 5 will pay the cost for the PFTC Field Coordinator.

Travel

- Travel compensation for non-suppression assignments are also not covered by the emergency travel/pay regulations in the IIBMH. For non-suppression assignments, normal federal travel regulations apply based on the traveler's FLSA status (exempt/nonexempt).
- Employees mobilized under the R5/R8 agreement for non-suppression assignments are not considered to be on emergency assignment and work/rest guidelines as stated in FSH 6709.11, 12.31 shall apply to employees while driving to and from these assignments.

See R5/R8 Guide to Detail Assignments for Forest Service Employees for further explanation of applicable pay and travel policies and laws.

CONTACT INFORMATION R5/R8:

Regional Operations or Fuels Specialists will participate in their respective regional FFMO conference calls and may be contacted by any Forest FMO or F&AM Regional Assistant Director. F&AM Assistant Directors will assist and coordinate with their counterparts when necessary.

**POINTS OF CONTACT
(REGIONAL OPERATIONS, FUELS AND WORKFORCE DEVELOPMENT)**

Pacific Southwest Region:
Director Shawna Legarza
AD, Fuels Rob Griffith
AD, WFD & Training Sharon Allen-Brick

Southern Region:
AD, Operations Steve Weaver
Fuels Specialist Clint Cross
WFD Specialist Laura Calandrella

Prescribed Fire Training Center
Director Mike Dueitt
Operations Miranda Stuart

For non-suppression assignments, Forest level liaisons for the Pacific Southwest and from the Southern Region will be identified prior to the season. The Forest Liaisons will be delegated authority from the Directors too:

1. Monitor the successes and opportunities to improve the program
2. Monitoring the terms of the agreements to assure all needs are being met.
3. Serve as "Interagency Resource Representatives" for the deployed employees.
4. Review the program
5. Develop "best practices"
6. Conduct an after action review
7. Make recommendations for the next fiscal year's Agreement and Annual Operating Plan.

These liaisons will not be ordered through the mobilization process.

Modifications to operating plan:

1. Modifications shall be made by mutual consent of the parties by the issuance of a written modification, signed and dated by both parties, not less than 30 days prior to the desired implementation date and must be agreed to and approved in writing by both parties.
2. Any significant changes to the provisions of this Operating Plan will be made in writing via a formal modification to the plan signed by the Pacific Southwest and Southern Region contacts.
3. No verbal statement by any person and no written statement by anyone other than the Pacific Southwest and Southern Region contacts will be interpreted as modifying or otherwise affecting this agreement.

The parties agree that in the event of a dispute between the Pacific Southwest Region and the Southern Region the following procedures will be employed:

1. The parties will first attempt to resolve the dispute informally at the local level.
2. The parties will then attempt to resolve the dispute informally utilizing the Regional Liaisons as a resource.
3. If this procedure fails, then the Deputy Director/Regional Fire Operations or Fuels will review the matter and determine a resolution.

This operating plan and supporting documents will be reviewed annually prior to the onset of the suppression and prescribed fire seasons. The operating plan will be signed into effect by December 1st. Any changes to the plan will be mutually agreed upon.

APPROVALS

The undersigned agree to the terms and conditions of this Operating Plan:

Shawna Regarza
Director, Fire and Aviation Management
Pacific Southwest Region

5/9/14
Date

Director, Fire and Aviation Management
Southern Region

Date