



**2010 SOUTHWEST FIRE FIGHTERS (SWFF) TYPE II CREW
MANAGEMENT HANDBOOK**

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CHAPTER 10

OVERVIEW

10.1 Policy and Scope

This document is in effect in March, 2010, and will remain in effect until it is revised.

The purpose of this handbook is to provide direction for the management and administration of Southwest Fire Fighter (SWFF) fire crews and camp crews. A separate document, "Southwest Area Standards and Guidelines", covers more specific standards and guidelines for persons hired under the AD Pay Plan who are not on Type II crews (i.e. engine positions, overhead, etc.). This document also does not cover inmate Type II crews.

SWFF activities represent a cooperative effort between USDI Bureau of Indian Affairs, USDI Bureau of Land Management, USDI Fish and Wildlife Service, USDI National Park Service, and USDA Forest Service. This plan sets the policy guidelines for SWFF management as agreed by these agencies. Updates to this handbook will be completed by April 1st of each year.

All SWFF crews and camp crews will be under the guidance of this handbook. This handbook requires that the crews and management will meet the requirements of either the National Wildfire Coordination Group (NWCG) 310-1 Standards or the FS 5109.17 Manual.

10.2 Authority

The authority, which establishes these standards, is covered by the Memorandum of Understanding of the SWCG. The Southwest Coordination Center (SWCC) and National Interagency Coordination Center (NICC) will manage SWFF Type II and camp crew mobilization in accordance with the SWCC and NICC Mobilization Guides.

The Interagency Incident Business Management Handbook will provide uniform application of interagency policies and guidelines. Agencies will follow the directions set forth in this handbook in all incident business management functions except where specific agency legal mandates, policies, rules, or regulations direct otherwise. The US Forest Service (USFS) and the Department of Interior (DOI) Administratively Determined Pay Plan for emergency workers and other governing regulations will be adhered to.

10.3 Objectives

1. To establish a system to ensure that the Southwest has trained and qualified fire and camp crews.
2. To ensure the standardization of policies and guidelines for SWFF crews.
3. To provide administrative and supervisory direction for the management of SWFF crews.
4. To provide consistency and equity in management of the SWFF program.

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CHAPTER 20

ORGANIZATIONAL RESPONSIBILITIES

20.1 Administration

The current SWFF crew configuration is included in the Fireline Handbook Appendix A-37. The Type II Crew Committee will annually review and update the SWFF Crew Management Handbook.

The following standards for national mobilization will be met by and adhered to by each SWFF organization:

Minimum Standards	Type 2 with IA Capability	Type 2
Fireline Capability	Can be broken into squads , initial attack, fireline construction, firing to include burnout.	Initial attack, fireline construction, firing to include burnout
Crew Size	18-20	18-20
Leadership Qualifications	CRWB and 3 ICT5	CRWB and 3 FFT1
Experience	60% 1 season or more	40% 1 season or more
Full Time Organized Crew	No	No
Communications	4 programmable radios	4 programmable radios
Sawyers	3 agency qualified*	0
Training	Basic fire fighter training and/or annual fire fighter safety refresher	Basic fire fighter training and/or annual fire fighter safety refresher
Fitness	Arduous	Arduous
Logistics	Not self-sufficient	Not self-sufficient
Maximum Weight	5300 lbs	5300 lbs
Dispatch Availability	Variable	Variable
Production Factor	0.8	0.8
Transportation	Transportation needed	Transportation needed
Tools & Equipment	Equipped unless traveling by air.	Equipped unless traveling by air.
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag
PPE	Arrives with: Hardhat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection, 6 pairs of chaps	Arrives with: Hardhat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection

***IA crews will carry three purged chainsaws unless told otherwise.**

20.1.2 Home Unit

Home units have the responsibility for recruitment, hiring, training, and administrative matters relating to Southwest fire and camp crews. Home units are required to ensure that their crews meet the minimum standards found in this handbook. Home units may establish their own approved Annual Operating Plan (AOP) to meet SWFF standards and guidelines. Home unit AOPs must meet or exceed the standards in this Handbook.

Home units are responsible for maintaining records regarding the qualifications, performance, training and experience of each SWFF member under their jurisdiction. Bureau and Tribal SWFF program

managers should refer to the Tribal Shares document for a description of which documents are governed by inherent federal function.

Home units will designate trainees for Squad Boss and Crew Boss positions. If designated by an agency this information may be provided to the assigned Crew Representative.

Home units may establish SWFF crew associations. Home units may delegate certain responsibilities to these associations, so long as the delegations do not conflict with inherent federal function.

20.1.3 Servicing Dispatch Centers

Servicing dispatch centers (SDCs) will be used within the Southwest area for operating the Resource Ordering Status System (ROSS), mobilization, demobilization, and, at times, logistic support of crews. Servicing dispatch centers will notify SWCC of availability, commitment, and release of all SWFF crews within the zones.

SDCs and home units shall maintain in-house crew management systems that insure rotational call-up of crews within the zone.

20.1.4 Southwest Coordination Center (SWCC)

SWCC is the Geographic Area Coordination Center (GACC) and the focal point of resource assignment to incidents. It will assist in the mobilization and demobilization of crews.

It is at the discretion of SWCC whether to assign an IARR to a Type II crew. SWCC may designate and dispatch IARR when four or more SWFF crews are assigned to an incident. The IARR works for SWCC. The IARR assists the crews and serves as an advisor on matters that relate to SWFF Type II and camp crews. The IARR serves as liaison between crews, the Incident Management Team (IMT), SWCC, the agency hosting the incident, and the home unit (see Appendix B, IARR Information Package and the 2009 IARR Handbook).

20.2 Crew Management

20.2.1 SWFF Fire Suppression Crews

a. Fire Crew Composition

Refer to the table in Section 20.1 for crew composition of IA and regular Type II crews. Crew size, including the crew representative and any trainees, cannot exceed 20 persons. When total crew size drops below 16, the crew may, at the discretion of the IMT, be returned home. In no instance will a crew consisting of less than 18 persons be dispatched to an incident.

b. Crew Representative

It is the discretion of the sponsoring agency on whether to assign a Crew Representative to a Type II crew. The CREP is responsible for the administrative matters pertaining to his/her assigned crew. If the CREP is going to accompany the crew on the fireline, an arduous physical rating is required.

c. Crew Boss

A qualified Crew Boss will accompany each SWFF crew. The Crew Boss is directly responsible for work effectiveness, safety, conduct, welfare, organization, briefings, and discipline of the crew at all times.

The Crew Boss will join the crew at the assembly point and accompany the crew to that same location on return. The Crew Boss will complete the Crew Boss Mobilization Checklist (see Appendix E, Crew Boss Information Package). A Crew Boss trainee may be assigned.

d. Squad Boss

Each SWFF crew will have three Squad Boss qualified personnel (regular Type II crew) or three personnel qualified as FFT1 and ICT5 (Type II IA crew). Squad Bosses/ICT5 serve as work leaders, working for the Crew Boss, and are responsible for the work effectiveness, safety, conduct, welfare, leadership and discipline of their assigned squad.

Squad Bosses will join the crew at the assembly point and accompany the crew to that same location on return. Each Squad Boss may take one trainee.

e. Crew Member

Each crew member will join the crew at the assembly point and accompany the crew to that same location on return.

20.2.2 SWFF Camp Crews

a. Camp Crew Composition

A SWFF camp crew is composed of one Crew Leader and nine crew members.

b. Camp Crew Leader

Each SWFF camp crew will have one Camp Crew Leader. One of the crew may be Crew Leader trainee, if the home unit approves. The Camp Crew Leader is responsible for the work effectiveness, safety, conduct, welfare, discipline, and leadership. The Camp Crew Leader will report to the logistics section.

c. Camp Crew Member

Each SWFF camp crew member will join the crew at the assembly point and accompany the crew to that same location on return.

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CHAPTER 30

QUALIFICATIONS AND TRAINING

30.1 Physical Requirements

Everyone involved in the SWFF program under 45 years old must complete a Health Screening Questionnaire (HSQ) prior to taking the Work Capacity Test. Everyone involved in the SWFF program 45 years old and over must have a medical examination completed by a physician prior to taking the Work Capacity Test. In 2010, this requirement is waived due to lack of a medical contract. In 2010, everyone must complete a Health Screening Questionnaire prior to the Work Capacity Test. If any boxes in the HSQ are checked "yes", a medical examination is required.

Work capacity test requirements are:

- a. For fireline and prescribed burning crews

Candidates must meet the arduous fitness requirement. However, the Crew Representative fitness standard is at the moderate fitness requirement.

Candidates may make more than one attempt at the fitness test before being failed. If the first attempt is a failure, another test must be taken within two weeks. If the second attempt fails, the candidate must wait 9 months before re-taking the test. Check with your local unit for local rules regarding how many tries you can have.

- b. For Camp Crew Leader and camp crews

Camp crew candidates must meet the moderate fitness requirement.

Fitness ratings for DOI crews can be found in the "Wildland and Prescribed Fire Qualification Systems Guide" (310-1). USDA crew fitness ratings are found in the FSH 5109.17. The above fitness tests are minimum standards. Each home unit at their discretion and approval process can require fitness tests beyond the above minimum standards.

30.2 Training Requirements

Bureau of Indian Affairs (BIA) agencies are mandated by agency policy to use the Incident Qualification and Certification System (IQCS) to generate "red cards" for personnel participating in incident mobilization. The camp crew leader and camp crew member positions do not exist in the Wildland Fire Qualifications Guide PMS 310-1, but these positions are identified in the BIA Blue Book. In order to meet agency requirements, agencies may need to generate a FFT2 or Technical Specialist (THSP) red card in order to populate a camp crew roster in ROSS. ROSS is a National Wildfire Coordinating Group (NWCG) project which requires each participating agency to use the program for incident mobilization.

30.2.1 Training required for a Type II SWFF crew (PMS 310-1)

	Course	FFT2	FFT1	CRWB	CREP	Camp Crew Member	Camp Crew Leader
I-100	Intro to the ICS	XX	XX	XX	XX	X	X
I-200	Basic ICS			X	X		
RT-130	Annual Refresher Training	XX	XX	XX	XX	XX	XX
L-180	Human Factors on the Fireline	XX	XX	XX	XX		
S-130	Fire Fighter Training	XX	XX	XX	XX		
S-131	Fire Fighter Type 1		XX	XX	XX		
S-190	Intro to Wildland Fire Behavior	XX	XX	XX	XX		
S-133	Look up, Look Down, Look Around	XX	XX	XX	XX		
S-211	Portable Pumps and Water		X	X	X		
S-212	Power Saws		X	X	X		
S-230	Crew Boss			XX	XX		
S-234	Ignition Operations			X	X		
S-260	Incident Business Mgmt Principles			X	X		
S-261	Applied Interagency Incident Business Management			X	X		
S-270	Basic Air Operations			X	X		
L-280	Followership to Leadership			X	X		
S-290	Intermediate Fire Behavior			XX	XX		
	First Aid/CPR	X	X	XX	XX		
	Blood-borne pathogens	X	X	XX	XX		

See current PMS 310-1 or FS 5109.17 for required fire fighter training
 XX = Required Training. X = Recommended Training

30.2.2 Training required for Type II IA crew

	Course	FFT2	FFT1	CRWB	CREP	Sawyer
I-100	Intro to the ICS	XX	XX	XX	XX	XX
I-200	Basic ICS			X	X	
RT-130	Annual Refresher Training	XX	XX	XX	XX	XX
L-180	Human Factors on the Fireline	XX	XX	XX	XX	XX
S-130	Fire Fighter Training	XX	XX	XX	XX	XX
S-131	Fire Fighter Type 1		XX	XX	XX	XX
S-190	Intro to Wildland Fire Behavior	XX	XX	XX	XX	XX
S-133	Look up, Look Down, Look Around	XX	XX	XX	XX	XX
S-211	Portable Pumps and Water		XX	X	X	X
S-212	Power Saws		X	X	X	XX
S-230	Crew Boss			XX	XX	
S-234	Ignition Operations			XX	X	
S-260	Incident Business Management Principles			X	X	
S-261	Applied Interagency Incident Business Management			X	X	
S-270	Basic Air Operations			X	X	
L-280	Followership to Leadership			X	X	
S-290	Intermediate Fire Behavior			XX	XX	
	First Air/CPR	X	X	XX	XX	XX
	Blood-borne pathogens	X	X	XX	XX	XX

See current PMS 310-1 or FS 5109.17 for required fire fighter training
 XX = Required Training. X = Recommended Training

30.2.3 Training required for camp crews

Camp crew members and camp crew leaders are required to take I-100 (once) and RT-130 (each year). See the chart above.

The Camp Crew Leader must have had at least one satisfactory performance assignment as a Camp Crew Member or experience as a Crew Boss prior to being considered for Camp Crew Leader. The leader must show good leadership and communication skills (reading, writing and oral).

30.2.4 Training required for sawyer operators

If the IMT desires and the qualified personnel are available on the SWFF crew, the crew can be provided and use chainsaws on the incident. At a minimum, SWFF members designated as sawyers will have successfully completed power saw training (S-212), current first aid, blood borne pathogen, and CPR training, and have demonstrated to the home unit they have attained appropriate chainsaw use experience. Designating and qualifying sawyers will be the responsibility of the home unit. Qualifications shall be documented in the individual crew member record and in the qualifications section of the SWFF identification card.

FALA Class A. Qualified to cut 0" to 8" in diameter size trees.

FALB Class B. Qualified as a FALA, and qualified to cut 8" to 24" in diameter size trees.

FALC Class C. Qualified as a FALB, and qualified to cut 24" in diameter and larger size trees.

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CHAPTER 40

RECRUITMENT

40.1 General

40.1.1 SWFF Application

All applicants should understand that they are employed by the federal government when in paid training or when on assignment. This means that all paid firefighters are subject to federal laws and policies when working, including equal opportunity law and laws and policies regarding behavior in the workplace, drug-free workplace, weapons at the workplace, etc.

Information on application forms is used to determine and certify qualifications of the individual fire fighters. Applicants must certify that all the information is correct to the best of their knowledge and authorize the release of medical information to verify physical fitness and qualifications for firefighting and camp duties. If you put false information on the application, you could be released from the program.

40.2 Enrollment

40.2.1 Candidates for SWFF enrollment must have the following completed

- a. Be 18 years of age or older.
- b. Complete the Immigration and Naturalization Service Form I-9, Employment Eligibility Verification and other forms in the Employment Recruitment Packet (see Appendix A).

40.2.2 Recruitment, training, health screening, and fitness test

- a. Home units will establish their own schedule for recruiting, training, and fitness testing.
- b. Health screening will be completed as per unit procedures prior to the taking of the Work Capacity Test.
- c. Work Capacity and health screening tests are valid from one year of the testing date.

40.3 Equal Employment Opportunity (EEO)

EEO practices will be followed during all phases of crew management, including selection, training, hiring, use, and evaluation of crew personnel. The policy is to provide EEO for all persons regardless of race, creed, color, sex, national origin, age, or handicap.

The Interagency Incident Business Management Handbook can be used as a reference (Chapter 10, Section 11).

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CHAPTER 50

RESPONSIBILITIES AND MOBILIZATION

50.1 Servicing Dispatch Center (SDC) Responsibilities

The SDC will maintain a list of crews available, and will update their list daily. The home unit is responsible for keeping the SDC informed of crew availability status. Home units should keep the SDC informed of whether crews are available or not.

The SDC is responsible for:

- a. Maintaining a crew from a rotation list, considering closest forces and time restrictions.
- b. Contacting the designated unit for a crew.
- d. Resource order. SDC provides date and time needed and reporting location and mobilization arrangements.
- d. Assisting with mobilization and demobilization of crews.
- e. The home unit may request assistance from SDC with obtaining meals, lodging and transportation for crews.

50.2 Home Unit Responsibilities

Home units will be responsible for administration, time-keeping, accident reports, record-keeping, recruiting, training, IQCS input and maintenance, outfitting, assembling, and mobilization of crews. The home unit may be asked to assist with demobilization of crews by the Servicing Dispatch Center (SDC).

Home units are responsible for:

- a. Maintaining emergency contact information for each crew member in the event a crew member is fatally injured, seriously injured, or hospitalized.
- b. Issuing government equipment, providing meals if necessary (including sack lunches), transportation, and crew supervision.
- c. Ensuring all personnel have red cards and government- or agency-issued photo ID card that is acceptable by TSA. TSA's web site

http://www.tsa.gov/travelers/airtravel/acceptable_documents.shtm

indicates the ID card must have name, date of birth, gender, expiration date, and a tamper-resistant feature in order to be allowed to go through the checkpoint and onto a flight).

- d. All Crew Time Reports (CTRs) must be initiated and the beginning time posted when the crew is assembled. Refer to the Interagency Incident Business Management Handbook for time-keeping regulations.
- e. If required overhead positions (Crew Representatives, Crew Bosses, etc.) are not available for the home unit crew(s), each home unit must coordinate with their SDC for available overhead personnel within their Zone. If no overhead personnel are available within the Zone, a request will be submitted to the SDC. Specify a reasonable date and time the overhead are needed.

- f. The home unit should ensure that a crew manifest is prepared and approved by the home duty officer, that a copy is left with the home unit, and that several copies are carried with the crew. The manifest must indicate crew member names matching member's photo ID cards.
- g. The home unit should inspect the crew's physical condition (e.g., check for obvious indications that a person is not fit for fireline duty, such as injury or illness that would affect performance).
- h. The home unit should ensure that Crew Bosses provide a final pre-travel briefing to their crews prior to departure.
- i. The home unit should provide Crew Boss and/or Crew Representative with copies of the resource order.
- j. The following items are government property and will be issued to each individual prior to every assignment. All government property will be turned in to the home unit upon return, even if an item is damaged beyond repair. The following items will be worn by all fire fighters and camp crew members when they depart from their home unit.

1. Hard hat
2. Fire shelter (fire line crews only)
3. Flame resistant shirt (2 each)
4. Flame resistant trousers (these are not to be cut to fit your size - 2 each)
5. Individual first aid kit
6. Crew first aid kit
7. Personal pack
8. Canteen (fire line crews only)
9. Headlamp
10. Work gloves, all leather
11. Day pack (fire line crews only, standardized at home unit option)
12. Sleeping bags
13. Tent or other shelter (at government's option)

All personnel when on fire assignments shall wear flame resistant shirts and pants. Fire shelters will be provided to all SWFF crews when they are dispatched and will be carried at all times when on the fireline.

Individuals may be billed and/or placed on probation or suspension if all government property is not returned to the home unit after each fire assignment.

- k. The home unit should inspect buses and other transportation and ensure that bus drivers do not exceed 15 hours in a duty day, of which only 10 hours of driving is allowed. The home unit must ask and check how long the driver drove in the duty day prior to reporting to pick up the crew. That counts against the 10 hours, and the driver must be instructed how many more hours she or he may drive. Refer to the Incident Business Management

Handbook (Chapter 10, Section 16) and the Southwest Area Mobilization Guide (Chapter 20) for more details on this policy.

- l. The home unit will communicate the crew's estimated time of departure (ETD) and an estimated time of arrival (ETA) to the crew's destination. Upon departure, relay the actual time of departure (ATD) to SDC.
- m. The crew will be mobilized within three (3) hours after the home unit accepts the request from the SDC. If more time is needed, contact the SDC immediately and work out the mobilization details.
- n. When requested by home unit or the servicing dispatch center, SWCC will coordinate meals and motels en route to reporting location. A charge code taken off the resource order will be used for such purchases. A card holder may be required to accompany a crew to within a day's travel of the destination.
- o. Home units are responsible for ensuring that fire fighters carrying prescribed medications are carrying under a doctor's prescription. The fire fighter should either carry or have on file a note from their doctor stating that the drug or their illness will not impair their ability to work on firelines.

50.3 Crew Member Responsibilities

Crew members must be familiar with both mobilization/demobilization procedures.

- a. Individuals must disclose any and all existing ailments or injuries before being sent out on assignment. Dental work that is not directly a cause of working on the fireline will be paid by the fire fighter (fillings that have fallen out, abscess conditions, toothaches, etc.).
- b. SWFF crew members must have a current red card, a photo ID card, and a record on file of emergency contacts.
- c. SWFF crew members must not possess or be under the influence of alcohol or illegal drugs at any time during the entire assignment. This includes all time (travel, work, R&R, on- and off-shift) from the point of hire until returned to point of hire and employment is ended.
- d. SWFF crew members must be in good mental and physical condition (not sick, injured, or recovering from a recent injury or illness that will hinder fireline performance).
- e. SWFF crew members should not carry expensive personal items (radio, camera, tape recorder, iPod, cell phone, jewelry, etc.). Management will not be responsible for lost, stolen, damaged, or destroyed personal items not essential to the job.
- f. Individuals accepting an assignment agree that, under ordinary circumstances, they will remain with the crew for the duration of the crew assignment. Examples of extraordinary circumstances include illness, injury, travel arrangement issues, family emergency, or disciplinary actions. Demobilizations due to disciplinary actions equate to being fired.
- g. The crew member will be responsible for his/her return travel costs if fired, quitting, or requesting non-emergency release on the assignment.
- h. If incarcerated, fire fighters will be responsible for their own travel home. The fire fighter will be taken off the clock as soon as the incident that led to the arrest or separation from the crew occurs. Supervisors will not be responsible for bail.
- i. All fire fighters should keep a fire pack with their personal gear ready to cut down on get-away times and reduce the chance of forgetting something.

- j. Fire fighters and Camp Crew members will be allowed two bags (one personal gear bag of no more than 45 pounds and one web gear bag of no more than 20 pounds). All gear and personal items will be carried inside the bags and not attached outside. No aluminum frames will be allowed.
- k. Each fire fighter and camp crew member should furnish the following personal items (pack for at least two weeks):
1. Minimum 8-inch high, lace-up boots with Vibram rubber lug soles.
 2. Coat, jacket (or sweatshirt), wool cap, and gloves.
 3. 14 pairs of cotton underclothes. Thermal underwear is recommended.
 4. 14 pairs of heavy wool or heavy cotton socks.
 5. Handkerchief, scarf, or bandana.
 6. Personal items - toothbrush, toothpaste, shaving gear, feminine hygiene articles, prescription medications (at least a 14-day supply), etc. – sufficient for 14 days.
 7. Rain parka or poncho.
 8. Prescription medication for at least 14 days. Fire fighters must inform the Crew Boss of any prescribed medications they are carrying under a doctor's prescription. The fire fighter should either carry or have on file a note from their doctor stating that the drug or their illness will not impair their ability to work on firelines.
 9. ID card acceptable to TSA. TSA's web site http://www.tsa.gov/travelers/airtravel/acceptable_documents.shtm indicates the ID card must have name, date of birth, gender, expiration date, and a tamper-resistant feature in order to be allowed to go through the checkpoint and onto a flight).
- l. Fire fighters should keep informed of the present and potential weather conditions where the fires are occurring. Planning for the worst weather conditions is your responsibility.

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CHAPTER 60

PERSONNEL

60.1 General Policies

Fire fighters should not have an expectation of privacy. Your bags can be searched by law enforcement or sniffed by police dogs. If you are carrying prescription drugs, you must have a written, signed prescription with you or information on the doctor's name and phone number (usually on the prescription bottle).

60.1.1 Rules of Conduct

Every fire fighter is important to the overall effectiveness of their crew. Fire fighters will obey and follow the instructions issued by their supervisors. Organization and discipline will be maintained from the time a crew leaves their point of hire until they return. Unsatisfactory performance or conduct will not be tolerated. Disciplinary action for unsatisfactory performance or conduct en-route to, from, or on the fire, or duty station is the responsibility of the Crew Boss and/or Crew Representative.

Crews are expected to complete work assignments given and to maintain orderly conduct during the entire period of employment, from point of hire through the assignment and return to point of hire and release of employment.

Rules of Conduct - SWFF members will:

- a. Fight fire aggressively and safely. Follow safe working practices at all times; observe the 10 Standard Firefighting Orders and 18 Situations that Shout Watch Out, and use safety equipment provided to them.
- b. Abide by the "Conditions-of-Hire" (listed on the back side of the OF-288, Emergency Firefighter Time Report, or "red dog") whether on-shift or off-shift, from the time of hire to the time of release.
- c. Complete work assignments within given time frame.
- d. Conduct themselves in an orderly manner while on the fireline, in fire camp, on R&R, in travel status, and during ordered standby duty.
- e. Report for duty at the place and time designated, ready to begin the assignment. This will include the possession of the proper tools, equipment and supplies needed for the assignment.
- f. Maintain assigned government equipment and tools in good, serviceable condition and, at the end of the assignment, return this equipment in good condition to the place or person designated.
- g. Carry out instructions from supervisors unless otherwise prevented by unsafe conditions or situations.
- h. Maintain clean, orderly living areas, including fire camps. Garbage, tools, and equipment will be picked up and disposed of or stored properly at all times.
- i. Maintain compatible working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from all crew members.

- j. Socializing should be appropriate. Your focus should be on your assignment. Sexual and/or ethnic harassment will not be tolerated. Conduct of this nature will be considered grounds for immediate termination.
- k. Possession of firearms, intoxicating beverages, illegal substances, and any form of controlled substance not prescribed by a physician is prohibited. Possession of any evidence of usage constitutes grounds for immediate termination. This applies from the time of dispatch until returned to point of hire. Local jurisdictional ordinances and laws will be adhered to and determine protocols for unlawful citations and violations committed by SWFF personnel.
- l. Fire fighters must inform the Crew Boss of any prescribed medications they are carrying under a doctor's prescription. The fire fighter should either carry or have on file a note from their doctor stating that the drug or their illness will not impair their ability to work on firelines.

All employees have the responsibility to see that these rules are followed and to take action to prevent violations. Violation of any of the above rules of conduct can result in the immediate removal of the individual(s) involved from the fire and camp. Violations by individual crew members may result in the entire crew being sent home. All violations will be reported to the home unit for possible disciplinary action.

60.1.2 Closed Camp Policy

An officially "closed" fire camp is the exception rather than the rule. However, SWFF crews may be required to remain in camp while in off-shift status.

60.1.3 Rest and Recuperation (R&R) Policy

Rest and recuperation (R&R) may be provided as determined necessary by the Incident Commander. Time provided for R&R is official duty time and must be spent at the facilities provided. Section 12.7 of the Interagency Incident Business Management Handbook governs R&R.

- a. The IARR, Crew Boss, or Crew Representative will arrange R&R with the appropriate R&R coordinator on the Incident Management Team.
- b. The crew must stay together as a crew with their assigned Crew Boss and/or Crew Representative while on R&R.
- c. Crew Boss and/or Crew Representative will inform the crew that they are still under employment status and will abide by standard of hire. No alcohol or controlled substance will be purchased and used while on R&R.
- d. The R&R site should be a quiet location away from towns, noise, and distraction (such as a campground or some other peaceful location). R&R may include a supervised tour or other scheduled activity. Discretion is advised to the Crew Boss and/or Crew Representative for tours or activities if there is a potential for violations of the Rules and Conduct standards.
- e. The R&R site may be at the Incident Base if it will provide a restful experience in a relatively noise and smoke free environment.
- f. Crews should have the opportunity to wash clothes during R&R.
- g. Crew members should have the opportunity to call home during R&R.

60.1.4 Injury Compensation

- a. Individuals must disclose any and all pre-existing ailments or injuries before being sent out on assignment. Dental work that is not directly a cause of working on the fireline will be paid by the fire fighter (fillings that have fallen out, abscess conditions, toothaches, etc.).
- b. All injuries or illnesses are to be reported to the Crew Boss or Camp Crew Leader immediately. Injuries or illnesses requiring medical treatment should be reported to the Compensation Injury Specialist as soon as possible. The crew member, Crew Boss, Crew Leader, and/or Crew Representative must complete all appropriate accident reporting forms. As appropriate, for medical treatment, the Compensation Injury Specialist will complete authorization forms.
- c. The Federal Employees Compensation Act provides for compensation for periods of disability and medical care for fire fighters who sustain fire-related injuries or illnesses while in the performance of duties. The completed forms (b above) shall be forwarded to the home unit for processing and coordination with OWCP for follow-up treatment. USFS sponsored crews send the completed forms to the Albuquerque Service Center.
- d. Crew Boss and/or Crew Representative are responsible for completing these forms for the crew member prior to the crew's return to their home unit. BIA Crew Bosses or Crew Representatives are responsible for hand-carrying these reports (CA1, CA2, etc.) back to the home unit.
- e. Decisions as to whether or not to retain personnel who have sustained injuries or illnesses will be based on the advice provided by the medical personnel providing treatment. The fire fighter may be put on light duty, at the discretion of the incident.
- f. In cases of death or serious injury requiring a period of hospitalization, the government has no authority to transport or to provide subsistence to the family members at the convalescence location. The IARR and/or other designated official can, and will, assist in local transport of family members after they arrive at the convalescence location. However, many organizations, including the National Fallen Fire Fighters, Wildland Firefighters Foundation, the Red Cross, and local churches, are willing to help. Contact SWCC about getting assistance.

60.1.5 Pay and Timekeeping

- a. Pay
 1. Fire fighters will be paid in accordance with the Pay Plan for Administratively Determined Employees and The Interagency Incident Business Management Handbook, Chapter 10, Section 12.
 2. Any individual identified as claiming compensation under an assumed name (i.e., using another person's identification card) will not receive compensation for any time worked.
 3. Income tax will be withheld from fire fighter's paychecks. Pay must be included as gross income for federal income tax purposes and reported on state income tax forms in accordance with instructions. A W-2 is issued to the fire fighter in February or March.
 4. Payment may be distributed in a variety of methods, including automatic deposit or check. Checks take longer, and fire fighters are encouraged to enroll for direct deposit.
- b. Timekeeping
 1. The Crew Boss and/or Crew Representative will submit OF-288s (Emergency Firefighter Time Report or "red dog") to the Incident Finance Section for the crew. All shift time will

be recorded on Crew Time Reports (SF-261) signed by the immediate supervisor, and submitted to the Finance Section at the end of each shift.

2. Prior to departure from each incident, the OF-288s should be reviewed to ensure that time posted and commissary deductions are correct. The employee's signature indicates agreement. Any disagreement must be settled before the fire fighter signs the OF-288.
3. The closing time on the OF-288 is an estimate, and may be amended at the discretion of the government if travel takes longer or less time than estimated.

60.1.6 Commissary

Commissary, if available, is provided to meet the extended employment needs of personnel assigned to fire suppression duties. Commissary will be limited to personal items necessary for employees to remain productive workers in remote areas. SWFF crew personnel are expected to bring necessary personal items with them as a condition of hire and will not rely on commissary to fill these needs immediately. Items such as film, batteries, radios, tape recorders, etc., are not considered necessary personal gear.

If commissary is not provided, crew members can work with their Crew Boss, Crew Representative, and/or IARR to negotiate with the local agency purchasing authority to provide necessary items. All commissary items will be purchased through payroll deductions posted to the employee's fire time report.

The Crew Boss and/or Crew Representative will be responsible for contacting the Incident Finance Section to determine appropriate procedures to be followed to provide commissary for the crew during each assignment.

60.1.7 Performance Ratings

As a result of investigations following the 1994 South Canyon incident, it is federal policy that every crew will obtain a Performance Rating at the conclusion of their shifts when a supervisor changes or when the assignment is completed. If the crew requests a Performance Rating and the supervisor declines, the crew must notify SWCC immediately.

On return from assignment, it is the responsibility of the Crew Boss or the home unit to fax a copy of the Performance Rating to the Chairman of the Type 2 Crew Committee. If a Performance Rating is missing, the responsible party is required to fax a report to SWCC explaining why the Performance Rating is missing, the time, and the date the missing Rating was reported to SWCC, and alternative sources of information on the crew's performance (2 or more statements by overhead with names, and phone numbers of overhead).

When it is learned that a negative incident has occurred or that a deficient evaluation will be written (or both), the home unit will be notified immediately by telephone by the Crew Boss, Crew Representative, or IARR. The home unit may determine if the evaluation changes the status of the crew (suspension, etc.) and notify the Servicing Dispatch Center of any changes affecting the crew's availability.

The Southwest Coordination Group's Operations Group requires a report from the home unit faxed to SWCC if a negative incident occurs on an assignment within 72 hours of the return of the crew. At the option of the IARR, the Crew Representative, the Crew Boss, or the home unit, a report may also be filed stating the circumstances of a positive incident that they may wish to report.

Evaluations for a crew will be maintained by the home unit and be part of the crew's records. Evaluations will be reviewed and used for determining training effectiveness, crew performance, crew overhead performance, and crew member potentials.

The crew manager (Crew Desk) at the Southwest Coordination Center will query and submit a mobilized and assigned crew list to the Chairman of the Type 2 Crew Committee ("Chairman"). If a Type 2 crew receives a 'deficient' or 'needs to improve' rating in Section 9 of the Crew Performance Rating form ICS 224, the Chairman will contact the person who filled out the rating form ("Reviewer") and attempt to get more information on the crew's performance (submitted in writing to the Chairman). This information will

be forwarded to the highest level fire management officer representing the crew's agency in the Region where the crew originates ("Regional FMO"), so that he or she can follow up with the crew leader or unit fire management officer ("Unit FMO") and get their view of the crew's performance (submitted in writing to the Chairman). During that interaction, the Regional FMO and Unit FMO may discuss and include in their comments any appropriate mitigating actions they recommend. The written statement by the Reviewer and the written statement by the Regional or Unit FMO or Tribe, together with any recommendations, will be posted on the Type 2 crew secure web page for the Southwest Coordinating Group (SWCG) to view. The Type 2 Crew Committee will discuss the recommendations, and present their findings to SWCG at its next scheduled meeting.

60.2 Disciplinary Procedures

60.2.1 Responsibilities

- a. If there was a problem on an assignment or on the way to an assignment or returning from an assignment, but the crew returns with a satisfactory Performance Rating, the home unit is still required to file a report on the incident as per 60.1.7 above.
- b. Guidelines in Appendix A, Section A, No. 7, Disciplinary Guidelines, of the Type II Crew Management Handbook Appendix provide guidance from the Southwest Coordinating Group's Operations Group on disciplinary actions. If the home unit has its own local crew guideline for disciplinary actions, these may be utilized as the guideline for disciplinary action, so long as they meet or exceed the Operations Group's guidance. Disciplinary Review Boards established by the home unit may establish standards which are more stringent than this handbook, but they must be in writing and available for distribution along with this handbook.
- c. The IARR will work with the Crew Boss and/or Crew Representative to resolve the issue.
- d. Crew overhead personnel will complete their disciplinary reports prior to becoming available for another assigned dispatch.
- e. Violations resulting in termination will require the home unit to permanently remove red card.

60.3 SafeNet

The home unit, Crew Boss, IARR, and/or Crew Representative should ensure that fire fighters understand the proper use of SafeNet and are able to utilize this valuable tool if the fire fighter has a safety concern.

The home unit will be contacted by a National Interagency Fire Center Safety Officer concerning a SafeNet for follow-up.

The web for SafeNet is site <http://safenet.nifc.gov/>

2010 SOUTHWEST FIRE FIGHTERS (SWFF) TYPE II CREW MANAGEMENT HANDBOOK

CHAPTER 70

DEMOBILIZATION

In order to provide safe, efficient, and effective support to wildland fire operations, the Interagency Incident Business Management Handbook provides policy on length of assignments. These R&R and work/rest guidelines will be adhered to by each SWFF organization.

a. Incident Management Team

The Incident Commander (IC) will determine demobilization priorities. He or she will work with the host incident expanded dispatch to make travel arrangement.

The IC will identify the need for assignment extension and will obtain the affected resource's concurrence. The resource must concur, and will acquire and document the home unit supervisor's approval. The Southwest Coordination Center must also concur.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor, SWCC, and the affected resource will be advised and must concur prior to reassignment.

b. Coordination Centers

The Geographical Area Coordination Center (GACC) may be involved in demobilization. GACCs are responsible for establishing demobilization schedules and travel methods based on tentative release from the Incident Management Team.

c. Home Unit

Home units are responsible for insuring that a local representative is present to meet the crew upon their return. The home unit will review the Crew Boss and/or Crew Representative reports and all crew performance evaluation forms, and fax these to SWCC.

d. Crew Representative

The Crew Representative, if assigned by the sponsoring agency, will accompany the crew to the mobilization staging area and remain with the crew until the crew completes the release process. The Crew Representative cannot be given, or accept, other fireline assignments until relieved of the duties of the Crew Representative. The Crew Representative will provide to the home unit a completed Crew Representative report. The Crew Representative Report will consist of:

1. Copies of ICS-Unit logs.
2. Special/specific documentation regarding significant performance or major offenses
3. Originals of CA-1's, CA-2's, CA-16's, AD-278's, DI-134's, Crew Performance Ratings, and any other required forms.
4. Any other information the home unit may be able to use in management of crews.

**2010 SOUTHWEST FIRE FIGHTERS (SWFF) TYPE II CREW MANAGEMENT HANDBOOK
APPENDICES**

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Appendix A
Recruitment Package for Southwest Fire Fighters and Camp Crew Members

A.1 SWFF Recruitment Package and Instructions to Applicant

A.1.1 Minimum Package Contents

These are the minimum standards required for recruitment package. Sponsoring units or agency can impose more stringent policy if needed.

1. Privacy Act Statement
2. Application form
3. Preamble to Southwest Fire Fighter Condition-of-Hire
4. Condition-of-Hire and General Information Sheet for Southwest Fire Fighter and Camp Crew member
5. Medical forms
6. Immigration and Naturalization Employment Verification (Form I-9)
7. Southwest Area/SWFF Qualification Requirements
8. Disciplinary Guidelines for Southwest Fire Fighters
9. Eighteen Situations That Shout "Watch-out" and Ten Standard Fire Orders
10. Rules of Conduct

A.1.2 Instructions to Applicant

1. This entire package must be completed and returned to the hiring agency official.
2. Read all instructions CAREFULLY AND COMPLETELY before beginning to fill in the application and information sheets.
3. If you do not understand any part of the application or Condition-of-Hire, request assistance from the agency officials.
4. Your signature on the attached documents signifies understanding and acceptance. If you do not understand, or are unwilling to accept these conditions, do not sign or submit this application package.

A.1.3 Instructions to Recruiting Agency

1. INSURE THAT THE APPLICANT UNDERSTANDS THIS APPLICATION. If there is any doubt, provide, or insure that an interpreter is provided.
2. Complete the agency portions of all forms.
3. Pull the SWFF application, signed Condition-of-Hire, medical forms, and Naturalization Eligibility Verification (Form I-9).
4. Return the remaining portions of the recruitment package to the applicant.
5. Establish a permanent record file on the new SWFF member with the items retained.

A.2 SWFF Privacy Act Statement

Disclosure of your social security number (SSN) is mandatory as a Condition-of-Hire for Southwest Fire Fighter or Camp Crew Members. The hiring agency is the only agency with access to this information.

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State Unemployment Compensation Office regarding a claim; to a Federal, State, or local Law Enforcement Agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; and to the General Services Administration in connection with its responsibilities for records management.

Furnishing the information in the recruitment package for Southwest Firefighter or Camp Crew member, your social security number is a Condition-of-Hire and failure to do so may result in disapproval of you request for employment.

A.3 Southwest Fire Fighter and Camp Crew Member Application

Insert latest application form here

A.4 Conditions of Hire

All applicants should understand that they are employed by the federal government when in paid training or when on assignment. This means that all paid firefighters are subject to federal laws and policies when working, including equal opportunity law and laws and policies regarding behavior in the workplace, drug-free workplace, weapons at the workplace, etc.

Since 1948, the SWFF organization has provided a valuable service in the suppression of wildfires nationwide. In 40 years of firefighting, SWFF members have earned an outstanding reputation and the respect of all wildland fire management agencies throughout the United States.

You as a member of the SWFF are (or will become) a part of the proud SWFF tradition; a tradition that has weathered the test of time. YOU are the present and the future of SWFF tradition. Through YOUR efforts, SWFF will continue to serve a unique role in the wildland firefighting organization, and will continue to develop an even better reputation in future years.

UPON SIGNING THIS AGREEMENT, YOU, THE UNDERSIGNED, HAVE AGREED TO ABIDE BY THE CONDITIONS OF HIRE AS DESCRIBED IN THIS AGREEMENT CONDITIONS OF HIRE

1. You have agreed to be hired by an agency of the Southwest Area as an emergency fire fighter. The work is hard and sometimes must be performed under stressful situations and conditions. You may work more than 12 hours per day. Prompt compliance with your supervisor's instructions and orders are required at all times. You must be at least 18 years old and in good physical health (a physical examination may be required at the discretion of the hiring official). Close living conditions in fire camps require personal cleanliness. Personal hygiene must meet standards set by your supervisor, particularly your hair, which must be maintained in such a way that a safety hat can be properly worn.
2. Disclosure of your Social Security Number (SSN) is mandatory.
3. Possession of firearms, intoxicating beverages, marijuana, and all other forms of controlled substances not prescribed by a physician is prohibited for the duration of the assignment--both ON-SHIFT and OFF-SHIFT.
4. You must disclose any and all existing ailments or injuries before being sent out on assignment (Existing ailments or injuries will not be covered by O.W.C.P.). Dental work that is not directly a result of working on the fireline must be paid for by the firefighter (i.e. fillings that have fallen out, abscess conditions, toothaches, etc.)
5. If you are fired, or you quit without good reason before your scheduled demobilization, your pay will stop at that time. Incident Commander and or home unit may decide whether the Government will provide return transportation or pay you for travel time back to where you were hired. You may be charged for the return transportation costs, and/or the costs of personal needs during the waiting time.
6. You will follow all safety practices, and not jeopardize you own safety, or the safety of others.
7. You will not purposely damage government or personal property.
8. You will not verbally or physically intimidate or threaten, or physically abuse co-workers or supervisors.
9. You will not lie, cheat, or deliberately conceal the truth concerning employment or any of these Conditions-of-Hire terms.
10. If you are injured or get sick, you will report to your work supervisor immediately and provide complete details of injuries, including witnesses.
11. Government property (such as hard hats, tools, blankets, etc.) issued to you must be returned. If they are lost, destroyed, or left in bad condition, the cost of these items may be deducted from you check.

12. If you are on active duty with the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) you cannot be employed or paid for firefighting. DO NOT APPLY for nor accept assignment as a SWFF fire Fighter.
13. You, as a SWFF crewperson, are hired for a fire assignment. You will be restricted to a fire camp or staging area at the discretion of the officer-in-charge. Your pay status will be determined by the officer-in-charge following Interagency Incident Business Management Handbook policies.
14. You will abide by all terms of Rest and Relaxation which are negotiated by the Interagency Resource Representative or Crew Representative in charge of your crew. These terms will be negotiated with the Planning Section Chief, or Incident Commander on the incident.
15. There is no guarantee how long an assignment will last. Once you have accepted an assignment as a Southwest Fire Fighter, you will be required to remain until release.
16. You are required to bring your own personal items that will be contained in one bag, both to and from the incident, with a weight limitation of 45 pounds. No radio, "boom boxes", or other electronic gear weighing over one pound are allowed. Individuals exceeding the personal gear weight limitation will be required to leave excess weight items behind. The Government will not be responsible for these items. Personal items should last for the duration of the assignment.
17. You are required to read and always be aware of the "18 Situations That Shout Watch-out" and "The 10 Standard Firefighting Orders".
18. If you are hired to assist your hiring agency in prescribed burning and other projects, you are expected to remain on the crew for the duration of the assignment, just like you would when you are sent out on a wildfire with a crew.

ANY FAILURE TO ABIDE BY ANY OR ALL OF THESE CONDITIONS-OF-HIRE TERMS MAY BE GROUNDS FOR IMMEDIATE DISCHARGE. IF YOU QUIT OR ARE FIRED, YOU MAY NOT BE ENTITLED TO RETURN TRANSPORTATION OR TRAVEL TIME BACK TO YOUR POINT OF HIRE, OR YOU MAY CHARGED FOR YOUR RETURN TRANSPORTATION COSTS.

I, the undersigned, have read, or been read and understand, the above conditions-of-hire, and I agree to abide by them throughout the duration of my employment by an agency of the United States Government.

Employees Printed Name	Employees Signature	Social Security Number (SSN)	Date

A.5 General Information

1. When you sign your time report, you are agreeing that it is correct. This includes commissary items charged. Do not sign the report until you agree.
2. Avoid bringing valuable personal property to assignments, like expensive tents, iPods, portable radios, binoculars, expensive cell phones, expensive cameras, expensive watches, etc. Report any damage to or loss of your personal property to your supervisor before you leave the incident base camp. The Government assumes no responsibility for loss of personal items not needed for firefighting.
3. Whenever the Officer-in-charge decides it is necessary, the Government will furnish your meals and lodging without cost (this is the normal procedure).
4. You will be paid at an hourly rate. The rate will not change regardless of total number of hours or conditions under which worked. The Pay Plan for Emergency Workers under which you are hired establishes these rates to reflect all these conditions.
5. The Government will provide necessary transportation from the place where you are hired to where you will work and return unless you are discharged for cause or quit without a good reason.
6. If a commissary is provided, the cost of anything you buy from the commissary will be deducted from your check. If necessities need replacing prior to establishment of a commissary, work with your Crew Supervisor, Crew Representative, and/or Interagency Resource Representative to acquire the needed items.
7. Interagency Resource Representative or Crew Representative/Crew Boss will arrange for Rest and Relaxation (R&R) with the appropriate R&R coordinator on the incident management team. SWFF crews must stay together as a crew, with the Crew Representative/Crew Boss, while on R&R. No alcohol, controlled substances, or drugs not prescribed by a doctor will be used while on R&R. Such use will be grounds for removal from employment and may jeopardize the continued employment of the entire crew to which you are assigned.
8. THE GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

INSERT THE NEW SF-178 FORM HERE

INSERT CERTIFICATE OF MEDICAL EXAMINATION HERE PAGE 1

INSERT CERTIFICATE OF MEDICAL EXAMINATION HERE PAGE 2

INSERT CERTIFICATE OF MEDICAL EXAMINATION HERE PAGE 3

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INSERT CERTIFICATE OF MEDICAL EXAMINATION HERE PAGE 8

INSERT WORK CAPACITY CONFIRM/CONSENT PAGE HERE

A.7 Disciplinary Guidelines

Within 15 days, the home unit will send a letter to the affected individual(s) or crew which:

1. States the nature of the offense.
2. States the additional disciplinary action imposed, if any, beyond the initial action, and when such disciplinary action is to begin and end.
3. Suggests what the individual, or crew, should do to correct the offense, or prevent future termination, probation, or suspension.
4. States the name and address to which the individual(s), or crew, may appeal.
5. States that the affected parties must give written notice of their desire to appeal.
6. States that the written notice of appeal must be hand-delivered or postmarked within thirty (30) days of receipt of the letter.
7. Sends copies of the letter:

In the case of an individual, to the:

- Individual
- Crew Boss
- Sponsoring agency

In the case of a crew, to the:

- Crew Boss (with instructions to inform the other crew members).
- Sponsoring agency
- Chairperson, Type II Subcommittee, Operations Group, Southwest Coordinating Group

Letters should be sent via Certified Mail, Return Receipt Requested.

DISCIPLINARY GUIDELINES FOR SOUTHWEST FIRE FIGHTERS

OFFENSES	1 ST OFFENSE	2 ND OFFENSE
MAJOR		
a. Willful failure to follow the reasonable instructions of supervisors or other flagrant demonstration of insubordination.	Termination from fire assignment. Pay stops and no guaranteed travel to home. Further disciplinary action based on Home Unit recommendations, up to and/or including permanent suspension. If an infraction of the law, violator will be turned over to the local authorities.	Termination from fire assignment. Pay stops and no guaranteed travel to home. Further disciplinary action based on Home Unit recommendations, up to and/or including permanent suspension. If an infraction of the law, violator will be turned over to local authorities.
b. Absent without official leave (AWOL) from place of duty.		
c. Serious violation of safety rules and practices which immediately threaten the safety of any personnel.		
d. Willful infliction of bodily injury to another person.		
e. Thievery or malicious damage of government and/or private property.		
f. Conduct offensive or abusive to the public.		
g. Possession, use and/or under the influence of alcohol and/or controlled substances from the time of hire to the time of release at the point of hire.		
h. Possession of a firearm or any other dangerous weapon.		
i. Willful, disruptive attacks or harassment of a person or group of persons because of their race, sex, age, ethnic origin, or religion.		
MINOR		
All other violations of rules, regulations, etc., i.e., tardiness, attitude problems, trouble making, violations of camp procedures, etc.	Probation for remainder of the fire assignment. Review by Home Unit for any further actions.	Same as for Major Offenses if occurs during the probation period.

Major offences may be handled by local laws and ordinances.

THESE ARE GUIDELINES AND DO NOT COVER ALL POSSIBLE CIRCUMSTANCES, NOR DO THESE GUIDELINES TIE OR LIMIT MANAGEMENT TO ANY SPECIFIC ACTIONS. THESE GUIDES APPLY TO EITHER INDIVIDUALS OR CREWS.

A.8 18 Situations and 10 Standard Fire Orders

18 SITUATIONS THAT SHOUT "WATCH OUT"

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics and hazards.
6. Instructions and assignments not clear.
7. No communication link with crew members/supervisors.
8. Constructing line without safe anchor point.
9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and the fire.
12. Cannot see main fire, not in contact with anyone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather is getting hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking a nap near the fireline.

10 STANDARD FIRE ORDERS

1. Keep informed on fire weather conditions and forecasts.
2. Know what your fire doing at all times.
3. Base all actions on current and expected behavior of the fire.
4. Identify escape routes and safety zones and make them known.
5. Post lookouts when there is possible danger.
6. Be alert, be calm, think clearly, and act decisively.
7. Maintain prompt communication with your forces your supervisor and adjoining forces.
8. Give clear instructions and insure they are understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively having provided for safety first.

Appendix B

Interagency Resource Representative Information Package

This information package should be read and carried by each Interagency Resource Representative (IARR) accompanying Southwest Area SWFF Fire Fighters and Camp Crews.

Reason for Sending an IARR

1. To act as an ambassador to the incident management team for the Southwest Coordinating Group.
2. To live and work as much as possible in one incident base location. In cases of multiple incident assignments the base location containing the majority of resources from the Southwest Area should be used as a base of operations for the IARR.
3. To assist the Crew Representative/Crew Boss (CREP/CRWB) in providing for the health, welfare, and safety of crew members.
4. To assist the incident management team in meeting the needs of all southwest area resources.

Duties

The IARR does not work for the Incident Management Team (IMT). The IARR works for the sending Geographic Area Coordination Center (GACC) – Southwest Coordination Center.

When IARRs are assigned, every effort will be made to assign them a trainee. When trainees are assigned, they will work for the IARR and have essentially the same duties as the IARR.

The IARR will be assigned by the Southwest Coordination Center Manager or his/her designate to accompany multiple crews and other resources on an incident. The IARR is responsible for the welfare of assigned crews and other resources assigned to the incident and serves as an administrative liaison and ambassador to the Incident Management Team. The IARR must be highly skilled in dealing with Incident Business Management procedures, especially crew timekeeping, accident and reporting, commissary, and personnel management. The IARR must have an in-depth knowledge of the sending agency's policies and procedures relating to crews.

The IARR has the following duties:

1. Obtain a resource order, including authorization for car rental or Agency-owned vehicle, cell phone, computer, GPS, etc.
2. Obtain copies of regional safety alerts, bulletins, etc.
3. Secure and maintain a complete list of resources assigned to the incident(s) for which they are responsible.
4. Upon arriving at the reporting location, locate the crew's location.
5. Check in with the Planning Section (Status Check-in Recorder).
6. Make initial contacts with the Incident Commander, Human Resources, Finance, Operations, Medical Unit, and Expanded Dispatch. Ensure they know you are available.
7. Ensure that you are included in the Incident Organization Chart.
8. Come to agreement with the IMT regarding disciplinary rules – if a person has a disciplinary problem, is he/she demobed, and for how major an offense? Is there a case where the team will insist that the entire crew is demobed. Be sure everyone agrees to these ground rules and that the CREP and CRWB are aware of these rules.

9. At the medical unit, get procedures for injuries and evacuation of injured. Be sure these are transmitted to CREP and CRWB.
10. Briefs Crew Representatives or Crew Boss. Maintains regular contact with Crew Representatives and Crew Boss to insure that work is being performed effectively and that they are fully informed on conditions affecting the crew. Investigates and assists with disciplinary cases, as needed.
11. Obtain a copy of passenger manifest forms from each Crew Representative or Crew Boss.
12. Attend briefings and strategy sessions if possible, and keep current on plans for the incident. Keep track of all Southwest Area personnel locations and assignments.
13. Insure that accurate information is transmitted to coordinator on duty at SWCC and FMO at home units in cases of accidents, injuries, disciplinary problems, or death in a timely manner.
14. In cases of death or serious injury, the IARR should consult the Crew Boss to ensure that the home unit's protocols are followed concerning notification to the home unit. The IARR should notify the coordinator on duty at SWCC and provide a briefing and all other information necessary.
15. Provide assistance to Crew Representatives/Crew Bosses on matters relating to timekeeping, commissary, accidents and injuries, personnel problems, or emergencies and other administrative matters.
16. Investigate and assist with disciplinary and unsatisfactory performance cases immediately. Unsatisfactory performance will be discussed with the person(s) involved. Make direct contact with the home unit to discuss the situation and appropriate actions. Insure that Crew Boss fulfill their responsibilities and authority in disciplinary and unsatisfactory performance cases.
17. Work with the incident management team in awareness of and need for scheduling of Rest and Recuperation (R&R) if needed. Consideration should be given to providing adequate laundry facilities, etc. for meeting personal needs during R&R.
18. Maintain contact with the coordinator on duty located in the Southwest Coordination Center and the Home Unit to exchange information and messages relating to the Southwest Area resources on assignments.
19. Stay current on accident investigations involving Southwest Area resources and provides follow-up contacts for individuals receiving medical aid. Makes daily hospital visits as needed.
20. The IARR is available to local agency and fire staff. He/she is flexible and adapts to their needs. Serves as an ambassador from the Southwest Coordination Group to the Incident Management Team.
21. Provide assistance to the Demobilization Unit. Keeps Coordinator on duty at SWCC informed of demobilization plans.
22. Prepare a final IARR report including unit logs, summary of activities, significant observations, problems, suggestions for improvement, and submits this report to SWCC Center Manager at the completion of the assignment. Keep a copy for personal reference. Collect Performance Evaluations and fax them to SWCC along with a report if the Evaluation is negative (It is optional to submit a report on a positive incident that occurs that is worth note).
23. IARRs are authorized to negotiate with the IMT concerning their policy for demob of individuals and the entire crew for certain disciplinary problems.

Interagency Resource Representative Kit

Each IARR should be equipped with a kit containing the following items:

NFES #	ITEM DESCRIPTION	UNIT	QUANTITY
2092	NATIONAL INTERAGENCY MOBILIZATION GUIDE	EA	1
	SOUTHWEST AREA MOBILIZATION GUIDE	EA	1
2552	ENVELOPE, MAILING, 4 1/8" x 9"	EA	5
0403	FORM, CA-1, EMPLOYEE NOTICE OF INJURY	EA	5
6044	FORM, CA-1, REPORT OF INJURY	EA	5
0405	FORM, CA-16, REQUEST FOR EXAMINATION AND TREATMENT	EA	5
0404	FORM, CA-2, REPORT OF ILLNESS	EA	5
6120	FORM, CA-6, REPORT OF FATALITY	EA	5
FS-6100-16	AGENCY PROVIDED MEDICAL CARE AUTHORIZATION AND MEDICAL REPORT (U. S. FOREST SERVICE)	EA	1
0448	FORM, FIELD NOTEBOOK	PD	2
0866	FORM, OF-288, EMERGENCY FIRE TIME REPORT	EA	5
0891	FORM, SF-261, CREW TIME REPORT	PD	1
0802	FORM, SF-371, OVERHEAD PERFORMANCE RATING	EA	5
0852	FORM, SF-372, CREW PERFORMANCE RATING	EA	5
1337	FORM, ICS-214, UNIT LOG	PD	1
	PASSENGER / CARGO MINIFEST	EA	5
2633	SAFENET, PMS 405-2	PD	1
	SWFF TYPE II CREW MANAGEMENT HANDBOOK	EA	1
0764	PAD, RULED TABLET	PD	1
0447	PEN, BALLPOINT	EA	2
0365	PEN, NYLON TIP, BLACK	EA	1
0776	PENCIL, MECHANICAL	EA	2
0364	ATLAS, ROAD, NORTH AMERICA	EA	1
6129	PORTFOLIO, VINYL COVER	EA	1
6122	HANDBOOK, NWCG-410-1, FIRELINE HANDBOOK	EA	1
	AN I.D. CARD FOR AIR TRAVEL	EA	1
	SWCC IARR BUSINESS CARD OR A PERSONAL BUSINESS CARD	EA	30

THIS KIT NOT STOCKED AT CATEGORY 1 CACHES LISTED FOR INFORMATION ONLY

Appendix C
Crew Representative Information Package

NOTE: THIS INFORMATION SHOULD BE READ AND CARRIED BY EACH CREW REPRESENTATIVE

Reasons for Sending Crew Representatives:

1. To live and work with crews on-shift and off-shift, from assembly point (or other designated point) until crew is demobilized and released from incident or completion of demob process.
2. To serve as a representative of the crew's home unit in assisting the Crew Boss in providing for the crew members' health, welfare and safety.
3. To serve as trainer for developing certified Crew .
4. When crews are sent outside local area, Crew Representatives are the official liaison for their crew(s).
5. Report crew performance to home unit upon completion of assignment.

Crew Representative Kit

Each CREP should be equipped with a kit containing the following items:

NFES #	ITEM DESCRIPTION	UNIT	QUANTITY
2092	NATIONAL INTERAGENCY MOBILIZATION GUIDE		
6121	SWA MOBILIZATION GUIDE	EA	1
2552	ENVELOPE, MAILING NOTICE OF INJURY	EA	5
0403	FORM, CA-1, EMPLOYEE NOTICE OF INJURY	EA	5
6044	FORM, CA-1, REPORT OF INJURY	EA	5
0405	FORM, CA-16, REQUEST FOR EXAMINATION AND TREATMENT	EA	5
0404	FORM, CA-2, REPORT OF ILLNESS	EA	5
6120	FORM, CA-6, REPORT OF FATALITY	EA	5
0448	FORM, FIELD NOTEBOOK	PD	2
6072	FORM, 10 STANDARD FIREFIGHTING ORDERS	EA	1
0866	FORM, OF-288, EMERGENCY FIRE TIME REPORT	EA	5
0891	FORM, SF-261, CREW TIME REPORT	PD	1
0852	FORM, SF-372, CREW PERFORMANCE RATING	EA	5
1337	FORM, ICS-214, UNIT LOG	PD	1
	PASSENGER / CARGO MANIFEST	EA	5
	SWFF TYPE II CREW MANAGEMENT HANDBOOK	EA	1
1436	LABEL, CREW REPRESENTATIVE	EA	2
0019	LABEL, CREW BOSS	EA	2
1206	LABEL, SQUAD BOSS	EA	6
0764	PAD, RULED TABLET	PD	1
0447	PEN, BALLPOINT	EA	2
2545	MARKER, FELT TIP, BLACK	EA	1
0776	PENCIL, MECHANICAL	EA	2
6129	PORTFOLIO, VINYL COVER	EA	1
6122	HANDBOOK, NWCG-4101-1, FIRELINE HANDBOOK	EA	1
0886	HANDBOOK, FSH-6709-11, HEALTH AND SAFETY CODE (OPTIONAL FOR NON-FS PERSONNEL)	EA	1
	DI-134 REPORTING FORM	EA	1

Crew Representatives are required to wear protective clothing, carry a fire shelter, fire tool and radio. It is desirable that CREP hard hats be plainly marked with a title (label) or some other distinctive identification.

Information Needed by the Crew Representative Before Departure

1. Crew Representatives must read and become familiar with the SWFF Type II Crew Management Handbook, including the Crew Representative Kit contents.
2. Crew capability and manifest with correct weights and correct names of crew member exactly matching the name on the crew member's ID card. Have a second manifest with no weights in case the mobilization centers need to reweigh people.
3. Transportation information to the incident.
4. Plans and coordination with local units for providing meals for crews while enroute to the incident or other destination.
5. Location to report, including contacts.
6. Incident name, location, ordering agency and any details available about the incident such as size, type of terrain, type of fuels and unusual weather or fire behavior conditions.
7. A copy of the resource order and any details available.
8. If you're bringing a crew representative from someplace else, know the date and time for rendezvous.
9. A crew representative kit (see above).

Departure Briefing

Before departure, the crews leaving for the incident should be given a briefing at the assembly point, to include the following:

1. Work Performance expectations on-shift and off-shift - behavior, conduct, safety, and protocol. Specifically mention travel arrangements, sexual harassment, EEO, alcohol use, and respectful behavior. Remind personnel of the use of the chain of command.
2. Destination of the crew and what to expect upon arrival. Any information on SafeNets and other hazardous fuels or weather alerts. Provide a special briefing on issues involved in going to California, if that is the destination.
3. Remind crews that they are guests of the ordering unit. They should at all times conduct themselves like a guest who wants to be invited back.

Responsibilities of the Crew Representative

Crew Representatives are to be responsible for assigned crew(s), not work assignments. Work assignments are handled by the Crew Boss.

CREPs must demonstrate the highest qualities of leadership, work ethic and attitude, behavior, safety, personal appearance, etc. at all times. CREPs must have proper equipment and protective clothing (laced boots, hard hat, and fire shelter). CREPs are to follow the same rules and regulations as the crews. No preferential treatment will be given.

1. The CREP is responsible for the welfare and safety of personnel of the crew.
2. CREPs are to set the example as leaders for organized crews.
3. The CREP will utilize appropriate authority to correct improper conditions affecting the crew.

4. CREP should maintain good communications with the IARR and Crew Boss.
5. Discuss with the IARR any problems which are difficult to resolve. Keep the IARR advised.
6. Assist the Crew Boss with internal grievances and management within the crew. Be firm and decisive in handling crew problems; set an example and show leadership, fairness, and concern for the crew. BE POSITIVE AT ALL TIMES.
7. The CREP has authority and responsibility to administer crew and/or individual discipline within the chain of command under the existing incident management organization and according to the guidelines of the current SWFF Crew Management Handbook. Report the crew performance and problems to the home unit.
8. Responsibilities continue 24 hours a day until the crew is returned home unit.
9. Request crew roster, manifests, Crew Boss's checklist, time sheets, and SWFF IQCS red cards for each crew member.
10. Inspect the Crew Boss and assist the Crew Boss in inspecting the crew for proper qualifications, clothing, equipment, and physical condition.
11. Accompany the crew during travel, in camp, on R&R, and on the fireline. Assist the Crew Boss in the management of the crew.
12. When crew arrives at a destination, maintain an alert status and be sure the crew conducts themselves in an orderly manner.
13. Assist with travel and subsistence arrangements for the crew.
14. At the incident or other destination, report with the Crew Boss to the individual in charge for instructions and brief the crew.
15. Explain procedures and policies to those not familiar with the use of a SWFF crew.
16. Be familiar with timekeeping procedures and ensure that timesheets and proper records are maintained for the crew. When appropriate, time unit leader with posting timesheets for crew members.
17. Provide the crew with safety equipment and good tools and see that they adhere to safety and sanitary practices. Also, see that the crews receive a reasonable amount of rest (2:1 work to rest ratio).
18. Alert the fireline supervisor when unsafe fireline situations occur.
19. Assure that injuries are properly cared for and accident forms are prepared promptly. In the absence of an IARR, insure that accurate information is supplied to the home unit.
20. Maintain Unit Log (ICS-214) original for the incident and include a copy in your Crew Representative Report. Insure that all daily activities are recorded.
21. Remain with the crew until released by properly authorized official. Prior to leaving the crew, return the SWFF IQCS Red Cards of crew members to the Crew Boss.
22. Complete the documentation of disciplinary cases prior to leaving the incident. Timely completion of the initial paperwork will insure that the entire disciplinary process will proceed within the allotted time frames.
23. If there is no IARR, the Crew Representative or Crew Boss should ensure that all Performance Evaluations, reports, etc. are faxed to the Chair of the Type II Subcommittee of SWCG.

Appendix D Crew Boss Information Package

NOTE: THIS INFORMATION SHOULD BE READ AND UNDERSTOOD BY EACH CREW SUPERVISOR

Information Needed by the Crew Boss Before Departure

1. Crew Bosses must read and become familiar with the SWFF Type II Crew Management Handbook, including the Crew Boss Kit contents.
2. Crew capability and manifest with correct weights and correct names of crew member exactly matching the name on the crew member's ID card. Have a second manifest with no weights in case the mobilization centers need to reweigh people.
3. Transportation information to the incident.
4. Plans and coordination with local units for providing meals for crews while enroute to the incident or other destination.
5. Location to report, including contacts.
6. Incident name, location, ordering agency and any details available about the incident such as size, type of terrain, type of fuels and unusual weather or fire behavior conditions.
7. A copy of the resource order and any details available.
8. If you're bringing a crew boss trainee or meeting an IARR from someplace else, know the date and time for rendezvous.
9. A crew boss kit.
10. Crew Boss Checklist.

Responsibilities of the Crew Boss

Crew Bosses responsibilities are to be an example and leader for organized crews. They may have to function without a Crew Representative or IARR. They must demonstrate the highest qualities of leadership. Work ethic and attitude, behavior, safety, concern, personal appearance, etc. must be excellent at all times. They must have proper equipment and clothing (laced boots, hard hat, fire shelter, etc.). They must put the crew before themselves during all aspects of the fire assignment (travel, working, feeding, sleeping, etc.). The Crew Boss must not do anything the crew is not allowed to do. Crew Bosses are to follow the same rules and regulations as the crews. No preferential treatment will be given.

NOTE: CREW BOSSES SHOULD READ AND HAVE AN EXCELLENT UNDERSTANDING OF THE "SWFF CREW MANAGEMENT HANBOOK". Crew Bosses are responsible for the conduct, work, welfare, and safety of the crew.

Crew Bosses Responsibilities are

1. Crew Boss may function without Crew Rep (Agency's discretion) or IARR (SWCC discretion)
2. Look after crew's welfare on the fireline and incident facilities; closely with the Crew Representative.
3. Maintain communications between the crew and appropriate supervisors regarding the coordinate actions crew's safety and welfare.
4. Talk to the Crew Representative and/or IARR about problems which are most difficult to resolve. Keep the CREP/IARR advised of the crew's status.

5. Settle internal grievances within the crew.
6. Responsibilities begin when joining the crews at the assembly point and continue 24 hours a day until the crew is returned to the Home Unit.
7. Upon mobilization, report to the home unit or designated assembly point at the requested time with all necessary personal gear and obtain all necessary information concerning the assignment.
8. Upon meeting the crew, complete the crew roster, manifests, Crew Boss Checklist, time sheets, and SWFF IQCS red cards for each crew member.
9. Inspect the crew for proper qualifications, clothing, equipment and physical condition.
10. Accompany the crew during periods of travel, in camp, on R & R, and on the fireline. Maintain control of the crew at all times.
11. Complete the travel and subsistence arrangements for the crew. See that crew movements are orderly and conducted safely.
12. Be familiar with timekeeping procedures and ensure that proper time records are maintained for the crew. Complete the crew time report at the end of each work shift.
13. Alert your CREP when unsafe fireline situations occur and make sure they will be corrected.
14. Assure that injuries are properly cared for and accident forms are prepared promptly.
15. Be firm and decisive in handling crew problems; set an example and show leadership, fairness, and concern for the crew. **BE POSITIVE AT ALL TIMES.**
16. Crew Bosses have the authority and responsibility to administer crew and/or individual discipline within the chain of command under the existing incident management organization and according to the guidelines of the current SWFF Crew Management Handbook.
17. Remain with the crew until released by the home unit. Prior to leaving the crew, return the SWFF IQCS Red Cards to the crew members.
18. If there is no IARR, the Crew Representative or Crew Boss should ensure that all Performance Evaluations, reports, etc. are faxed to SWCC.

CREW BOSS MOBILIZATION CHECKLIST

ITEMS TO BE COMPLETED BY CREW BOSS

1. Current IQCS red cards are verified for all crew persons.
2. Valid ID cards collected to submit to CREP. These must be acceptable to TSA for flights.
3. Condition-of-hire is reviewed with the entire crew present.
4. Crew manifest is completed with weights for personnel and gear shown separately. Make ten copies to take with you. Names on the manifest must be exactly the same as those on crew member's ID cards. Have 10 copies of manifests without weights also (for use at mobilization centers that want to reweigh everything).
5. Check qualification of Squad Bosses (IQCS Red Card shows FFT1 as minimum qualification).
6. Physical inspection of crew members conducted. Screen out individuals unfit for fireline duty.
7. Check for prescription drugs. Be sure the crew member has either a prescription or a container showing usage, doctor's name and doctor's phone number.
8. Physical inspection of crew member's personal gear completed (boots, pants, shirts, jacket, rain gear, etc.).
9. OF-288 Fire Time Reports initiated - top portion completed.
10. Checklist signed and attached to time book.

CREW BOSS SIGNATURE

CREW BOSS PRINTED NAME

DATE: _____

TIME: _____

REMARKS:

STANDARD FORM 245 (6/77) Prescribed by USDA FSM 5716 USD MP9400.518		PASSENGER AND CARGO MANIFEST			NO. OF PASSENGERS ON THIS PAGE		PAGE ____ OF ____	
ORDERING UNIT		PROJECT NAME			PROJECT NO.			
NAME OF CARRIER		MODE OF TRANS & ID NO.			PILOT OR DRIVER			
CHIEF OF PARTY		REPORT TO:			IF DELAYED CONTACT			
DEPARTURE		INTERMEDIATE STOPS			DESTINATION			
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE		
PASSENGER AND/OR CARGO NAME	AND/OR CARGO	M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE		HOME UNIT	
1.								
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SIGNATURE OF AUTHORIZED REPRESENTATIVE							DATE	

CHIEF OF PARTY COPY