



## Eastern Area Coordinating Group

Date: March 25, 2020  
 To: Eastern Area Interagency Wildland Fire Community, NWCG Participating Agencies  
 From: Eastern Area Coordinating Group  
 Subject: Best Practices for filling crew requests in the Eastern Area



The Eastern Area (EA) has a long history of mobilizing a large number of skilled and qualified hand crews to assist other geographical areas every year. agency within the Geographic Area (GA) is commended for not only developing the skills and qualifications needed for the job; but for also making these crews available every year.



With the new IROC program starting up, in an effort to address the need for consistency if the way dispatch centers fill crew orders as well as manifest their personnel, the Eastern Area Dispatch Working team was tasked with providing “Best Practices” for filling crew requests so all dispatch centers were completing the IROC process of rostering their crew in a similar manner.

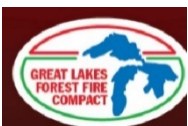


The EACG has agreed to the following guidance when mobilizing Type 1, Type 2IA Type 2 hand crews being mobilized out of the Eastern Area.



1. Before statusing your resource as available in IROC, the leadership of the Crew should be identified and confirmed. This would include the following: CRWB, ICT5, and FAL2 positions

2. Ensure you have ample FFT2 resources available



3. Optional: Create your crew manifest/roster in IROC to expedite filling the Crew leadership portion of the order.



4. Fill the Parent Crew Request (i.e. the C-#) immediately and create outstanding C-# 1-20 requests as appropriate, filling those unfilled crew positions as soon as possible. However, leadership positions should be filled rather quickly as they should already be solidified.

5. Create a crew manifest using the most current version available, [NWCG Passenger/Crew and Cargo Manifest PMS 245, June 2019](#). All requested information per Chapter 30 (Crews) of the EACC Mobilization Guide must be included.

6. When the crew manifest is completed it may be distributed. Do not send draft or incomplete manifests. Do Not send a manifest when initially statusing your



crew. Manifests should be completed and distributed as soon as able, but prior to the crew departing for assignments.

Centers may vary in the exact steps for filling a crew order but integrating the above considerations into the process will provide consistency through all our GACC centers.

A handwritten signature in cursive script that reads "Thomas Brady". The ink is dark and the signature is fluid and legible.

Tom Brady  
Chair, Eastern Area Coordinating Group