

## CHAPTER 20 - OVERHEAD and TEAMS

### NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) POSITIONS (NMG, Ch. 20)

Overhead positions are listed in the NIMS Wildland Fire Qualification System Guide, PMS 310-1, NFES 1414.

For a complete list of all NIMS recognized Position Codes refer to the following website:

<http://www.nwcg.gov/pms/docs/pms310-1.pdf>.

### INCIDENT QUALIFICATIONS AND CERTIFICATION SYSTEM (IQCS) POSITION CODES (NMG, Ch. 20)

For a complete list of all IQCS recognized Position Codes, refer to the following website:

<http://iqcs.nwcg.gov>.

### OVERHEAD MOBILIZATION AND DEMOBILIZATION (NMG, Ch. 20)

Eastern Area Coordination Center will ensure that all resource mobilization activities will be conducted with a high regard for safety and cost effectiveness. Dispatch Centers within the Eastern Area will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, cost effectiveness, closest forces concept and above all, safety.

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

Sending units will ensure that all overhead, crews, engines, equipment, and aviation resources mobilized have the following items prior to mobilization:

- Valid government issued photo ID
- Copies of the completed Resource Order
- Four copies of the Passenger/Cargo Manifest, if applicable
- All personnel transported by chartered aircraft will be documented on the Aircraft Flight Request/Schedule.
- Form OF-288 – Emergency Firefighter Time Report
- Lunch or double-lunch, when appropriate
- Small amount of pocket money to be self-sufficient during mobilization and demobilization travel delays

All resources being mobilized should review geographic area web sites (Predictive Services section) for current and expected fire weather/behavior, fire danger pocket cards, and other pertinent safety information for the destination location. The EACC web site, <http://qacc.nifc.gov/eacc/index.htm>, provides links to all other geographic area websites.

Overhead resource orders for training: Classroom training, On-The-Job training (OJT), proficiency and simulations of a resource order may be used for resources available locally. These resource orders will

remain at the local level. EACC and NICC will not process training resource orders. It is not a national requirement to create an incident to support mobilization of casual employed personnel for agency training purposes. (ISROG, 2015)

**Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies). The ordering unit must confirm availability for the individual being requested prior to placing the request.**

EACC will process all name requests for on-going incidents within the Eastern Area. If the name request is for an incident outside the Eastern Area, consideration will be given to geographic needs before passing the order to the local dispatch center. Example: DIVS name request for the Southwest geographic area comes in during high incident activity in the Eastern Area. The request may be denied if the Eastern Area is in high need of DIVS.

Once the name request is passed to the local dispatch center, it is the decision of the local center manager, in consultation with the agency administrator, to process the name request. All name requests not filled by the sending unit will be returned to the requesting unit by EACC as Unable to Fill. A new request order number must be generated by the requesting unit if position is still needed.

The following types of name requests will be processed without delay:

- Severity requests from an area with higher fire potential to areas with lower fire potential. Requests are usually within the same agency.
- Requests charged to budgeted/programmed non-suppression funds.

For name requests of resources from outside of the Eastern Area being brought into the Eastern Area for agency specific projects, a request justification must be entered into the ROSS Special Needs and/or Documentation areas for the requested resource.

### **CELL PHONES, LAPTOPS, RADIOS, AND MISCELLANEOUS EQUIPMENT**

Per the Interagency Incident Business Management Handbook (IIBMH), if the requesting incident has identified on the resource order that electronic devices such as cell phones, laptop computers, radios, GPS units, etc. are required to accompany the ordered resource, the sending unit will assist the resource with obtaining government owned equipment prior to dispatch. If the sending unit is unable to provide government owned equipment, the resource's home dispatch center should contact the incident prior to mobilization so that the incident may secure this equipment prior to the resource's arrival.

Per the IIBMH, the resource's home unit or dispatch center, agencies, incident management teams or incident support units should not establish Emergency Equipment Rental Agreements (EERA) or other federal contracts for personal computers, laptops, cellular phones, electronic tablets, cameras, or global positioning systems (GPS) as the incident should provide these items.

**INTERAGENCY WILDLAND FIRE MODULES (NMG, Ch. 20)**

Interagency Wildland Fire Modules are certified as Type 1 or Type 2 by the Regional or State office of the host unit agency administrator or designee prior to being made available for assignment. Reference the current Interagency Standards for Wildland Fire Module Operations, PMS 317, for current standards, procedures, and processes: <http://www.nifc.gov/PUBLICATIONS/redbook/2016/Chapter13.pdf>.

Interagency Wildland Fire Modules provide skilled and mobile personnel for prescribed fire management and wildfires managed for resource or ecological objectives in the areas of planning, fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- Support burn unit preparation
- Support mechanical hazardous fuel reduction projects
- Assist with fire effects plot work

As an interagency resource, the Interagency Fire Use Modules are available nationally throughout the fire season. The minimum module for mobilization is comprised of one (1) module leader and six (6) module crewmembers. Three (3) additional crewmembers may be mobilized with the module in concurrence from the requesting unit.

Orders for Interagency Wildland Fire Modules will be placed in ROSS through established ordering channels using an Overhead Group request (Module, Wildland Fire, Type 1 or Type 2) and configured according to the latest standards of the Interagency Standards for Wildland Fire Module Operations.

The Eastern Area has one Type 1 Wildland Fire Module, which is hosted by the Huron-Manistee National Forest, MI-HMF.

For minimum module standards for national mobilization, see Interagency Standards for Fire and Aviation Operations, Chapter 13, Firefighter Training and Qualifications, Wildland Fire Modules at: <http://www.nifc.gov/PUBLICATIONS/redbook/2016/Chapter13.pdf> or PMS 430 Interagency Standards for Wildland Fire Module Operations – Chapter 7 at: <http://www.nwcg.gov/pms/pubs/pms430/PMS430-1.pdf>. As an interagency resource, the Wildland Fire Modules are available nationally throughout the fire season. Standard WFM configuration includes; one (1) module leader and six (6) to nine (9) module crewmembers.

**WILDLAND FIRE MODULE MOBILIZATION (NMG, Ch. 20)**

Geographic Areas will mobilize local Wildland Fire Modules internally. There are local unit agreements to share Wildland Fire Modules between bordering units in different Geographic Areas.

The Wildland Fire Module will contact the ordering unit to discuss mobilization logistics, need for crew vehicles, specific support equipment required, travel options, delivery point, and check-in requirements during mobilization.

**SMOKEJUMPERS** (NMG, Ch. 20)

<http://www.nifc.gov/smokejumper/smj rpt.php>

**BOOSTER LOAD/INDIVIDUAL SMOKEJUMPER PREPOSITION** (NMG, Ch. 20)**PILOTS – LEAD PLANE, AERIAL SUPERVISION MODULE AND SMOKEJUMPER** (NMG, Ch. 20)

[http://www.nifc.gov/nicc/logistics/aviation/Lead\\_Planes.pdf](http://www.nifc.gov/nicc/logistics/aviation/Lead_Planes.pdf)

**HELICOPTER MODULE** (NMG, Ch. 20)

Call-When-Needed (CWN) helicopters will be managed by a qualified Helicopter Manager (HMGB) and qualified helicopter crew members (HECM); when combined they function as a helicopter module.

Helicopter Type	FAA Standard/Transport Category	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use or FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager Only	Manager Only
2	Manager plus Three (3) Helicopter Crewmembers	Manager Only	Manager Only
3	Manager plus Two (2) Helicopter Crewmembers	Manager Only	Manager Only
CWN Helicopter and Module must meet up away from Incident(s) or Fire Operations. The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the standard module configuration.			

Units requesting helicopter modules for Call-When-Needed helicopters will do so using an Overhead (O) support request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module positions internally first.

If the intended use is for initial attack, the HMGB request must specify that a fitness level or arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified. If helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.), it must be specified at the time of request.

**HELICOPTER RAPELLERS** (NMG, Ch. 20)**NON-STANDARD OVERHEAD GROUPS** (NMG, Ch. 20)

The generic overhead catalog items “module, fuels” or “module, suppression” will be used to order non-standard overhead groups and. All requests for these catalog items will be placed through established ordering channels using an Overhead Group request.

Length of assignment rules apply to all non-standard overhead groups.

## **SUPPRESSION MODULES**

There are no national interagency standards for Suppression Modules. This allows maximum flexibility for the requesting unit. Generally, Suppression Modules are not mobilized nationally.

Modules usually consist of fireline leadership (CRWB, ICT5/FFT1s), firefighters (FFT2s), and saw capability (FALA as a minimum), however not all of these positions are required. Suppression Module configuration needs will be specified in ROSS when the request is created. BLM Fire Suppression Module Minimum Standards can be found in the 2016 Interagency Standards for Fire and Fire Aviation Operations, Chapter 2.

Suppression Modules will be statused, tracked, and mobilized in ROSS using an Overhead Group Request (Module, Suppression) and configured to fit the requesting unit's needs.

## **FALLER MODULES**

The Eastern Area Coordination Group (EACG) has approved standards for faller modules ordered for all-hazard incidents with the Eastern Area. The EACG All-Hazard Faller Module Standards are posted on the EACC website under Overhead/Teams <http://gacc.nifc.gov/eacc/logistics/overhead/overhead.htm>.

There are no national interagency standards for Faller Modules. This allows maximum flexibility for the requesting unit. Faller Modules are usually contract professional loggers organized into two 2-person modules consisting of one to two sawyers and come fully equipped. Some Faller Modules may consist of agency personnel with FALC qualifications.

Northern Rockies, Northwest and Northern California Coordination Center status contract Faller Modules. Faller Modules will be statused, tracked and mobilized in ROSS using an Overhead Group Request (Module, Faller).

## **CACHE SUPPORT POSITIONS (NMG, Ch. 20)**

These positions are available to assist fire caches during periods of high activity or when shortages of locally trained personnel hinder cache operations.

## **COMMUNICATIONS COORDINATOR (COMC) (NMG, Ch. 20)**

A Communications Coordinator (COMC) must be assigned when a second 4390 Radio Starter System is assigned to any incident within a 100 air mile radius of the first assigned 4390 System. EACC will coordinate filling the requests with the National Incident Radio Support Cache (NIRSC).

## **FLIGHT MANAGER (NMG, Ch. 20)**

## **HUMAN RESOURCE SPECIALIST (HRSP)**

An HRSP will be assigned when a federal IMT is assigned to a fire. Utilization of an HRSP outside of IMT mobilization will be based on host agency policies.

**INCIDENT BUSINESS ADVISOR (IBA1 or IBA2)**

This position works under the direct supervision of the agency administrator and in coordination with the Incident Management Team during the incident. The primary duty of the Incident Business Advisor is to provide the agency administrator with an overview of the fiscal management of the incident and make recommendations for improvements.

This position should be a problem solver, provide recommendations on issues, be a source of local, regional or national knowledge, and be a helpful consultant to the incident's Command and General Staff for the tough or unusual situations that occur. The Incident Business Advisor must be a person with vast experience and the aptitude to work with people to effectively identify and help solve problems under extreme pressure situations. The agency administrator will request an Incident Business Advisor as soon as it is determined that the fiscal scope of the incident dictates additional oversight.

**INCIDENT METEOROLOGIST (IMET) (NMG, Ch. 20)**

When an IMET is needed for an incident, the request will be placed up to EACC. EACC will contact the NWS National Fire Weather Operations Coordinator (NFWOC) (Larry Van Bussum, or acting) by calling the NWS Incident Response Desk at 877-323-IMET (4638).

The NFWOC will identify the name and location of the available IMET to fill the request. If the available IMET is not located in the same Geographic Area as the incident, the IMET request will be placed to the NICC as a name request using established procedures. NICC will place the IMET request to the appropriate Geographic Area to be filled.

Standard NWS equipment that is essential to on-site meteorological support is mobilized with each IMET. No additional resource order requests are necessary. Standard NWS equipment does not require additional ordering by the incident. Basic standard NWS equipment includes laptop computer, printer, mobile satellite setup and setup tools, cellular telephone, agency or rental vehicle appropriate for off-pavement use, and miscellaneous office supplies.

Reference the National Mobilization Guide, Chapter 20, for more information on transportation, reimbursable costs, etc.

**INTERAGENCY RESOURCE REPRESENTATIVE (IARR)**

The IARR position will be ordered on an overhead resource order initiated by EACC. The IARR reports to the EACC Center Manager and is responsible for the safety and well-being of all Eastern Area resources (individuals and crews). An IARR will be ordered for every four (4) or more crews committed. The IARR is the responsibility of EACC to mobilize and demobilize. EACC will ensure proper notification to the receiving GACC.

Expectations of the IARR are to keep EACC informed on a daily basis of resource status, crew performance, and assignments. Reports will include status and assignment of resources, as well as

morale, performance, and overall health of the crew. IARR information will be documented and a crew report will be created by EACC. The IARR report will be posted to the EACC website:

<http://gacc.nifc.gov/eacc/logistics/crews/crews.htm>.

### **Interagency Resource Representative (IARR) Duties and Responsibilities**

The Interagency Resource Representative (IARR) may be assigned to an incident, a complex, a geographical area, or requested by another geographic area to serve as representative for assigned crews, overhead, and equipment. The main responsibility of Eastern Area IARRs is to represent the Eastern Area regarding the care and welfare of Area resources. The IARR is to communicate, by daily reports, to the EACC Intelligence Coordinator. When on assignment, the IARR will be working for the EACC Center Manager or designee.

The IARR must be self-sufficient.

The IARR must be highly skilled in interagency incident business management, incident management procedures, accident reporting, commissary, government travel, medical care procedures, mobilization, demobilization, and personnel management in incident situations. The IARR is expected to possess knowledge of policies as they relate to each agency represented by the Eastern Area. When working with the Incident Management Team (IMT), the IARR will normally coordinate with the Planning Section Chief (PSC1 or PSC2), Expanded Dispatch Crew Desk, Expanded Dispatch Coordinator, and host GACC.

For duties, responsibilities and additional information regarding the IARR position refer to the Eastern Area IARR Operations Guide posted on the EACC website, Crews -

<http://gacc.nifc.gov/eacc/logistics/crews/crews.htm>.

### **Interagency Resource Representative (IARR) Reporting Requirements**

The EACC produces a daily Crew Report which is posted to the EACC web page. This report highlights resource activity, assignments and status of resources committed to incidents within or outside the area. Upon initial assignment, the IARRs will establish contact with the EACC Intel Coordinator and Center Manager. As activity warrants, it is recommended for IARRs to contact the EACC Intel Coordinator at a minimum of one phone call daily to relay crew, overhead and equipment information. If the Intel Coordinator is not available, contact the Center Manager.

If a telephone is not accessible, reports will be accepted by email or fax but must be followed up by a phone call when one is available. This must be approved by the EACC Intel Coordinator or Center Manager if the Intel Coordinator is unavailable.

EACC phone: 414-944-3811 (24 hours/day)

Predictive Services fax: 414-944-3839

For Reporting Guidelines, refer to the Eastern Area IARR Operations Guide on the EACC website, Crews.

For all after hours emergencies, contact in order listed below:

1. Laura McIntyre-Kelly, Center Manager  
Cell Phone: 414-530-1403
2. Brendan Neylon, Deputy Center Manager  
Cell Phone: 610-742-7864

### **Interagency Resource Representative (IARR) Qualifications**

See 310-1 Wildland Fire Qualification System Guide for current qualifications for IARR:

<http://www.nwcg.gov/pms/docs/pms310-1.pdf>.

### **SECURITY POSITIONS**

National Wildfire Coordinating Group (NWCG) federal agency law enforcement personnel meeting Technical Specialist - Security Level 1 (SEC1) and Technical Specialist - Security Level 2 (SEC2) qualifications will continue to be the first priority for assignments to fill resource requests for SEC1, SEC2, and SECM (Security Manager) positions on federal incidents. These personnel provide the broadest range of ability and authority.

- **SEC1:** Certification as Criminal Investigator or Law Enforcement Officer. Resource is authorized and equipped to carry fire arms, make arrests, serve warrants, and conduct searches and seizures. They are authorized to enforce federal or state laws. AD hiring authority and procurement of private services may not be used for this position.
- The following is a comparison of equivalent ratings among agencies. However, when actually ordering, ensure that the individual is certified at the level specified (i.e. Security Specialist 1).
  - FS: Law Enforcement Officer
  - STATE: Title varies by State
  - BLM: Ranger/Agent
  - BIA: Commissioned Officer
  - NPS: Commissioned Officer
  - FWS: Refuge Officer
- **SEC2:** Annual recertification as a FS Forest Service Protection Officer. Resource is not authorized nor equipped to carry firearms, serve warrants, or conduct searches and seizures. They have authority to enforce federal criminal laws and regulations.
  - For out-of-Eastern Area SEC2 assignments, it is up to the incident's requesting unit to determine if State LEOs are acceptable to fill the request. All Eastern Area Dispatch Centers with State LEO resources available to take a SEC2 assignment must contact EACC prior to filling the ROSS resource request. The EACC Coordinator will work with the requesting unit's GACC to ensure the incident's acceptance of the State resource. All communication should be documented within the ROSS resource request. AD hiring authority and procurement of private services may not be used for this position.

- **SECM (Security Manager):** Security Manager is responsible for resource orders and approval of payment. This position may not exercise law enforcement authority and duties unless resource meets applicable SEC1 or SEC2 qualifications. AD hiring authority may be used for this position.
- **SECG (Security Guard):** Personnel utilized in this position shall not exercise law enforcement authorities and duties of either state or federal laws, including arrest or detention of persons, nor carry weapons or other defensive equipment. They cannot wear their agency uniform or use their agency vehicle since they have NO law enforcement authority. This non-law enforcement position can be filled by AD hiring authority and procurement of private services.

#### **Federal Resources:**

SEC1s are to be filled by Federal Law Enforcement Officers (LEOs) only. Many federal law enforcement personnel have also been provided with State Peace Officer authority (authority to enforce state laws). Federal officers may obtain U.S. Marshal Service deputations should expanded federal authority be required. AD hiring authority and procurement of private services may not be used for these positions.

If the ROSS resource request specifies that an Agency-Owned Vehicle or a Law Enforcement vehicle is authorized to drive to the incident, all Incident Operations driving guidelines, including work/rest policy as stated in the Eastern Area Mobilization Guide in Chapter 10, must be adhered to.

#### **TECHNICAL SPECIALIST (THSP)**

A description of the actual position requirements must be included in Special Needs when ordering Technical Specialists.

#### **UNION REPRESENTATIVES**

Incident Commanders of Type 1 and Type 2 Incident Management Teams are responsible for notifying EACC, via the unit dispatch center, when a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire. The Incident Commander will notify the local agency administrator who will contact the appropriate union representative. Notification will include the fire name and the name of the Incident Commander.

#### **EMERGENCY WORKER (CASUAL) HIRING PROCEDURES**

Unless specified "agency only", casuals and private contractors will be accepted for wildfires and severity orders.

For positions required to be filled by agency employees, refer to the 2016 Interagency Incident Business Management Handbook (IIBMH) and current Administratively Determined (AD) Pay Plan for Emergency Workers: [http://gacc.nifc.gov/eacc/management\\_admin/incident\\_business/incident\\_business.htm](http://gacc.nifc.gov/eacc/management_admin/incident_business/incident_business.htm). All other positions may be filled with a casual employee unless specified otherwise.

Each qualified position listed and approved on an individual's Incident Qualification Card requires a separate Single Resource Casual Hire Information Form. A copy of the form needs to be attached to the

OF-288 Emergency Firefighter Time report when the casual mobilizes to an incident. *If a casual employee is reassigned or field promoted during an assignment, a new Single Resource Casual Hire form is not required.*

The Passenger and Cargo Manifest Form may be used for crews instead of the casual hire form at the time of mobilization.

The Employee Common Identifier (ECI) is a unique 10-digit number generated for each casual employee in the Federal Personnel Payroll System (FPPS system). To address Personally Identifiable Information (PII) concerns, the use of the ECI will replace the collection of Social Security Numbers (SSNs) where applicable.

Employee Common Identifier (ECI) replaces the use of Social Security Numbers (SSN) on all documents **except for the I-9 and W-4**, which will continue to require the use of SSNs. Procedures on obtaining ECIs can be found on the NWCG web site at: <http://www.nwcg.gov/general/memos/nwcg-014a-2013.pdf>.

*The applicable Payment Center will be responsible for generating ECIs for new casuals.*

*Hiring Units will be responsible for obtaining ECIs from the Payment Center and relaying ECI information to the casual employee, appropriate entities, inputting on the appropriate documents, etc.*

Casual employees will be responsible for maintaining and providing their ECIs for e-ISuite input and for use on OF-288s.

An Employment Eligibility Verification Form, I-9, must be completed by the hiring official and casual employee at the employing location. Direct Deposit Form, FS-1199a, and Federal W-4 and a State Tax withholding forms must be provided to the casual. Federal and state income taxes will be withheld from the casual's earnings. Casuals must be provided the opportunity to complete appropriate federal and state income tax withholding forms at the time of hire to ensure the correct amount of tax is withheld.

For US Forest Service Casuals: The Hiring Official submits all hiring forms to the Albuquerque Service Center (ASC) either electronically or by fax. To avoid delays in pay processing, forms should be completed and submitted during the pre-season refresher, pack test, etc. Resubmit forms if information on file has changed.

FS Casual Pay Center  
Albuquerque Service Center  
Incident Finance – Casual Pay  
101 B Sun Avenue NE  
Albuquerque, New Mexico 87109 – 4473  
Phone: 877-372-7248 (Option #1)  
Fax: 866-816-9532  
Email: [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us)

For DOI Casuals: Federal W-4, State Tax form (if applicable), Tribal Exemption form (if applicable), Direct Deposit Form or EFT Waiver are sent to the DOI Casual Payment Center. I-9s, Crew Time

Reports, Incident Behavior Forms, and Single Resource Casual Hire Forms are retained at the hiring unit.

DOI Casual Pay Center

National Interagency Fire Center

Casual Payment Center MS 270

3833 S. Development Ave

Boise ID 83705

Phone: 877-471-2262 Fax: (208) 433-6405

## **EMERGENCY WORKER ACCIDENT REPORTING**

*When a Forest Service sponsored casual employee sustains a reportable injury or illness, a CA-1/CA-2 and CA-16 (if applicable) must be completed through eSafety and faxed to ASC in order for an OWCP case number to be assigned. The injured casual employee's incident supervisor or IARR must ensure that the CA-1/CA-2 is completed in eSafety and transmitted to the supervisor at the hiring unit.*

For AD personnel hired through Northeastern Area, State and Private Forestry, all injury paperwork and information needs to be transmitted to the NA S&PF Fire & Emergency Operations, Bob Hartlove. See Chapter 70 for contact information.

## **AGENCY TRAVEL AUTHORIZATIONS**

Prior to mobilization, an agency travel authorization or a travel authorization request must be in place before commencing emergency travel. The procedure for obtaining a travel authorization will be included with the pre-season casual hiring process. For federally hired casuals, open travel authorizations can be completed in the current travel management system as soon as access is allowed for the fiscal year.

### ***Use/Cost Comparison Requirements for Privately Owned Vehicle (POV) and Rental Vehicle***

*The Federal Travel Regulation (FTR) guidance for all federal agencies is as follows:*

- *A cost comparison between a privately owned vehicle (POV) and a rental vehicle for use during temporary duty (TDY) is now required, FTR 301-10.309-301-10.3*
- *Travelers who are authorized to use a rental vehicle for TDY must use the least expensive compact car available unless an exception is approved, FTR 301-10.450*
- *Travelers cannot be reimbursed for purchasing pre-paid refueling options for rental vehicles, FTR 301-70.102*

*ROSS resource requests stating POV authorized in documentation or special needs indicate that the receiving unit has approved; however, the sending unit/resource has the ultimate responsibility in determining the method of travel that is least cost to the government. If a POV has been determined to be the least costly and is authorized, sending dispatch offices must indicate that a cost comparison was done and is on file. If POV is authorized and determined to be least cost to the government, the resource may still elect to travel via other means in accordance with a cost benefit analysis, such as rental car, government vehicle, etc.*

*A helpful Cost Benefit Analysis Tool can be found below:*

[http://qacc.nifc.gov/swcc/dispatch\\_logistics/dispatch/forms/POV-Rental\\_Cost\\_Comparison\\_PopUp.htm](http://qacc.nifc.gov/swcc/dispatch_logistics/dispatch/forms/POV-Rental_Cost_Comparison_PopUp.htm)

## **TRAVEL INFORMATION**

All personnel will carry valid government issued photo identification cards while on assignment to facilitate transportation arrangements when made via commercial air carriers and/or rental vehicle agencies and for check-in at the incident.

When assigning overhead, travel arrangements should meet the date/time needed as requested on the resource order as best as possible. If any travel delays are experienced, notify EACC immediately.

Rental cars for assignments are acceptable only if the requesting unit authorizes them as part of the resource order instructions. All resources authorized to rent a vehicle must have a current Defensive Driving Certificate in their possession prior to mobilization or "In Lieu" of letter. For federal resources, car rental reservations should be made through the government contracted Travel Company. State resources should use their agency's rental car procedures.

Eastern Area resources dispatched to incidents are normally expected to fly commercially. Exceptions to this will be documented as being fiscally efficient and safe, authorized by the incident, and relayed through official dispatch channels.

To manage fatigue, every effort should be made to avoid off unit mobilization and demobilization travel (excluding IA response) between 2200 hours and 0500 hours local time.

## **NATIONAL INCIDENT MANAGEMENT TEAMS (NMG, Ch. 20)**

Type I or Type II Teams will be ordered by type and configuration (long or short) by using an Overhead Group request in ROSS. Sub-geographic areas may have Type 2 or 3 organizations that are utilized locally.

## **INTERAGENCY INCIDENT MANAGEMENT TEAMS (IMTs) (NMG, Ch. 20)**

The Eastern Area Coordinating group (EACG) hosts one Eastern Area (EA) Type 2 Incident Management Team (IMT). The team will be ordered through the Resource Ordering and Status System (ROSS) using an Overhead group request and filled with a roster. Team members are assigned to their team and will not accept miscellaneous overhead assignments (freelance), unless pre-approved by the Incident Commander (IC) and EACC Center Manager. If pre-approved, the individual must complete the freelance assignment through its entirety. The IC will not be permitted to freelance during team availability periods.

The Eastern Area Coordination Center (EACC) is responsible for coordination of the EA Type 2 IMT. EACC will serve as the primary contact for NICC for the on-call status of the EA Type 2 IMT. The EA Type 2 IMT's Standard Operating Guide will be updated annually and available through the Eastern Area

Operations Working Team (EA OWT). EACC will retain a current copy of the team's current Standard Operating Guide and post to the EACC website.

The EA Type 2 IMT will be available primarily for Eastern Area spring and fall fire season.

Availability Dates: March 1 through November 30<sup>th</sup>.

The team may be made available for assignments outside of the specific dates for within the EA as well as out-of-area support.

### **TYPE 1 IMTs (NMG, Ch. 20)**

There are sixteen (16) National Type 1 Incident Management Teams. The teams are dispersed as follows:

Northern Rockies	2	California	4
Rocky Basin	3	Northwest	2
Southwest	2	Alaska	1
Southern Area	2		

### **IMT CONFIGURATION (NMG, Ch. 20)**

Incident Management Teams ordered through NICC, regardless of type, will be in either a long or short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit ONLY. The Deputy Incident Commander is not mandatory on either team.

The Incident Commander and Deputy Incident Commander positions on National Incident Management Teams and Area Type 2 Teams may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees:

FSC1/FSC2	Finance Section Chief, Type 1 or 2
PROC	Procurement Unit Leader
COMP	Compensation/Claims Unit Leader
INJR	Compensation for Injury Specialist

### **NIMO/Type 1/Type 2 Short Team Configuration (Total of 9 positions)**

ICT1/ICT2	Incident Commander Type 1/Type 2
SOF1/SOF2	Safety Officer Type 1/Type 2
PIO1/PIO2	Public Information Officer Type 1/Type 2
OSC1/OSC2	Operations Section Chief Type 1/Type 2
AOBD	Air Operations Branch Director
PSC1/PSC2	Planning Section Chief Type 1/Type 2
LSC1/LSC2	Logistics Section Chief Type 1/Type 2
FSC1/FSC2	Finance/Administrative Section Chief Type 1/Type 2

NIMO/Type 1/Type 2 Long Team Configuration (Total of 26 positions)

DIVS	Division/Group Supervisor (4 each)
ASGS	Air Support Group Supervisor
ATGS	Air Tactical Group Supervisor
SITL	Situation Unit Leader
RESL	Resource Unit Leader (2 each)
FBAN	Fire Behavior Analyst
COML	Communication Unit Leader
SPUL	Supply Unit Leader
FACL	Facilities Unit Leader
GSUL	Ground Support Unit Leader
TIME	Time Unit Leader
COMP	Compensation/Claims Unit Leader
PROC	Procurement Unit Leader

In addition to the 26 positions identified on the Long Team configuration, Interagency Incident Management Teams may have a maximum of seventeen (17) positions to be negotiated and concurred on by the Incident Commander and the Agency Administrator from the requesting unit. Teams may also bring an additional six (6) trainee positions and six (6) S420/S520 command and general staff mentees. These positions are identified by the Interagency Incident Management Teams, not by the receiving units. Unless notified otherwise, these trainees will be mobilized for incidents on Federal lands.

Incident Management Teams that mobilize for Eastern Area incidents should be made aware of the Eastern Area Large Fire Trainee Ordering Policy. (Please see EMG, Chapter 10 for additional details).

**NATIONAL TYPE 1 IMT ROTATION PROCESS (NMG, Ch. 20)**

The National Type 1 Incident Management Team Rotation is maintained throughout the calendar year. The current rotation schedule and assignments can be found at the following website:

[http://www.nifc.gov/nicc/logistics/teams/imt\\_rotate.pdf](http://www.nifc.gov/nicc/logistics/teams/imt_rotate.pdf).

**OUT OF GACC TEAM APPLICATIONS**

An expectation of EACG is that qualified fire personnel within the EA applying for out-of- area IMTs will consider the needs of the EA Type 2 IMT before apply to other Geographic Area teams. Under guidance from the National Multi-Agency Coordinating Group (NMAC), all out-of- area IMT applications must be sent to the Eastern Area Coordination Center Manager (see Chapter 70 for address information). The EACC Center Manager will consolidate the applications and send to the EA Operations Working Team (EA-OWT) for review and concurrence. After concurrence from EA-OWT, the EA Center Manager will forward the applications to the appropriate GACC. The out of area IMT will notify the candidate upon application acceptance.

## **EA TYPE 2 IMT GENERAL OPERATING GUIDELINES**

### Purpose and General Operating Guidelines

- The EA type 2 IMT was formed and is maintained through coordinated efforts of participating agencies. The IMT is primarily to serve Agency Administrators within the Eastern Area in the management of complex wildland fires. The team may be dispatched to all-hazard incidents.
- When assigned, the IMT serves the administrators of a local administrative unit, or a group of units, and will abide by the policies of the agencies for which service is being provided.
- The IMT will apply the guidelines given in the current Interagency Standards for Fire and Fire Aviation Operations (Redbook) to assure safe and effective management strategies and tactics.
- At the conclusion of each assignment, the Incident Commander (IC) shall request a written team evaluation from the responsible agency administrator or Area Commander. A copy of each evaluation will be provided to the EA Operations Working Team Chair, EACC Center Manager, and EA Team Coordinator upon return. EACC will be responsible for maintaining current and historical team records.

### Team Oversight

The EA OWT provides oversight and management for the EA Type 2 IMT. Monitoring and evaluation of the team will be completed by EACG, EA OWT, and EACC. The jurisdictional agency(s) will be responsible for initiating, monitoring, and evaluating team performance on individual incident assignments.

Following all assignments, the IC will provide the following records to the EA Team Coordinator and the EA OWT Chair:

- Team narrative of actions on the incident during period of assignment, including daily and cumulative cost summaries.
- Team evaluations by Agency Administrator or Area Commander.
- Summary status of assigned trainees.
- Performance evaluations for team members that were rated exceptional or deficient in the performance of their position duties.

The EA Team Coordinator will keep copies of the records for EACC and the EA OWT Chair will provide copies of the documents and required reports to EACG, as needed.

The IC will immediately address and document all position performance problems in conjunction with the appropriate Section Chief or incident work supervisor on the incident (Unit Leader, Division Supervisor, etc.). Issues related to the responsibility of the Human Resource Specialist will be referred to this position for resolution assistance. Copies of all unsatisfactory Command and General Staff (C&GS) individual performance ratings will be provided to the EA OWT Chair upon return from each assignment.

Incidents involving employee conduct or ethics violations will be referred immediately to the employee's local agency administrator by the IC. The IC will notify the EACG agency representative to advise him/her that the issue has been directed to the employee's agency administrator. In addition, the IC will notify the EACC Center Manager about team performance issues.

#### Team Member Qualifications, Recruitment and Selection

All IMT members will meet their agency's qualification standards for the position(s) being applied for.

A team member recruitment notice will be issued annually by the EACG Chair. The EACG and EA OWT members, as well as the EA Team Coordinator, will be responsible for dissemination of team recruitment information within their respective agencies in a timely fashion. The recruitment notice will be posted on the EACC webpage.

Candidates available for team selection will gain approval from their appropriate supervisor for participation, including a three year commitment period for Command and General Staff positions and a one year commitment period for non-Command and General Staff positions.

If vacancies develop during the EA Type 2 IMT commitment timeframe, the IC will work with the EA OWT Chair to prepare and disseminate a notice of recruitment. The Operations Working Team will solicit applications for the Eastern Area IMT Incident Commander and Deputy Incident Commander as vacancies occur, and at the beginning of the three year commitment cycle.

Length of commitment for Command and General Staff (C&GS) positions will be three years. After the 3 year commitment, C&GS members may reapply and be selected for an additional three (3) year term.

Length of commitment for long team positions, other than C&GS, will be one year.

Command and General Staff selections will be made at the recommendation of the EA OWT. Long team selections will be at the recommendation of the C&GS, in concurrence with the EA OWT.

EACG will approve or disapprove final recommendations for all vacancies. In addition to the current selection process, the EACG may utilize interviews at the request of an EACG member for Incident Commanders.

Primary team positions that are held by a casual will be reviewed annually. Priority will be given to qualified agency applicants when all factors are considered equal in evaluating casual hires, contractors, or reserve resources.

A complete team roster will be provided to the EA Team Coordinator by the IC or representative by February 20<sup>th</sup>.

If an IMT member cannot complete their period of team commitment, they will notify their respective agency EA OWT representative following notification to the IC. An evaluation of potential job sharing or replacement will be evaluated between the IC, and the EA OWT chair.

### Recruitment and Selection Timetable

- 09/01 – Recruit for all regular rostered positions.
- 10/15 – Applications close for all rostered positions.
- 11/01 – Recommendations for C&GS members to EACG from the EA OWT.
- 11/15 – EA OWT recommendations for all positions to EACG.
- 12/01 – Notification of selection for EA IMT members.
- 02/20 – IC or designee will submit the team selection list to the EA Team Coordinator to post on the EACC website. IC or designee will submit the first rotation team roster for ROSS.
- 03/01 – IMT becomes available for team rotation.

### Tracking and Mobilization of IMT

EACC will coordinate the mobilization of the EA Incident Management Team.

The EA Team Coordinator will work closely with the IC to maintain accuracy of the EA Type 2 IMT roster in ROSS during team availability periods.

C&GS (including alternates) will be responsible for maintaining their individual availability through the ROSS self-statusing function. EA Dispatch Centers will provide C&GS resources access to ROSS web status prior to February 20<sup>th</sup> and ensure they meet all ROSS access security requirements. C&GS is responsible for maintaining close communications with their local dispatch centers during team availability periods. An alternate method of statusing may be handled by the individual home Dispatch Center.

IC or designee, in coordination with Section Chiefs and Team Coordinator, will search ROSS for EA resources to fill vacancies. The IC or Section Chiefs will make direct calls to individuals to check availability. Assistance in filling vacancies is also available from local dispatch centers.

The IC and EACC Center Manager will determine if team listing meets minimum staffing.

EACC will place requests for vacancies first within the geographic area and then to NICC to fill any outstanding requests.

#### 1. Receiving an Order

- EACC will give a pre-alert to the IC and Dispatch Centers/Center Managers of a potential team order. This will include as much information as is known, i.e. name of incident, charge code, date and time needed, reporting location, etc. (See EACC Team Mobilization Checklist in Dispatch Forms.)
- The IC will notify Section Chiefs and will emphasize that the order is potential and no action is taken until an official order is received.
- To meet work rest guidelines, team notification and mobilization should not occur between the hours of 2200 and 0500 local unit time.

- Between the hours of 2200 and 0500 local unit time, the IC and Dispatch Centers will be notified but no mobilization will occur.
- The IC will contact the host agency official and coordinate a reasonable date and time needed and agree upon modes of travel. The IC will advise EACC of arrangements agreed upon with the requesting unit. EACC will communicate new information (date and time needed, acceptable travel modes, etc.) to the Dispatch Centers/Center Managers.

## 2. Team Travel

- If the decision is to fly the team, EACC will coordinate with Dispatch Centers regarding charter flights.
- All travel is to be in close coordination with the home Dispatch Center. While enroute to the incident, the individual and Dispatch Center will maintain contact to confirm the request number and any other outstanding information, as it becomes available.
- Work/rest ratios will be followed by individual team members and will be documented in the teams SOPs.
- Travel may commence only for the C&GS before the official order is received at EACC, per approval by the IC. Additional team members require verbal approval from the IC, to travel before receipt of the official order. EACC will be notified by IC or designee of all tentative travel arrangements.
- Team members will notify their home Dispatch Centers of their travel plans before leaving. This includes vehicle IDs, ETD, ETA, RON (remain overnight) locations and pertinent cellphone numbers.
- Receiving unit is responsible for the return travel.

### Team Demobilization

The date and time for transition between the current incident management team and their replacement must be approved by the agency administrator or a designated representative. Incoming team members should be assigned and start working with current team members at a predetermined time.

The following criteria will be evaluated before releasing a Team:

- The fire must be controlled or a replacement team in command.
- All line crews that are not needed for patrol and mop-up should be released.
- Base fire camps are shut down, reduced, or in the process.
- The Planning Section Chief has prepared a narrative fire report and individual fire report as part of the final fire package.
- The Finance Section Chief should have all known finance problems solved and has contacted local budget and financial personnel.
- Fire rehab work has been completed to host unit satisfaction.
- Overhead performance ratings are completed and submitted to the host agency as part of the final fire package.
- The return of unneeded cache items is completed and all others items have been accounted for.

Finance and Logistics Section Chiefs may be required to stay longer or return to the local unit to resolve outstanding issues. The Incident Management Team should have an internal team debriefing session prior to meeting with agency administrators. Agency administrators and other designated representatives should debrief IMTs and prepare an evaluation as soon as possible after release.

Should a team be assigned to an incident and the above, or portions of the above, criteria cannot be met due to emergency conditions or other circumstances, the Incident Commander and staff will work with members of the host agency to provide for an organized and effective transition.

Reference the Interagency Standards for Fire and Fire Aviation Operations, Red Book, for more information.

#### Local Unit Dispatcher Responsibilities:

- Assist the Incident Management Team in demobilization planning.
- Assure that area priorities for release are met.
- Keep EACC or appropriate Dispatch Center informed of demobilization plans, progress, and any changes.
- Arrange staging and transportation as necessary.
- Arrange to have representatives at departure/arrival points to keep the dispatcher informed of problems and progress.
- Notify EACC or appropriate Dispatch Center when personnel depart the incident for their home unit.
- If large transports are departing from a local airport, have personnel available to weigh and manifest resources 2 hours before the flight departs.

#### Eastern Area Coordinator Responsibilities:

- Set area priorities for demobilization of resources and notify fire units.
- Keep NICC and/or home units currently informed of demobilization process.
- Relay demobilization plans to NICC and/or home units.
- Arrange for transportation as necessary.

#### Home Unit Dispatcher Responsibilities:

- Arrange for 24-hour communications if necessary.
- Schedule transportation as required.
- Arrange to have representatives at departure/arrival points to keep the dispatcher informed of progress.
- Notify EACC or appropriate dispatch center when personnel traveling by air have not arrived home within 30 minutes of scheduled arrival time.

### Overhead Desk Responsibilities:

- Overhead releases will be scheduled to meet requirements established by the Incident Management Team. Strive to consolidate overhead in groups with common destinations.

### Team Configuration

Guidelines for the configuration of the EA Type 2 IMT will follow direction specified in the NMG Chapter 20. The current EA Type 2 IMT configuration reflects the number of standard positions for a long team.

Units within the EA will order teams by type. A Type 2 Long Team configuration (26 positions plus trainees, NMG Ch. 20) will be the standard response within the EA, unless the requesting unit specifically requests a Short Team (10 positions plus trainees, NMG, Ch. 20).

When the EA Type 2 IMT is committed, additional positions will be negotiated by the IC at the time of dispatch and will be authorized by the receiving Agency Administrator after consultation.

If a short team is mobilized, the remaining long team members will be kept on call for a period of 24 hours. After 24 hours, these members will be made available for single resource assignments with IC approval.

### IMT Trainees

Once the IMT is in place, every effort will be made to utilize trainees from the EA Priority Trainee (PT) list.

In addition to the 26 positions identified on the long team configuration, IMTs may have a maximum of seventeen (17) positions to be negotiated and concurred on by the Incident Commander and the Agency Administrator from the requesting unit. As well, they may bring an additional six (6) trainee positions and six (6) S420/520 command and general staff mentees. These positions are identified by the IMTs and not by receiving unit. Unless notified otherwise, these trainees will be mobilized for incidents on Federal lands. Efforts will be made by the Incident Commander, in coordination with EACG and the requesting unit, to roster selected EA IMT trainees and EA PTs in a long team configuration.

With the approval of the IC and their Section Chief and coordinated with EACC, IMT pool trainees are available for miscellaneous overhead assignments that provide equivalent experience at the specified trainee level.

EACC will maintain the list of trainees selected for the EA Type 2 IMT. EACC must be notified of an individual's unavailability prior to mobilization. In the event that the assigned trainee is not available for their on call rotation, the IC or designee will fill that trainee slot with another trainee on the team list. The team trainee list will also be used to fill requests for individual overhead trainee positions. In the event a team trainee is unavailable, the trainee position will be filled utilizing the PT list.

Trainees are not permanent team members. Upon fulfilling the on-the-job requirements of their positions, an assignment trainee has completed their time with the team and a new trainee will be

assigned. The newly qualified individual may be assigned to an existing IMT vacancy for the remainder of that season and will be required to apply for that position for the subsequent season.

Documentation of all trainee/mentored assignments will be completed prior to incident demobilization and will include Position Task Books and a formal performance rating. The IC is responsible for assuring that all performance is documented and copies of all pertinent information is forwarded to the employee's home unit, EA OWT Chair, and EACC. The EA OWT Chair will coordinate with the IC and the EA Team Coordinator regarding the assignment of former trainees to IMT vacancies.

### Substitutions

The EA Type 2 IMT will be considered ineligible for assignments if none of the ICs are available or if more than two Command and General Staff positions cannot be filled. Command and General Staff includes ICT2, DPIC, SOF2, PIO2, two OSC2, PSC2, LSC2, and FSC2.

Substitution of IMT members during assigned availability periods will be made by the IC or designee based on ROSS availability. Generally, substitutes will be assigned for the entire remaining callout period.

### S-420/S-520 Mentoring Program

EA has adopted a mentoring program for S-420/S-520 applicants to enhance their skills and increase learning opportunities to assist with successful completion of the course. The S-420/S-520 candidates will be assigned to the EA Type 2 IMT and respond with the team as opportunity arises. The IC will coordinate their use with the host agency. (NMG, Ch. 60)

The intent of S-420/S-520 applicants participating in the mentoring program on a Type 2 IMT assignment is not to function as a trainee working on a Task Book; rather it is to allow the applicant to spend quality time on an actual incident with each of the Command and General Staff positions observing team dynamics, position roles, and interrelationships.

In addition, each applicant should be provided with contact information for individuals currently qualified for the position for which they are applying for. The applicant should be encouraged to contact that individual(s) with any questions or concerns that may arise during the mentoring process.

### Job Sharing

Job sharing of primary team positions has been adopted by EA to facilitate individual work commitments while maintaining team availability and continuity.

Job sharing will be identified on the individual's application and will be considered by the EA OWT in the normal team selection process.

Job share individuals will be identified as such on the team roster.

### Incident Commander Input to Eastern Area Coordination Group

The IC is encouraged to attend and participate in all EACG and EA OWT meetings and regularly scheduled conference calls.

#### EA Type 2 IMT Rotation and Assignment

*EA Type 2 IMT will normally be available for dispatch between the dates of March 1<sup>st</sup> through November 30<sup>th</sup>.*

Yearly roster for the EA Type 2 IMT will be effective on March 1<sup>st</sup>.

EA Type 2 IMT availability during the off-season is mutually agreed upon between the IC, EACG, and EACC Center Manager.

The IC will inform EACC of team availability upon release and demobilization from an assignment. Return to call up status will be negotiated with the EACC Center Manager. The EA Type 2 IMT will normally be provided 24 hours between assignments or such time as required to adhere to work/rest guidelines.

#### Availability

The IC and the EA Center Manager will review any primary individual who is unavailable for more than two on call rotation periods (or portions thereof) that have not been approved in advance by the IC. Recommendations resulting from these reviews will be forwarded to the EA OWT Chair.

Primary team members are expected to monitor their EA Type 2 IMT on call schedule, will be considered available, and expected to respond to dispatches. Dispatch Centers will not alter an EA Type 2 IMT member's status when performing a weekly or bi-weekly ROSS status sweep.

Availability within ROSS for all EA type 2 IMT members must reflect "Available Local".

Notification of any unavailability during on call periods must be made as far in advance as possible to their Section Chief or designee through appropriate channels. EA Type 2 IMT members will make unavailability notification, via electronic mail or phone call to their local Dispatch Center, EACC ([wieacc@fs.fed.us](mailto:wieacc@fs.fed.us)), and their Section Chief prior to the next on call period. If notification cannot be made electronically, EA Type 2 IMT members can make notification via telephone to their Dispatch Centers and Section Chiefs. Unavailability notification must include their name, unavailability dates, and the reason for unavailability. It is the responsibility of EA Type 2 IMT members to update their availability with the appropriate Dispatch Centers during routine IMT rotations. Dispatchers will not contact IMT members to verify availability during routine EA Type 2 IMT rotations.

The IC or designee will notify the EA Team Coordinator of team position replacements. The EA Team Coordinator or designee will modify the ROSS roster to reflect team position replacements.

In the event that the EA Type 2 IMT is placed on call outside of the regular rotation dates, the appropriate Dispatch Center will verify each team member's availability.

The EA Type 2 IMT selection list, Operations Guide, and pre-orders will be posted to the EACC web page.

**NIMO INCIDENT MANAGEMENT TEAM TYPE OF ASSIGNMENTS (NMG, Ch. 20)**

**NATIONAL AREA COMMAND TEAM (NMG Ch. 20)**

**NATIONAL AREA COMMAND TEAM CONFIGURATION (NMG, Ch. 20)**

National Area Command Teams are ordered through established ordering channels from NICC. Teams are comprised of six (6) positions: four (4) specific positions and two (2) trainees identified by the Area Commander. Area Commander and Assistant Area Commander positions may only be filled by current agency employees.

ACDR	Area Commander
ACPC	Area Command Planning Chief
ACLIC	Area Command Logistics Chief
ACAC	Area Command Aviation Coordinator
	Area Command Trainee (2 each)

**NATIONAL AREA COMMAND TEAM ROTATION PROCESS (NMG, Ch. 20)**

The National Area Command Team Rotation is maintained throughout the calendar year. The current rotation schedule and assignments can be found at the following website:

[http://www.nifc.gov/nicc/logistics/teams/area\\_rotate.pdf](http://www.nifc.gov/nicc/logistics/teams/area_rotate.pdf)

**INCIDENT SUPPORT TEAMS (NMG, Ch. 20)**

Incident support teams will be ordered using an Overhead Group request in ROSS, with the exception of Aviation Safety Assistance Teams.

**NATIONAL INTERAGENCY BUYING TEAMS (BUYT) (NMG, Ch. 20)**

National Interagency Buying Teams are National Resources. There are thirteen (13) National Interagency Buying Teams. The teams are dispersed as follows:

Northern Rockies	2
Rocky Basin	1
Southwest	2
California	2
Northwest	2
Southern	1
Eastern	2
Alaska	1

**EASTERN AREA BUYING TEAMS**

The Eastern Area has two National Interagency Buying Teams. EACC is responsible for management of the team rosters. Our leaders (BUYLs) for 2016 are:

Mark Corse, PA-ALF, WV-CAC

Carol Northrop, PA-ALF, WV-CAC

Tamie Thompson, MI-HMF, MI-MIDC

**BUYT CONFIGURATION (NMG, Ch. 20)**

Teams are comprised of a leader and six (6) team members. One of the six members may be assigned as an assistant or deputy leader. In addition to the seven-member team, personnel from the incident host agency or alternate buying team members may be added, as needed, to supplement the primary team. One (1) member of the team must be a Contracting Officer.

National Interagency Buying Teams will consist of the following positions:

- Two (2) qualified procurement personnel
- Four (4) personnel support positions
- One (1) procurement or leader trainee

**BUYTs ROTATION PROCESS (NMG, Ch.20)**

National Interagency Buying Teams will remain on call for a maximum fourteen (14) days.

At the time (clock hour and day of week) a National Interagency Buying Team from the National Interagency Buying Team Rotation list is mobilized, the next eligible National Interagency Buying Team in rotation will be notified and will remain in call status for the next fourteen (14) day period. The next two (2) National Interagency Buying Teams in national rotation will also be notified of the schedule change. Geographic Areas unable to provide a National Interagency Buying Team when ordered for a national assignment will be listed as unavailable on the National Interagency Buying Team Rotation list and not be considered until the designated Geographic Area slot rotates into position again.

Geographic Areas with more than one (1) National Interagency Buying Team may decide which “eligible” team responds to a national call. Geographic Areas must pass if no eligible National Interagency Buying Team can meet the 24-hour call.

National Interagency Buying Teams will be considered unavailable for a national assignment if more than one (1) procurement position is to be filled with a substitute.

The National Interagency Multi-Agency Coordinating Group (NMAC) retains the authority to adjust the National Interagency Buying Team Rotation list when necessary to achieve team experience objectives or for other reasons.

The current National Interagency Buying Team Rotation list and team's assignments can be found at the following website: [http://nifc.gov/nicc/logistics/teams/buy\\_rotate.pdf](http://nifc.gov/nicc/logistics/teams/buy_rotate.pdf).

**ADMINISTRATIVE PAYMENT TEAMS (APTs) (NMG, Ch. 20)**

**ADMINISTRATIVE PAYMENT TEAMS CONFIGURATION (NMG, Ch. 20)**

**NATIONAL ADMINISTRATIVE PAYMENT TEAM SCHEDULE PROCESS (NMG, Ch. 20)**

**BURNED AREA EMERGENCY RESPONSE TEAM (BAER) (NMG, Ch. 20)**

**DOI INTERAGENCY BURNED AREA EMERGENCY RESPONSE TEAM CONFIGURATION (NMG, Ch. 20)**

**DOI BURNED AREA EMERGENCY RESPONSE TEAM MOBILIZATION PROCESS (NMG, Ch. 20)**

**NATIONAL FIRE PREVENTION AND EDUCATION TEAMS (NFPET) (NMG, Ch. 20)**

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels in ROSS using an Overhead Group request to EACC. The NFPET Geographic Area Coordinator will work with EACC to fill the request. Teams will be configured according to national standards.

**NFPET CONFIGURATION (NMG, Ch. 20)**

The minimum mobilization will be one (1) team leader and two (2) team members, consisting of the following positions:

PETL	Fire Prevention Education Team Leader
PETM	Fire Prevention Education Team Member
PIO1	Public Information Officer Type 1 or,
PIO2	Public Information Officer Type 2 or,

Additional positions that can be utilized include:

PETL (T)	Fire Prevention Education Team Leader Trainee
PETM (T)	Fire Prevention Education Team Member Trainee
PIOF	Public Information Officer
PREV	Fire Prevention Technician
INVF	Wildland Fire Investigator
THSP	Public Affairs (agency employee only)

Actual team composition will be determined by the team leader and the ordering unit on a case-by-case basis based on the needs of the assignment.

**NFPET COORDINATORS (NMG, Ch.20)**

**EASTERN AREA FIRE PREVENTION EDUCATION TEAM COORDINATOR**

Maureen Brooks, Northeastern Area S&PF  
Newtown Square, PA  
(610) 557-4146-Office  
(610) 742-7614-Cell  
Email: mtbrooks@fs.fed.us

**WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST) (NMG, Ch. 20)**

The Eastern Area will utilize FAST teams depending on the level, the duration, and the dispersion of activity across the region.

**FAST CONFIGURATION (NMG, Ch.20)****FAST MOBILIZATION PROCESS (NMG, Ch. 20)****AVIATION SAFETY AND ASSISTANCE TEAM (ASAT) (NMG, Ch. 20)**

Aviation Safety Assistance Teams (ASAT) enhances safe, efficient and effective aviation operations. ASATs provide assistance to unit and aviation managers, flight crews, and Incident Management Teams for increasing or declining incident aviation activity.

Orders for ASATs will originate at EACC. If a team cannot be filled internally, it will be placed to NICC through the established ordering channels. The following configuration, or a similar configuration based upon the needs of the ordering unit, will be used when ordering an ASAT:

- THSP – Aviation Safety Manager
- THSP – Operations Specialist (helicopter and/or fixed wing)
- THSP – Pilot Inspector
- THSP – Maintenance Inspector (optional)
- THSP – Avionics Maintenance Inspector (optional)
- Aircraft Dispatcher (Optional)

Teams require 24 hours for mobilization.

During widespread fire aviation activity throughout the Eastern Area, a centralized location for the formation, briefing, and debriefing of ASATs may be established. This shall be coordinated by EACC.

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

**ASAT CONFIGURATION (NMG, Ch. 20)**

**ASAT MOBILIZATION PROCESS (NMG, Ch. 20)****SERIOUS ACCIDENT INVESTIGATION TEAMS (SAIT) (NMG, Ch. 20)**

Serious Accident Investigation Teams investigate serious wildland fire accidents. Serious wildland fire accidents are defined in the Interagency Standards for Fire and Fire Aviation Operations (Red Book), Chapter 18.

Team members ordered through established channels will be mobilized as THSPs. EACC will use the following mobilization procedures for Serious Accident Investigation Team(s):

- The Agency Administrator will designate a Team Leader and will contact the EACC Coordinator with the team leader name and configuration information. EACC will verify resource availability.
- The following positions will be filled with one person as selected by the Agency Administrator, as needed:

THSP – Team Leader

THSP – Chief Investigator

THSP – Advisor/Safety Manager

THSP – Interagency Representative

THSP – Subject Matter Expert (experienced in specialized occupation)

PIO – Public Information Officer

It is important for EACC to work closely with the Team Leader and the Agency Administrator to ensure the necessary positions are filled.

The Team Leader will ensure that the field unit has complied with Master Agreement provisions regarding union notification.

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

**CRITICAL INCIDENT STRESS MANAGEMENT TEAMS (CISM)**

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

Examples of critical incidents include but are not limited to: aviation or motor vehicle accidents resulting in critical injury or death, fire shelter deployments and burn overs, suicide of a co-worker, line-of-duty death of a coworker, body recovery work, any incident causing fear or anticipation of death, or any traumatic event resulting in massive media coverage.

Critical Incident Stress Management (CISM) is a positive and supportive definitive discussion of the events that took place. The aim of the meeting is to help employees' process emotionally difficult events in order to prevent post-traumatic stress disorder and to return them to a healthy work state as quickly as possible. CISM is not group therapy, nor a critique of the incident.

CISM activation provides an organized approach to the management of stress responses for personnel having been exposed to a traumatic event in the line of duty. These procedures do not prevent an employee from seeking individual consultation through their agency's Employee Assistance Program (EAP).

CISM personnel and teams are usually provided internally or through locally contracted services. Ideally, the session should take place 24 - 72 hours after the event. Each dispatch center will pre-identify local source(s) for CISM teams. Ordering a team may be done at the local level through dispatch. To assist with activation decisions, a CISM Activation Worksheet and Roles and Responsibilities document are posted on the EACC website under Dispatch - Dispatch Forms.

If no teams are available locally, the order will be placed to EACC. Include a Unit Point of Contact and a brief description of the nature of the incident. CISM support personnel are ordered as THSP. If there are no CISM personnel in the Eastern Area, the order will be filled from outside the geographic area. Expect a 48 hour response time for teams coming from outside of the geographic area.

The costs for CISM services in fire operations are to be charged to the fire's cost code. Non-fire incidents should be charges to the Unit.