



**EASTERN AREA COORDINATION GROUP  
*INCIDENT BUSINESS WORKING TEAM***

**To:** EA Coordinating Group

**From:** John Berst, EACG Chairperson

**Topic:** Mobilization of Crews – On and Off Shift time Clarification and Guidelines in Travel Status –Case Scenario

**Case Scenario:** Crews were dispatched to a Mob center for a charter flight out to their assignment. The charter flight was delayed several times on estimated arrival time. Eventually the charter aircraft arrived and due to flight restrictions, the departure time was moved to the following morning.

Crews were bedded down for the evening at the Mob center. Cots, blanket and food were provided for personnel.

**Background:** On and Off-shift time is specifically referenced in the NWCG Incident Business Handbook (IIBMH) Chapter 10 Sections 12.2-12.8

**Overview:** The EACG Incident Business Working Team members reviewed scenario and consulted with our National and EACG IBWT contacts and we agree on the following:

- IIBMH Section 12.3 Travel and Related Waiting Time 2. Travel Interruptions Guidance
  - Personnel should be compensated for **up to 3 hours** of overtime if the travel time occurred outside their regular tour of duty, except as noted in Meal Breaks 12.3—3.
  - Example: Crewmember Dave is on an 8 hour normal tour of duty. He started at 0800 and arrived at the mob center at 1200. He was able to eat lunch and showed a 30 meal break. The flight was scheduled for 1500 departure but departed was delayed to 1700 and then 2000. Crewmember Dave and crew stood by until the plane arrived at 2030 and were notified that the plane would depart in the a.m. Dave should post his 8 hr day and 3 hours of travel interrupted overtime.
- Section 12.4 Ordered Standby
  - Part 3. Time spent in a mobilization or demobilization center, or other general area, including incident base, where the individual can rest, eat, or, to a limited degree, pursue activities of a personal nature is not compensable as ordered standby.

- Such time is compensable only to the extent needed to complete the guaranteed hours (8, 9, or 10) for that calendar day. No pay authority exists to guarantee individuals more than their base hours. Incident Commanders or Agency Administrators do not have the authority to guarantee **more than base hours**.
- Ordered Standby does not apply in the scenario or in most mobilization centers for the transport of crew in and out of the GACC.
  
- Section 12.8 Other Pay Provisions, 3. Inadequate Food or Lodging
  - Adequate food is defined as: meals ready to eat (MRE's), sack lunches, military-type rations, hot can or similar meals
  - Adequate lodging is defined as: a sleeping bag (paper or cloth) or blanket or equivalent covering to provide protection from the elements for sleeping.
  - These provisions above provide for non-exempt employees and casuals only. There is no authority for anybody to grant compensation for this condition to exempt employees.
  - Conditions of the mob center in this scenario **did not** meet the provisions of Inadequate Food or Lodging.

**Summary:** Case by case analysis of time and pay issues are always the norm. Many factors play into making the best fair and equitable decisions in Incident Business practices. Three main general understanding points can be summarized from this scenario discussion.

- Mobilization centers meet the conditions for adequate food and lodging provision.
- Ordered Standby is a very rare occurrence.
- Travel Interruptions occur all the time in incident mobilization. Fair application of the IIBHM policy and guidelines is essential.

Any questions concern this or any other Incident Business Practices can be direct to Angie Jurgens Larson, Eastern Area Incident Business Working Team Chair.

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