



## D-310 Unit 4: Overhead



**Summary:** This unit focuses on the Overhead function as it relates to the Expanded Dispatch Support Dispatcher (EDSD) position. The different types of overhead resources are reviewed. Students will have opportunities to practice filling out overhead requests and coordinating with other dispatch functions.

## Unit 4: Overhead

### Objectives

Students will be able to:

- Mobilize, reassign, and demobilize overhead resources in a safe and cost-effective manner.
- Describe characteristics of specific overhead resources (e.g., single resources, teams, Technical Specialists [THSPs], modules).
- Utilize supplemental forms associated with overhead mobilization, reassignment, and demobilization.
- Describe the interaction the overhead dispatcher must have with the other functional areas within the incident support organization.

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### Unit Objectives

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### Incident Position Standards Alignment

#### Expanded Dispatch Support Dispatcher



This unit aligns with the following Expanded Dispatch Support Dispatcher (EDSD) Incident Position Standards located at <https://www.nwcg.gov/positions/expanded-dispatch-support-dispatcher/standards-and-references>.

EDSD responsibility alignment

- Review and manage existing requests.
- Receive and manage new requests.
- Communicate and manage resources in preparation for reassignment or demobilization.
- Perform effectively in each of the four functional areas.
- Establish and maintain communication with frequent contacts.

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### Responsibilities Addressed in Unit

- Review and manage existing requests.
- Receive and manage new requests.
- Communicate and manage resources in preparation for reassignment or demobilization.
- Perform effectively in each of the four functional areas.
- Establish and maintain communication with frequent contacts.

## Unit 4: Overhead

### Overhead

- Personnel ordered with "O" numbers as individual resources assigned to an incident



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### Overhead

- Personnel ordered with "O" numbers as individual resources assigned to an incident

### Overhead Positions

- Identified by a four-character acronym
  - Examples
    - DIVS = Division/Group Supervisor
    - ICT3 = Incident Commander Type 3
    - FFT1 = Firefighter Type 1 (Squad Boss)
    - FAL2 = Intermediate Faller
- Position code information
  - [NWCG Standards for Wildland Fire Position Qualifications](#), PMS 310-1
  - [Incident Qualifications and Certification System \(IQCS\) position codes](#)

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### Overhead Positions

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  - Incident Qualifications and Certification System (IQCS) position codes

### Technical Specialists (THSPs)

- Duty Officer
- Air Resource Advisor
- Geographic Area Coordination Center (GACC) Meteorologist



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### Technical Specialists

- Special considerations
  - Use of the THSP position code should only be used when no other appropriate position code exists and requires additional information describing the specialty to be included with the request.
  - For example:
    - Duty Officer
    - Air Resource Advisor
    - Geographic Area Coordination Center (GACC) Meteorologist

## Unit 4: Overhead

### Administratively Determined Resources (ADs) & Emergency Firefighters (EFFs)



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### Administratively Determined Resources (ADs) and Emergency Firefighters (EFFs)

- Follow local procedures for AD/EFF hiring (e.g., local dispatch, local finance, at incident).
- Things to consider when using an AD or EFF:
  - Ensure regular agency and cooperator resources have been exhausted first.
  - Are they signed up?
  - Who is their hosting agency? (Where is their point of hire?)
  - Are they self-sufficient (e.g., own credit card, transportation, lodging)?

## Unit 4: Overhead

### Modules

Modules are a trained group of individuals that provides a specialized task.

- Examples:
  - Wildland fire module
  - Helicopter module
- Other examples?



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### Modules

- A trained group of individuals that provides a specialized task. For example:
  - Helicopter
  - Wildland fire
- Refer to *National Interagency Standards for Resource Mobilization*, Chapter 20 Overhead and Teams.



## Unit 4: Overhead

### Teams (1 of 2)



- Complex Incident Management Team (CIMT)
- Buying Team (BUYT)
  - Geographic area and national
- National Incident Management Organization (NIMO)
- Critical Incident Stress Management (CISM)

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### Teams (1 of 2)

- An established organized group of individuals assembled to work together to accomplish the same objective.

## Unit 4: Overhead

### Teams (2 of 2)



- Burned Area Emergency Response (BAER) Team
- National Fire Prevention Education Team (NFPET)
- Fire and Aviation Safety Team (FAST)

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### Teams (2 of 2)

- Current recognized teams are listed in the *National Interagency Standards for Resource Mobilization*, Chapter 20 Overhead and Teams.
- Notify the supervisory dispatcher of all team orders.
- Dispatchers may fill orders for complete teams or may fill only one position, depending on the request.
- Team configurations can be found in national and geographic area standards for resource mobilization.

# Unit 4: Overhead

## IMT Pre-Order

SUPPLIES		DELIVER TO	
101	101	101	101
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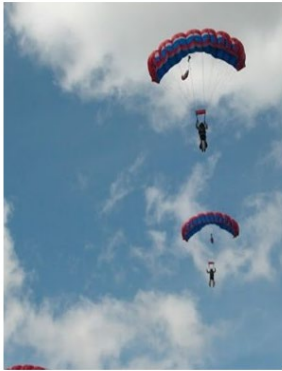
- Upon initial mobilization, Incident Management Teams (IMTs) will have a pre-order.
- The pre-order may request resources from ALL functional areas.

## IMT Pre-Order

- Complex Incident Management Teams (CIMTs)
- When ordering a specialty team that does not have a standing roster, it is important to determine the positions needed prior to placing the order.

### Smokejumpers and Rappelers

- Usually ordered through Initial Attack (IA) dispatch.
- Expanded dispatch may assist with booster orders.



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### Smokejumpers and Rappelers

- Generally, smokejumper and rappeler orders are handled through the Initial Attack (IA) dispatch.
- Refer to the *National Interagency Standards for Resource Mobilization* for the ordering process.
- Expanded dispatch may see booster and pre-position orders.

### Receipt of an Overhead Request

- Is it an Incident Command System (ICS) position?
- Are the correct position codes being used?
- Is it a specialized position?
- Can it be hired locally?
- Are tools required with the overhead (e.g., programmable handheld radios, Global Positioning System [GPS], specific equipment)?
- Are trainees, ADs/EFFs, portal-to-portal, or contractors acceptable?
- Can the needed date and time be safely met?

When in doubt, ask questions.  
Make sure you know what you are ordering!

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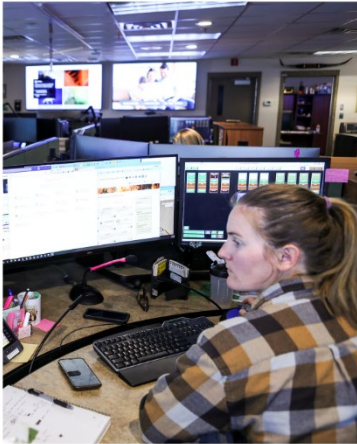
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### Receipt of an Overhead Request

- Steps to consider
  - Is it an Incident Command System (ICS) position?
  - Are the correct position codes being used?
  - Is it a specialized position?
  - Can it be hired locally?
  - Are tools required with the overhead (e.g., field observers with programmable King radios, Global Positioning System [GPS])?
  - Are trainees, ADs/EFFs, portal-to-portal, or contractors acceptable?
  - Can the needed date and time be safely met?
  - When in doubt, ask questions. Make sure you know what you are ordering!

### Placing an Overhead Request



- Clarify overhead ordering procedures at your initial briefing to ensure safety guidelines are met.

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### Processing an Overhead Request

- Placing procedures
  - At your initial briefing, clarify what the local process/preference is prior to ordering resources to ensure safety guidelines are met.
  - Neighborhood policies.
  - Local agreements.
  - Compacts.
  - Memorandums of Understanding (MOUs).
  - Local hire.

## Unit 4: Overhead

### Finding Resources

- Local resources
- Special inclusions/exclusions
  - AD/EFF
  - Federal/Host Agency/State Only
  - Contractor
  - Trainee acceptable

-- None --

-- None --

Federal Only

Host Agency Only

Non-Federal Only

State Only

Request

Inclusions

-- None --

☐ EFF/AD Exclusion

☐ Contractor Not Acceptable

☐ Portal to Portal Acceptable

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### Finding Resources

- Locally available?
- Special inclusions/exclusions?
  - AD/EFF ok?
  - Federal/Host Agency/State Only?
  - Contractor?
  - Trainee acceptable?

### Name Requests

The processing of name requests should always be discussed with the supervisory dispatcher prior to placement.

- The individual named must be available and qualified for the assignment.
- The ordering unit must have specific needs clearly stated when placing a name request.
- When ordering a THSP, the position duties need to be clearly defined.

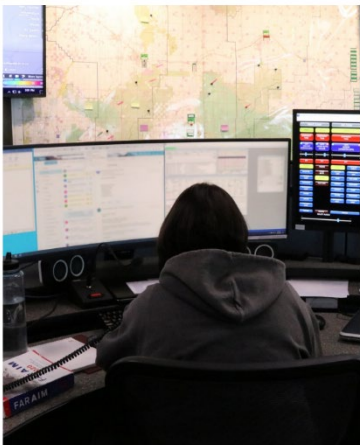
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### Name Requests

- Processing name requests
  - The procedures for processing name requests should always be discussed with the supervisory dispatcher and be clearly established at the initial briefing.
  - The individual being requested must be available and qualified for the assignment.
  - The ordering unit must have specific needs clearly stated when placing the name request.
- Advantages and disadvantages
  - Only a few people in the country are qualified to do a specific task.
  - Funding/payment considerations.
  - Different agency policies.



### Reassignments



- Follow local policy.
- Work with the demobilizing incident.
- Check for other qualifications.
- Arrange travel.
- Ensure the appropriate parties have received the completed order with travel.

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### Reassignments

- Follow local policy. Often, before your incident's resources can be demobilized, new requests emerge. Many overhead resources may be reassigned.
- During reassignment, the overhead dispatcher becomes the sending dispatcher and has various responsibilities.
  - Notify the demobilizing resource of reassignment.
  - Verify availability and qualifications with the resource or Demobilization Unit Leader (DMOB).
  - Fill the order.
  - Arrange travel, considering time frames and safety.
  - Ensure the appropriate parties have received the completed order with travel.

### Unable to Fill (UTF) Policy

- Refer to the *National Interagency Standards for Resource Mobilization* for the current policy.
- If there is a known shortage of a requested resource, consider other alternatives.

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### Unable to Fill (UTF) Policy

- Refer to the *National Interagency Standards for Resource Mobilization*.
- How long it will take to fill the order depends on resource availability, planning level, and incident priority.
- If you know there is a shortage of the requested resource and the request may be hard to fill, consider these options:
  - Can a substitute position be used?
  - Is a trainee acceptable?
  - If a request cannot be filled regionally, is it reasonable to place the request with the National Interagency Coordination Center (NICC)?

## Unit 4: Overhead

### Activity: Coordination with Other Functions (1 of 2)

Helicopter Manager (HMGB)	
Contracting Officer's Technical Representatives (COTRs)	
Team	
Airport Pickup	
Strike Team Leader Crew (STCR)	

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### Activity: Coordination with Other Functions

**Purpose:** Familiarize yourself with examples of functional interaction within expanded dispatch.

**Materials:** None.

**Instructions:** For the following functions, identify with whom you would coordinate.

- HMGB
- COTR
- Teams
- Airport pickup
- STCR

## Unit 4: Overhead

### ICS Qualifications and Hierarchy

- Become familiar with ICS qualifications and agency guides (e.g., *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1).
- The sending unit is responsible for certifying qualifications of overhead resources.

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### ICS Qualifications and Hierarchy

- Become familiar with ICS qualifications. Review the Fire and Aviation Management Qualifications Handbook, FSH 5109.17 or *NWCG Standards for Wildland Fire Position Qualifications*, PMS 310-1.
- The sending unit is responsible for certifying qualifications of overhead resources.
- Qualifications are documented on an Incident Qualifications Card (Red Card) and in IROC.
- Verification of all qualifications prior to assignment is important for position substitutions and reassignments.

### Additional Forms and Scenarios



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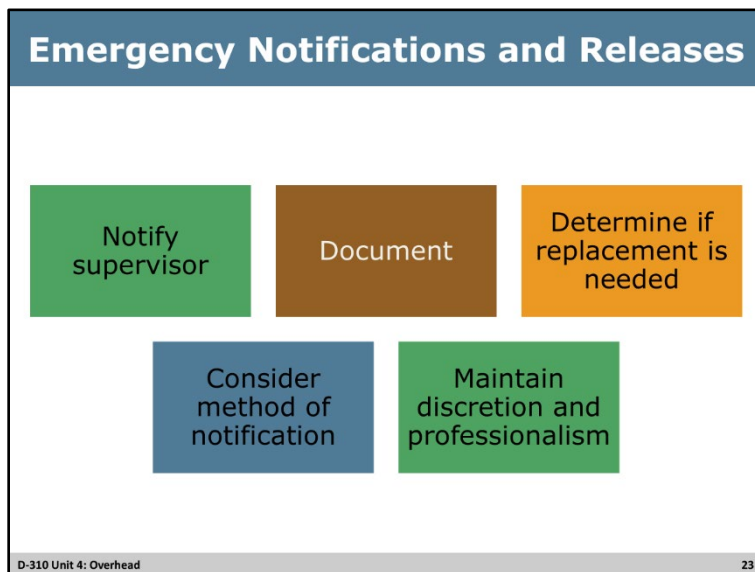
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### Additional Forms and Scenarios

- Emergency notifications and releases

## Unit 4: Overhead



### Emergency Notifications and Releases

- At the initial briefing, discuss the procedures for the local organization with your supervisor.
  - Notify your supervisor of every emergency release request.
  - Document all emergency release information on an Emergency Release/Message Form.
  - Determine if a replacement resource needs to be ordered.
- Emergency requests may originate either at the incident or from the home unit.
  - Ensure that consideration is given to how messages are delivered.
    - Some messages are not to be transmitted over the radio.
    - In some cases, individuals should be brought off the fireline before receiving the message.
  - Ensure that emergency messages remain in perspective and are not distorted as they are processed through the channels.
    - Do not interpret or personalize the message.
    - Maintain your professional etiquette.
    - Confirm contact, follow up, and document, document, document!
  - Document "tracks" of all emergency releases on an Emergency Release/Message Form and in the documentation of the resource order.
  - Determine if a replacement resource needs to be ordered.

### Preparedness/Severity Orders

- The Detail Request Form should be available on the GACC website.
- Used to supplement staffing; not for emergency mobilizations.

Questions? Ask your Expanded Dispatch Supervisory Dispatcher (EDSP).

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### Preparedness/Severity Orders

- Refer to the Detail Request Form at <https://gacc.nifc.gov/sacc/resources/forms/detailrequest.htm>.
- Preparedness and severity orders for details:
  - These are used to supplement staffing during periods of severe fire danger.
  - These are not emergency mobilizations. Communicate with your Expanded Dispatch Supervisory Dispatcher (EDSP) if there are any questions.

## Unit 4: Overhead

### Other Supplemental Forms

- Resource Extension Request Form
- Demobilization/tentative release form
- General Message (ICS 213)

**Resource Extension Request Form** January 2011

**A.) RESOURCE AND INCIDENT INFORMATION:**

Resource Name \_\_\_\_\_ Home Dispatch or Home Unit ID \_\_\_\_\_  
Incident Name \_\_\_\_\_ Incident # \_\_\_\_\_ Request # \_\_\_\_\_  
Position on Incident \_\_\_\_\_ Email \_\_\_\_\_ Fax # \_\_\_\_\_  
Home Unit Supervisor \_\_\_\_\_ Incident Supervisor \_\_\_\_\_ Incident Position \_\_\_\_\_

**B.) REQUESTED BY:**

Incident Supervisor \_\_\_\_\_ Incident Position \_\_\_\_\_

**C.) EXTENSION INFORMATION:**  
Prior to any extension, consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

Length of Extension \_\_\_\_\_ Last Workday \_\_\_\_\_

Justification (Select from the list below):  
☐ Life and Property are imminently threatened,  
☐ Suppression objectives are close to being met, or  
☐ Replacement resources are unavailable or have not yet arrived

Explanation for Extension:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D.) APPROVED BY:**

1) Incident Commander or Deputy \_\_\_\_\_ Email \_\_\_\_\_  
2) Resource or Resource Supervisor \_\_\_\_\_ Email \_\_\_\_\_  
3) Host GACC (including single resource Overhead) \_\_\_\_\_ Email \_\_\_\_\_  
4) Home Unit Supervisor \_\_\_\_\_ Email \_\_\_\_\_  
5) Sending GACC (including single resource Overhead) \_\_\_\_\_ Email \_\_\_\_\_  
6) NICE (only if National Resource) \_\_\_\_\_ Email \_\_\_\_\_

Return to \_\_\_\_\_ Email/Fax \_\_\_\_\_

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### Other Supplemental Forms

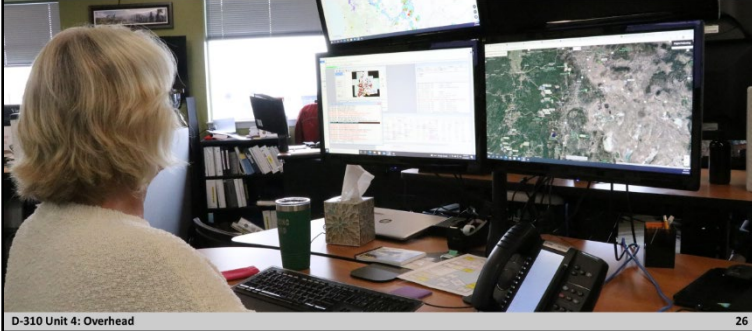
- Resource Extension Request Form
- Demobilization/tentative release form
- General Message (ICS 213)



## Unit 4: Overhead

### Activity: Filling Requests

- What questions would you ask when processing these requests?



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### Activity: Filling Requests

**Purpose:** Learn the thought processes of an EDSD – overhead.

**Materials Needed:** Flip chart, markers.

**Instructions:**

- Participate in a discussion.
- Share what questions you would ask when processing the following overhead requests.

O-58, Saw Team or Fallers

O-118, Planning Section Chief (PSC)

O-123, Biologist

O-127, Driver with pickup

O-168, Carpenter

## Unit 4: Overhead

O-179, Purchasing Agent

O-347, Helibase Manager

O-368, Security Specialist

O-398, Information Officer

O-440, Rehabilitation Specialist

O-447, Aircraft Base Radio Operator (ABRO)

O-500, Order a Team

## Unit 4: Overhead

### Summary

- Use of the THSP position code is only appropriate when no other appropriate position code exists.
- Follow local procedures for AD/EFF hiring.
- When you receive an overhead request, ask questions to ensure you know what you are ordering and understand local ordering procedures.
- The procedures for processing name requests should always be discussed with the supervisory dispatcher and be clearly established at the initial briefing.
- Follow local policy on reassignments. Many overhead resources may be reassigned.
- The sending unit is responsible for certifying qualifications of overhead resources.
- A Resource Extension Request Form is used to request permission signatures to allow resource extensions.

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### Summary

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- Follow local procedures for AD/EFF hiring.
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