



GUIDANCE FOR USE OF THE GREAT BASIN COORDINATION CENTER SUPPORT CODE

Purpose and Intent

The purpose of this document is to clarify the appropriate use of the Great Basin Support Code. The guidelines in this document are a collection of existing policy, not new direction.

The intent of Great Basin support code use is to ensure the geographic area is appropriately staffed to meet anticipated and existing incident needs through the prioritization and mobilization of additional resources to strategic locations within the Great Basin.

Pertinent guidance from the USFS and BLM on the use of support codes are quoted below. Other agencies may have similar guidance:

“Support codes will be used for prepositioning or when an employee is providing general fire support due to the imminent short-term threat of high fire danger, such as a predicted wind event or lightning episode, but cannot reasonably separate out time to a specific P-code or ABCD fire.”

“Regardless of benefitting jurisdiction, NICC and GACCs can preposition resources using their assigned support code in advance of predicted significant wildland fire potential; to meet ongoing fire activity needs when the resource assignment is not yet known; or for resources supporting multiple incidents.” *Source: Forest Service FY 2019 Guidance for Use of Incident Job Codes, pg. 2*

“Regardless of benefitting jurisdiction, Geographic Area Coordination Centers can preposition resources using their assigned support fire code in advance of predicted significant wildland fire potential; to meet ongoing fire activity needs when the resource assignment is not yet known; or for resources supporting multiple incidents.” *Source: BLM Standards for Fire Business Management (Orange Book), pg. 9-4*

Types of Codes

Fire managers have the following funding options when hosting additional resources. The decision of which code to use depends on who needs the additional resources:

- A. GACC Support: resources managed by the GACC to support regional or national priorities.
- B. Local Support: resources managed by the local dispatch center manager and agency duty officers to support local priorities.
- C. Agency Severity: resources managed by the agency during severe conditions.
- D. Agency Preposition: resources managed by the agency when other funding is unavailable.
- E. Fire Codes: resources managed by a specific incident.

Activation of the GBCC Support Code

The Great Basin Coordinating Group authorizes GBCC Center Manager and/or Coordinator on Duty (COD) to mobilize resources for on-going incidents, establish mobilization and staging areas for prepositioning of resources and coordinate the appropriate use of the GACC support code in cooperation with local dispatch center managers and regional and state duty officers.

“The Great Basin Center Manager with direction from the Great Basin Coordinating Group ... Mobilizes resources within the Great Basin for ongoing incidents or anticipated need, in conjunction with the agency duty officers and local dispatch offices.”

Source: GBCG Center Manager Delegation

Each fiscal year, GBCC requests that each dispatch center in the geographic area establishes an incident in the resource ordering system for anticipated use of the GACC Support Code (i.e. 2019 Boise GACC Support).

Resources that are typically assigned to the GACC Support resource order include GBCC dispatch support, crews, task force and strike teams, smokejumper contingents and aviation assets.

The GACC Support order is also used for the prepositioning of resources throughout the geographic area for staging. Requests for these resources go through the following channels:

1. The GBCC Center Manager or COD may call the local dispatch center manager and ask if they are willing to host resources. The local Center Manager will then reach out to the local duty officers to discuss the willingness to host, the type(s) of resources and the best location for supporting the incoming resources.
2. The GBCC Center Manager or COD may call the Regional or State Duty Officer to discuss staging or hosting resources in their state or area. The Regional or State Duty Officer will then contact their FMO's to determine the willingness, ability and desire to host. The Regional or State DO will then communicate back with GBCC COD or Center Manager with the types of resources and locations where the resources could be best utilized.
3. The duty officers of local units can offer to support staged/hosted resources through their state or regional duty officer, who will communicate that to the GBCC Center Manager and/or Coordinator on Duty. The Regional or State DO will then communicate back with GBCC COD or Center Manager with the types of resources and locations where the resources could be best utilized.

Arrival of Resources - Roles and Responsibilities

A. **Hosting Unit** (dispatch and duty officers) responsibilities include, but are not limited to:

1. Briefing the incoming resources. Incoming resources will be provided a briefing by hosting unit that will include maps, frequencies, contact information for local dispatch and local duty officers.
2. Logistically support the hosted resources. (See Appendix I)
3. Assigning daily tasks. Hosted resources may be assigned daily tasks and may be utilized by the local unit for project work.

- a. When utilizing hosted resources on local projects, coordinate with GBCC COD about the location and time of response from the projects.
 4. Coordinate any extensions and applicable paperwork through established dispatch channels.
- B. All Resources** on the GACC Support must maintain readiness for local initial attack or reassignment within the geographic area.
- C. Established Staging Areas and Mobilization Centers** (See Appendix II)

“Support codes will also be used when resources are being ordered for active fire incidents, but the location of the resource assignment is not known (staging). Use of this code for staging should be short term in nature and resources should charge to the appropriate incident code once re-assigned from staging.” *Source: Forest Service FY 2019 Guidance for Use of Incident Job Codes, pg. 2*

D. Great Basin Coordination Center and State/Regional Duty Officers:

1. The Regional and State DO will discuss placement and movement of the resources with GBCC COD and assess the need for reassignment or relocation within the Great Basin.
2. Coordinate with host unit for reassignments.
3. Reassignments to incidents within the Great Basin Geographic Area and relocation on the GB Support code will go through normal dispatch channels.
4. Resources on Great Basin Support can be reassigned at any time within or outside the GACC.

Reassignment of Resources

The GBCC will be notified once these resources are committed to a fire, and have a discussion about whether to replenish resources at the hosting unit or staging areas.

Before resources are released back to their home unit, have a conversation with the GBCC on whether to bring them back on the GACC support order or have them reassigned to a different incident.

A. Hosting Unit

1. Hosted resources may be reassigned for IA or extended attack if needed. Resources should be reassigned in ROSS as soon as practical to the new incident.
2. If a local need other than IA is identified (such as desire to have local control of the resource) by the hosting unit the resource will be reassigned to the new incident and new financial code, such as:
 - a. Severity
 - b. Local Support Code
 - c. Agency Preposition
 - d. Preparedness (hard dollars)

B. Great Basin Coordination Center

- Assess need to replenish resources in the Great Basin as they are assigned to local incidents.

- Continually assess the location of resources on Great Basin Support incidents and relocate to areas of activity or pending fire weather conditions.
- Assess the need of releasing resources if they are underutilized or if predicted conditions warrant.

Appropriate Use of GBCC GACC Support Code

- A. Great Basin Coordination Center
 - a. All personnel in support of GBCC, including but not limited to: Dispatchers, Intelligence Support, Frequency Coordinators, Air Space Coordinator, Subject Matter Experts (SME), Admin Support, and Managerial staff. This includes Trainees.
 - b. Travel, Per diem and overtime in the support of GBCC
 - c. All non GBCC personnel will be ordered via a resource order and tracked accordingly.
- B. Great Basin Priority Trainee Program (GBPTP)
 - a. Dispatchers, SME, and staff in support of assigning priority trainees.
 - b. Travel, per diem and overtime in support assigning priority trainees.
- C. Great Basin Mobilization Centers (Boise/Salt Lake City)
 - a. All personnel in support of the Mobilization Center activity. Including but not limited to: Dispatch, Cache, Ground Support, Personnel Time, Procurement and Equipment Inspectors
 - b. A resource order will be placed with the hosting dispatch center to request activation of the mobilization center. The host dispatch unit will create a unique incident to track the activation of the mobilization center.
 - c. Overhead personnel and supplies ordered in support of the Mobilization Center will be tracked via a resource order.
- D. Staging Areas within the GB geographic area
 - a. All personnel in support of the Staging area. Including but not limited to: Dispatch, Cache, Ground Support, Staging Area Manager, Personnel/Equipment time, Procurement, Equipment Inspectors and supplies related to the support of the staging.
 - b. All supply orders will be reviewed and approved at the discretion of the Staging Area manager or as designated by host unit and tracked via a resource order.
 - c. All resources assigned to the staging area will be tracked via a resource order.
- E. Extended Standby on the Support Code
 - a. Local or State or Regional DO may request the GACC to extend resources on the support code.
 - b. Crews and Equipment and Overhead: May be extended with a conversation and approval through the GB COD.
 - c. Aircraft
 - i. Extended standby as coordinated with GBCC
 - ii. Flight time for mobilization to assigned airbase within the Great Basin.
 - iii. Airbase personnel for extended or weekend coverage to support national heavy air tankers or SEAT programs.
- F. SEATS Proficiency and Currency
 - a. Smokejumpers currency and proficiency – DOI and USFS handled at national level

“The following non-land based units have a support code for salary and other project support charges: The ASC, National Caches, GACCs, NICC, NIFC, ROs and the WO... Employees at these units will charge to a P (suppression) or F (FEMA non-fire) code when they are specifically assigned to an incident or supporting only one incident and can identify time in minimum four hours blocks.”
Source: Forest Service FY 2019 Guidance for Use of Incident Job Codes, pg. 2

- b. Regular GBCC employees, support personnel on assignment, including trainees and personnel working in support of assigning priority trainees ordered on GBCC Support Code will break out time to specific suppression codes when appropriate.

Inappropriate Use of Great Basin Support Code

- A. Backfilling of any type is against policy.

“When necessary to backfill personnel or equipment assigned to an emergency incident, finance the backfill with the same funds used for the original equipment or employees’ salary” *Source: FSH6509.11g – Service-Wide Appropriation Use Handbook Chapter 50 - Wildland Fire Management, pg. 7*

“Do not use a support code for: backfill behind a resource sent to a fire.” *Source: BLM Guidance on Creation and Use of Fire Codes, pg. 3*

- B. Support code cannot be used to cover for a vacant position on a local unit. The support code is not to be used to augment budget shortfalls. Nor will it be used to make up for agency or unit hiring difficulties.
- C. Any charges once dispatched to and reassigned to a fire.
- D. Any charges once the need switches from GACC to local and resource is reassigned to another support or severity incident.
- E. Exclusive Use Aircraft Daily Availability.
- F. Providing or attending training courses.

Policy and Guidance Referenced

(Some links can only be followed when on respective internal agency networks)

Forest Service FY 2019 Guidance for Use of Incident Job Codes

<https://www.fs.fed.us/managing-land/fire/ibp/accounting>

Delegation of Authority for Great Basin Coordination Center

https://gacc.nifc.gov/gbcc/admin/docs/GB_COORD/memos/2018/2018_Center_Manager_Delegation.pdf

BLM Standards for Fire Business Management

http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html

FSH 6509.11g - Service-Wide Appropriation Use Handbook, Chapter 50 – Wildland Fire Management

[FSH 6509.11g - Service-Wide Appropriation Use Handbook, Chapter 50 – Wildland Fire Management](#)

FireCode System User Guide

https://www.firecode.gov/help/User_Guide.pdf

National Interagency Mobilization Guide 2019

https://www.nifc.gov/nicc/mobguide/Mobilization_Guide.pdf

2019 GREAT BASIN MOBILIZATION GUIDE

<https://gacc.nifc.gov/gbcc/policy.php>

Appendix I: Responsibilities of a Host Unit

- A. If the resources are self-sufficient, they can purchase hotel rooms, meals etc. as needed. They may need S #s generated on the GACC support code to accommodate travel card charges depending on the agency regulations of their home unit.
- B. Personnel timesheets: Sign timesheets daily to ensure if they are mobilized the paperwork is up to date.
- C. Performance evaluations: the host unit completes and submits as needed.
- D. Equipment time: complete equipment time daily.
- E. Aviation resources: normal ABS reporting of daily costs.
- F. Duty officers, dispatch managers, airbase, SEAT managers, staging area managers, etc. are authorized to sign paperwork for resources on GACC Support

Appendix II: Staging Areas and Mobilization Centers

1. Staging Areas: Currently there are only three established Staging areas in the Great Basin: Twin Falls, ID Winnemucca, NV and Camp Williams, UT. Each Staging area has an established plan. (See Appendices III, IV)
 - a. GBCC will request activation of the Staging area through the local Center Manager and will give 72 hour notice prior to activation. A request will come through ROSS for activation.
 - b. Readiness expectations: When resources are in a Staging Area they are ready for mobilization within 15 minutes of notification.
2. Mobilization Centers: Mobilization centers in the Great Basin are in Boise, ID and Salt Lake City, UT. The purpose of a mobilization center is to coordinate incoming resources, provide with transportation and tools and move them on to incidents or staging areas as needed.

Links to Staging Area and Mobilization Center Plans

**South Central Idaho Interagency Dispatch Center
2018 Great Basin Staging Area Plan**

NIFC Mobilization Center Operating Plan