

DEFINITIONS

Definitions contained in this chapter are used throughout the handbook. Specific definitions unique to a chapter are found within that chapter. For additional definitions refer to the *NWCG Glossary of Wildland Fire Terminology*.

Accounting Code: Agency-specific accounting data. Each agency assigns a specific accounting code to an incident.

Administratively Determined (AD): A person hired and compensated under the Pay Plan for Emergency Workers. Also known as casual or emergency firefighter.

Administrative Payment Team (APT): APTs support incident agencies by processing payments for resources, such as emergency equipment, casualties, local vendors for supplies, etc.

Administrative Representative (AR): Individual responsible for incident agency business management functions, such as personnel, procurement, fiscal, etc.

Administrative Workweek: Period of 7 consecutive calendar days designated in advance by the head of a department (5 U.S.C. 6101(a)).

Agency Administrator (AA): Managing officer of an agency, division thereof, or jurisdiction having statutory responsibility for incident mitigation and management. Examples: NPS Park Superintendent, BIA Agency Superintendent, USFS Forest Supervisor, BLM District Manager, FWS Refuge Manager, State Forest Officer, Fire Chief, Police Chief.

Area Command (AC): An organization established to: 1) oversee the management of multiple incidents are each being handled by an incident management team (IMT) organization; or 2) to oversee the management of a very large incident that has multiple IMTs assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure incidents are properly managed, and objectives are met and strategies followed.

Area Commander (ACDR): The ICS position responsible for the overall direction of incident management teams assigned to the same incident or incidents in close proximity managed under Area Command. Position

1 responsibilities include ensuring conflicts are resolved, compatible incident
2 objectives are established, and strategies are selected for the use of critical
3 resources among assigned incident management teams.

4
5 **Base Hours:** The number of hours in a daily tour of duty.

6
7 **Basic Workweek:** Refers to the scheduled workweek of the employee
8 (individual) at the home unit.

9
10 **Burned Area Emergency Response (BAER) Team:** BAER teams are formed
11 to analyze post-fire conditions and to take immediate emergency stabilization
12 action to prevent loss of life and property, and critical and natural resources. It
13 is the Agency Administrator's responsibility to order or designate a BAER
14 Team.

15
16 **Buying Team:** A team that supports incident procurement through the local
17 administrative staff and is authorized to procure a wide range of services,
18 supplies, and land and equipment rentals. In addition, the Buying Team
19 Leader has the responsibility of coordinating property accountability with the
20 supply unit leader.

21
22 **Casual:** A person hired and compensated under the Pay Plan for Emergency
23 Workers. Also referred to as Administratively Determined (AD) or Emergency
24 Firefighter (EFF).

25
26 **Complex:** Two or more individual incidents located in the same general area
27 which are assigned to a single incident commander or unified command.

28
29 **Contracting Officer (CO):** Agency personnel with specific delegation of
30 procurement authority, also known as warranted contracting officer.

31
32 **Contracting Officer's Technical Representative (COTR) / Contracting**
33 **Officer's Representative (COR):** An individual designated by the contracting
34 officer to provide technical support for the contract within specific authority and
35 limitations as specified in the delegation. The COTR/COR must be agency
36 certified.

37
38 **Contractor:** Private sector personnel, vendor or business contracted to provide
39 goods and services to a government agency.

40

1 **Cooperator:** Local agency or person who has agreed in advance to perform
2 specified fire control services and has been properly instructed to give such
3 service.
4

5 **Emergency Equipment Rental Agreement (EERA):** An agreement written at
6 an incident using an OF-294. The duration is for the length of the incident only.
7

8 **Federal Wage System Employees:** Regular federal government employees
9 who are compensated under the Federal Wage System. They are frequently
10 referred to as wage grade (WG), wage leader (WL), or wage supervisor (WS)
11 employees.
12

13 **FireCode:** Unique code (alpha-numeric) assigned to wildland fires. One
14 FireCode project number per fire is assigned for use by all 5 federal wildland
15 firefighting agencies. Fire codes may be any combination of 4-digit alpha-
16 numeric characters. Each agency's finance community incorporates the FireCode
17 project number into the accounting code.
18

19 **Fireline:** For purposes of pay administration for hazardous duty, a fireline is
20 defined as the area within or adjacent to the perimeter of an uncontrolled
21 wildfire of any size in which action is being taken to control fire. Such action
22 includes operations, which directly support control of fire (e.g. activities to
23 extinguish the fire, ground scouting, spot fire patrolling, search and rescue
24 operations, and backfiring).
25

26 **First Aid:** First aid is emergency care or treatment given to an ill or injured
27 person before regular medical care can be obtained. First aid is generally
28 provided by someone other than a physician. On incidents, most first aid is
29 provided in the field or camp by Medical Unit personnel such as Emergency
30 Medical Technicians (EMT).
31

32 **General Schedule Employee:** A regular federal government employee who is
33 compensated under the General Schedule (GS) Pay Plan.
34

35 **Geographic Area:** A boundary designated by governmental agencies (wildland
36 fire protection agencies) within which they work together for the interagency,
37 intergovernmental planning, coordination, and operations leadership for the
38 effective utilization of emergency management resources within their area.
39 There are nine geographic areas. A listing of the areas can be found in the
40 National Interagency Mobilization Guide, Chapter 20, section 21.1 along with
41 listings of the Geographic Coordinating Areas and Geographic Area
42 Coordination Centers. A listing of the areas can be found in the National

1 Interagency Mobilization Guide, Chapter 20.
2 www.nifc.gov/nicc/logistics/references.htm.

3
4 **Home Unit:** For the purposes of this handbook, the employing office where the
5 individual is regularly assigned or agency location where the individual is hired.

6
7 **Incident:** An occurrence, either human-caused or natural phenomenon that
8 requires action or support by emergency service personnel to prevent or
9 minimize loss of life or damage to property and/or natural resources.

10
11 **Incident Agency:** The organizational unit responsible for the incident
12 operations, planning, logistics, and/or finance activities.

13
14 **Incident Assignment:** An assignment to an incident (either human-caused or
15 natural phenomenon) that requires a length of commitment.

16
17 **Incident Blanket Purchase Agreement (I-BPA):** A preseason agreement for
18 equipment, supplies, or services to be used on fire and all-hazards incidents,
19 issued on an SF-1449 form. I-BPAs are awarded on a competitive basis using
20 commercial item procedures.

21
22 **Incident Business Advisor (IBA):** A liaison and advisor to the Agency
23 Administrator (AA) or Area Commander (AC) who works directly for the AA or
24 AC. The IBA serves as a bridge to the AA, incident management team and
25 other incident support functions.

26
27 **Incident Commander (IC):** The Incident Command System position
28 responsible for overall management of the incident. The IC reports to the
29 Agency Administrator for the agency having incident jurisdiction.

30
31 **Incident Management Team (IMT):** The Incident Commander and
32 appropriate command and general staff personnel assigned to an incident.

33
34 **Incident Order Number:** The number assigned to an incident. This number
35 follows a standard format where the first 2 letters indicate the state, the next 3
36 letters are the incident agency, and the last 4-6 digits are agency assigned.
37 Reference the National Interagency Mobilization Guide, Chapter 10 or Unit
38 Identifiers found at <http://www.nifc.gov/nicc/logistics/references.htm>

39
40 **Incident Support Cache:** Refers to type 1 (national interagency support
41 cache), type 2 (national interagency support cache satellite), and type 3 (local
42 interagency support cache). Caches may consist of a pre-determined

1 complement of tools, equipment and/or supplies stored in a designated location,
2 available for incident use.

3
4 **Incident Support Organization:** Includes any off-incident support provided to
5 an incident. Examples would be agency dispatch centers, airports, mobilization
6 centers, etc.

7
8 **I-Suite:** The principle software application which supports core business
9 functions for incident management (finance, plans, supply and medical).

10
11 **Jurisdictional Agency:** The agency having land and resource management
12 responsibility for a specific geographical or functional area, as provided by
13 federal, state, or local law.

14
15 **Local Resource:** Resources within a dispatch center's area of responsibility.

16
17 **Off Shift:** Non-compensable time, e.g., eating, sleeping or other activities of a
18 personal nature.

19
20 **On Shift:** Time of actual work, ordered standby, or compensable travel with a
21 specific start and ending time.

22
23 **On-Call:** An employee will be considered off duty and time spent in an on-call
24 status shall not be considered hours of work if: 1) The employee is allowed to
25 leave a telephone number or to carry an electronic device for the purpose of
26 being contacted, even though the employee is required to remain within a
27 reasonable call-back radius; or 2) The employee is allowed to make
28 arrangements such that any work which may arise during the on-call period will
29 be performed by another person. (Reference 5 CFR 551.431(b)(1-2)). Specific
30 state pay guidelines for non-pay status shall apply for state employees.

31
32 **Operational Period:** The period of time scheduled for execution of a given set
33 of tactical actions, which may be specified in the Incident Action Plan.

34
35 **Ordered Standby:** An employee is on duty, and time spent on standby duty is
36 hours of work if, for work-related reasons, the employee is restricted by official
37 order to a designated post of duty and is assigned to be in a state of readiness to
38 perform work with limitations on the employee's activities so substantial the
39 employee cannot use the time effectively for his or her own purposes. A finding
40 that an employee's activities are substantially limited may not be based on the
41 fact that an employee is subject to restrictions necessary to ensure that the
42 employee will be able to perform his or her duties and responsibilities, such as

1 restrictions on alcohol consumption or use of certain medications (5 CFR
2 551.431(a) (1)).

3
4 **Prescribed Fire:** Any fire ignited by management actions to meet specific
5 objectives. A written, approved prescribed fire plan must exist, and NEPA
6 requirements (where applicable) must be met, prior to ignition.

7
8 **Prevention Team:** A Prevention Team provides support to fire prevention and
9 wildland fire educational needs preceding and during periods of high wildland
10 fire danger or prescribed fire activity. The teams provide assistance to wildland
11 fire managers with coordination of fire loss mitigation efforts with public, state
12 or local agencies.

13
14 **Procurement Officer:** Agency personnel with specific delegation of
15 procurement authority, acting within the limits of agency policy of said
16 authority.

17
18 **Protecting Agency:** The agency responsible for providing direct incident
19 management to a given area pursuant to a cooperative agreement, contract, or
20 other authority.

21
22 **Regular Government Employees:** Includes all individuals hired under
23 authorities other than the AD Pay Plan for Emergency Workers. Federal general
24 schedule and federal wage system employees are included in this category.

25
26 **Remote Assignment:** An off-site/remote assignment is work performed by an
27 individual employee in support of an incident while remaining at the employee's
28 duty station or other designated off-site location.

29
30 **Resource Order Number/Request Number:** As resources are ordered to
31 respond to an incident, Resource Order Numbers (occasionally referred to as a
32 request number) are issued. The order number includes the incident number, an
33 alpha character (S = Supplies, E = Equipment, O = Overhead, A = Aircraft, C =
34 Crews, M = Agency Provided Medical Care) followed by a sequential number
35 (e.g., MT-LNF-076, O-95). Since the Incident Order Number remains the same,
36 usually only the alpha character and sequential number are shown. (Reference
37 the National Interagency Mobilization Guide, Chapter 10)
38 www.nifc.gov/nicc/logistics/references.htm

39
40 **Severity Funding:** Suppression funds used to increase the level of
41 presuppression capability and fire preparedness when predicted or actual

1 burning conditions exceed those normally expected, due to severe weather
2 conditions.

3
4 **Spot Change:** The second continuous day of an incident, a regular government
5 employee's normal daily tour of duty is "spot changed" to where the first 8, 9, or
6 10 hours worked are base hours.

7
8 **Supporting Agency:** An agency providing suppression or other support and
9 resource assistance to a protecting agency.

10
11 **Timekeeping:** Tracking on-shift time of incident resources. Timekeeping is
12 accomplished on the Crew Time Report, SF-261, or the Emergency Equipment
13 Shift Ticket, OF-297.

14
15 **Time Recording:** Recording all time presented by others. Personnel time
16 recorders record time from the Crew Time Report, SF-261, to the Emergency
17 Firefighter Time Report, OF-288. Equipment time recorders record time from
18 the Emergency Equipment Shift Ticket, OF-297, to the Emergency Equipment
19 Use Invoice, OF-286.

20
21 **Tour-of-duty:** The hours of a day (a daily tour of duty) and the days of an
22 administrative workweek (a weekly tour of duty) that constitutes an employee's
23 regularly scheduled administrative workweek.

24
25 **Unit Identifier:** A code used within the interagency wildland fire community to
26 uniquely identify a particular government organizational unit or a non-
27 government organization recognized by NWCG as a wildland fire cooperator.

28
29 **Warrant:** The official delegation of authority to contracting officers and
30 procurement officers establishing the dollar amount and type limits for
31 acquisitions.

32
33 **Wildland Urban Interface (WUI):** The line, area, or zone where structures
34 and other human development meet or intermingle with undeveloped wildland
35 or vegetative fuels.

36
37 **WFDSS:** This system assists fire managers and analysts in making strategic and
38 tactical decisions for fire incidents. It has replaced the WFS (Wildland Fire
39 Situation Analysis), Wildland Fire Implementation Plan (WFIP), and Long-
40 Term Implementation Plan (LTIP) processes with a single process that is easier
41 to use, more intuitive, linear, scalable, and progressively responsive to changing
42 fire complexity. WFDSS integrates the various applications used to manage

- 1 incidents into a single system, which streamlines the analysis and reporting
- 2 processes.