

**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS  
MANAGEMENT SUPPLEMENT**

**CHAPTER 10 - PERSONNEL**

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**Approved:**

*/s/ Bryce Rogers*

**BRYCE ROGERS**

**Chair**

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Document Type	Document Name	Number of pages
New Document	NR-2025-2	4 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2024-2 (5/1/2024)	4 Pages

**Digest:**

- Updates links throughout the document
- Updates language related to MT DNRC's Montana Incident Business Operating Guidelines (MIBOG)

**Department of the Interior (Bureau of Indian Affairs, Bureau of Land Management, and National Park Service, US Fish & Wildlife Service):** Agency Administrators must delegate hiring officials for federal AD/Casuals to hire casuals. Hiring officials must be familiar with hiring authorities and Agency specific hiring policies.

<https://www.nifc.gov/programs/casual-payment-center/ad-pay-plans>

**Department of Agriculture, US Forest Service:** Agency Administrators must delegate hiring officials for federal AD/Casuals to hire casuals. Hiring officials must be familiar with hiring authorities and Agency specific hiring policies.

<https://www.fs.usda.gov/managing-land/fire/ibp/personnel>

**Idaho Department of Lands Casuals:** Idaho Department of Lands uses the USFS AD Position Matrix found in the current AD Pay Plan.

**Montana DNRC Emergency Firefighters:** The Montana Incident Business Operating Guidelines for Firefighting Resources (MIBOG) manual contains all hiring information and pay provisions, and the EFF Pay Plan and Position Matrix is contained in the Appendix. The MIBOG can be found under DNRC Business Manuals.

<https://dnrc.mt.gov/Forestry/Wildfire/forms-information>.

**South Dakota Emergency Firefighters and Casuals:** Although a small portion of South Dakota is in the Northern Rockies Geographic Area, the majority of the state is within the Rocky Mountain Geographic Area; therefore, all South Dakota information is linked to the Rocky Mountain Incident Business website.

<https://gacc.nifc.gov/rmcc/>

**North Dakota Forest Service Emergency Firefighters:** North Dakota Forest Service, approved hiring officials shall reference NDFS policy, Section 9121.

### **Northern Rockies Guidelines**

The Northern Rockies encourages available and qualified agency employees, cooperators (i.e. state/local government), and AD/EFF/Casuals are dispatched for all incident positions according to the Northern Rockies Interagency Mobilization Guide. Typically, AD/EFF/Casuals will be used as needed depending on local, geographic, or national incident needs.

AD/EFF/Casual sponsorship is not guaranteed. Sponsorship is based on the need and benefit to the sponsoring agency and may change at any time. AD/EFF/Casuals hired within the Northern Rockies are subject to the same conduct, medical, and performance standards as agency employees hired under other authorities. Inappropriate behavior or drug and alcohol use will not be tolerated. Individuals with unacceptable incident performance evaluations, or misdemeanor convictions will be evaluated on a case-by-case basis by the sponsoring agency.

Host units do not delegate authority to hire AD/EFF/Casuals to an IMT.

This document does not include the Native American Crew (NAC) program, which is currently managed by the Bureau of Indian Affairs under the Native American Crew

Agreement. See the following link for the latest Northern Rockies Native American Crew Plan:

<https://gacc.nifc.gov/nrcc/dispatch/crews/NorthernRockiesNACPlan.pdf>

### **Accountability**

All incident responders, regardless of position or employment type, will be held accountable according to ethical standards of duty. They are expected to perform their duties to the best of their abilities, to follow all agency and interagency guidelines for their positions, to follow all standard safety guidelines, to follow administrative guidelines and procedures, to care for all equipment as though they own it, and to document or report all significant events promptly.

### **Workers' Compensation**

Refer to the Northern Rockies Workers' Compensation Guide.

#### **Montana DNRC:**

Provide emergency care first. Complete paperwork as soon as reasonably possible. The incident supervisor must initiate the **DNRC Report of Incident** within 24 hours of the injury and contact Matt Chambers, DNRC Occupational Health & Safety Manager (OHSM) (406) 444-2079 office or (406) 461-8313.

#### **Idaho Department of Lands:**

Provide emergency medical care. Complete paperwork as soon as reasonably possible.

While on IDL jurisdiction, the Supervisor's Accident Report, HR 1303, should be filled out as soon as possible following an injury/illness. On another jurisdiction or on an incident managed by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, will likely be used for initial documentation in place of the Supervisor's Accident Report. These are acceptable substitute forms for the Supervisor's Accident Report.

For injuries/illnesses beyond the scope of APMC, notify the employee's home unit or the Bureau of Fire Management as soon as possible. The home unit will assist the employee in completing the Idaho Workers Compensation - First Report of Injury or Illness, HR 1300 form to initiate a claim. IMT personnel are asked to facilitate communication to the home unit but are not asked to initiate a claim.

Contact IDL Duty Officer with questions at 208-416-3604.

#### **North Dakota Forest Service (State):**

The First Report of Injury Form, WS1, must have sections 1, 2 and 3 completed by the employee. Section 4 should be completed by the employer.

The Incident Management Team or host unit will ensure that the employee has also completed the Release of Information to Workforce Safety & Insurance form and, if applicable, the Prior Injury & pre-Existing Condition Follow-up form.

A copy of the First Report of Injury Form will be left at the medical facility. The original form and attending physician report will be returned to the home unit.

The NDSU “Report of Occupational Incident” form needs to be completed and submitted by the employee within 24 hours.

Contact NDSU Safety Office at 701-231-6740 if assistance is needed.

### **Agency Provided Medical Care (APMC)**

APMC authority and use is a host agency-specific determination made by the incident’s Agency Administrator(s). Each agency shall provide specific instructions for APMC management via their Incident Business Operating Guidelines.