



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

CHAPTER 10 - PERSONNEL

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Approved:

/s/ Michael T. DeGrosky

MICHAEL T. DEGROSKY

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Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

New Document	NR-2020-2	18 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2019-(4/15/2019)	18 Pages

Digest:

- Updated rates and positions in Exhibit NR1 MT-DNRC Position Matrix, 2020 EFF Pay Plan
- Updated submission procedures for the ND First Report of Injury

1 **Idaho Department of Lands Casuals:** Idaho Department of Lands uses the
2 USFS AD Position Matrix found in the current AD Pay Plan
3

4 **Montana DNRC Emergency Firefighters:** State of Montana DNRC uses
5 Exhibit NR1 MTDNRC Position Matrix, EFF Pay Plan.
6

7 **South Dakota Emergency Firefighters and Casuals:** Although a small
8 portion of South Dakota is in the Northern Rockies Geographic Area, the majority of
9 the state is within the Rocky Mountain Geographic Area; therefore, all South Dakota
10 information is linked to the Rocky Mountain Incident Business website at:
11 https://gacc.nifc.gov/rmcc/incident_busn_management.php.
12

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

15 Recruitment

16 Northern Rockies Standards and Guidelines for AD/EFF/Casuals:

17 The Northern Rockies Coordinating Group (NRCG) Board of Directors recognizes the
18 importance and need for Administratively Determined (AD for federal agencies),
19 Emergency Firefighters (EFF for Montana DNRC and North Dakota Forest Service)
20 and Casual Employees (for Idaho Department of Lands) as an integral part of our
21 emergency incident workforce. This document has been developed to provide fair and
22 consistent hiring practices and to standardize procedures for hiring, training and
23 certification. For additional guidance on hiring policies and procedures, refer to the
24 NWCG Standards for Interagency Incident Business Management, PMS 902 (SIIBM)
25 Chapter 10 or specific sponsoring agencies' policies.

26 This document does not include the Native American Crew (NAC) program, which is
27 currently managed by the Bureau of Indian Affairs under the Native American Crew
28 Agreement. See the following link for the latest Native American Crew Plan:
29 <https://gacc.nifc.gov/nrcc/dispatch/crews/NorthernRockiesNACPlan.pdf>

30 The policy of the Northern Rockies is to ensure that available and qualified agency
31 employees and/or cooperators (i.e. state/local government) are dispatched for all
32 incident positions prior to dispatching an AD/EFF/Casual. Typically, AD/EFF/Casuals
33 will be used as needed depending on local, geographic or national incident needs.
34 Sponsoring units have the discretion whether or not to sponsor/certify any
35 AD/EFF/Casual position or qualification based on the needs and financial capabilities
36 as identified by the agency administrator. This may include positions that could
37 potentially serve all wildland fire agencies in the Northern Rockies.

1 **Sponsoring Unit**

2 Ideally the sponsoring unit is the hiring agency within the dispatch boundary where the
3 AD/EFF/Casual resides. This will ensure that the closest and most cost effective
4 resource is utilized. An AD/EFF/Casual will not be hired by more than one agency
5 simultaneously.

6 Units considering an AD/EFF/Casual must first check with any past sponsoring unit to
7 ensure appropriate sponsorship. If appropriate, the incident qualification records will be
8 transferred to the new sponsoring unit.

9 **The sponsoring unit should provide the following for AD/EFF/Casuals hired:**

- 10 • Manage certification and training records.
- 11 • Annually issue an Incident Qualification Card (red card), upon approval
12 from the sponsoring unit's qualification review process.
- 13 • Ensure AD/EFF/Casuals have completed agency training requirements.
- 14 • As required by some NRCG agencies, issue an agency driver's license or
15 letter of authorization if required or needed to drive an agency vehicle.
- 16 • Process appropriate time and travel documents.

17 **AD/EFF/Casuals will:**

- 18 • Complete required training and certification and provide the appropriate
19 documentation to the sponsoring unit.
- 20 • Maintain current availability status by a method determined by the host
21 dispatch center.
- 22 • Present complete pay and per diem documents to the sponsoring unit within
23 the agencies' timeframes after completion of assignment.

24 **Hiring Policies and Procedures**

25 AD/EFF/Casual sponsorship is not guaranteed. Not all persons seeking sponsorship
26 will be sponsored. Sponsorship is based on need and benefit to the organization and
27 may change at any time. Individuals with felony or misdemeanor convictions will be
28 evaluated on a case-by-case basis by the sponsoring agency.

29 AD/EFF/Casuals hired within the Northern Rockies are subject to the same conduct and
30 performance standards as agency employees hired under other authorities; therefore, not
31 everyone who desires to be hired as an AD/EFF/Casual will be hired. Inappropriate
32 behavior or drug and alcohol use will not be tolerated. Additionally, inappropriate
33 conduct or poor performance will affect re-hire consideration.

34 AD/EFF/Casuals may be hired for annual Geographic Area-sponsored team workshops
35 if they are identified as primary team members per the National Mobilization Guide.
36 Team workshop attendance is considered part of their training.

37 AD/EFF/Casuals may be reimbursed for travel expenses for attendance at area
38 sponsored meetings and training, however reimbursement is not universal among all
39 participating NRCG agencies. Travel reimbursement will be made in accordance with

1 host unit policy. AD/EFF/Casuals must gain approval from their host agencies before
2 committing to any activity or travel that would cause them to incur reimbursable
3 expenses.

4 If an AD/EFF/Casual is assigned to any Incident Management Team (IMT) position, an
5 agency employee will be assigned as a trainee, per the Northern Rockies Incident
6 Management Operating Plan. IMTs will not approach an AD/EFF/Casual for a team
7 position without first checking to ensure there are no agency employees available. They
8 must contact the sponsoring unit to determine if they are willing to host that individual.

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

10 For approved exception positions, units will still be required to include the job
11 description with the Single Resource Casual Hire Information Form.

12 To get exception positions approved, contact the geographic area business lead for the
13 respective agency.

14 **Resource Requests / Resource Orders**

15 Individuals who are dispatched to an emergency incident will receive one resource
16 request number identifying the position into which they are assigned. If the individual
17 subsequently serves in another position on the same incident, with or without a change
18 in pay level for AD/EFF/Casuals, a new resource request number (resource order) is **not**
19 required and should not be created. Position changes should be documented by the field
20 supervisor on a Crew Time Report and General Message Form.

21 The only exception exists when a person begins service on the incident in a
22 “subordinate” IROC role when the “parent” IROC record will be demobed but the
23 individual remains at the incident. For example, an engine crew member arrives at an
24 incident with an IROC resource request number “E-17.4.” If “E-17” – the engine and
25 crew – are going to be demobed but E-17.4 remains in a new position (DIVS, for
26 example) the individual would then need a new “O” number as a DIVS because E-17
27 cannot be demobed from IROC without all of the subordinate records also being
28 demobed. This is a function of IROC, not a function of pay entitlement.

29 **Pay Provisions**

30 MT DNRC EFFs are not entitled to sick leave. They are guaranteed eight hours for
31 each day held at the incident. Management has the option to pay the guarantee or return
32 them to their point of hire.

33 DNRC employees, including EFFs, do not receive hazard pay or any other form of
34 differential, except overtime. An exception to this is for specially trained MT State
35 employees or EFFs working in the Operable Unit 3, asbestos area near Libby, Montana,
36 for which hazard pay is authorized. EFFs receive the base rate for the first eight (8)
37 hours of work per calendar day, and 1.5 times the base rate for all approved time
38 worked beyond eight (8) hours per calendar day and for all hours worked beyond the

1 40-hour base in the work week. Other state employees receive 1.5 times the base rate
2 for all hours worked beyond the 40-hour base in the work week. Overtime will not be
3 calculated at the incident but will be calculated when the Incident Time Reports (OF-
4 288s) are processed by Payroll.

5 When EFFs in Class B-O positions work as trainees, they shall be paid one (1) EFF
6 class below the fully-qualified EFF class. For example, an ENGB(t) shall be paid at the
7 EFF-E class.

8 **Accountability**

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

15 **Travel**

16 The AD/EFF/Casual's method of transportation will be indicated on the Single
17 Resource Casual Hire Information Form (PMS 934) or other agency forms. Air
18 transportation will be arranged and paid for by the government. The
19 dispatch/mobilization center will determine the method of travel based on needs of the
20 requesting incident. Personal vehicle (POV) mileage reimbursement rules will be set by
21 the sponsoring agency.

22 Vehicle transportation will be provided in the following order of preference:

- 23 1. The AD/EFF/Casual is driven to the airport or to the incident. There will be
24 no reimbursement for a personal vehicle if the employee turns down an
25 available ride. SHUTTLE/DELIVERY/PICKUP: The preferred option is for
26 the receiving unit to provide transportation for the resource to the incident
27 assignment.
- 28 2. The AD/EFF/Casual is assigned a government vehicle if one is available. The
29 AD/EFF/Casual must meet agency driving requirements, if applicable, before
30 a government vehicle can be assigned. Incident ground support may provide
31 these vehicles.
- 32 3. If a government vehicle is not available, use of the AD/EFF/Casual's personal
33 vehicle may be authorized. The AD/EFF/Casual will be paid the standard
34 agency mileage rate for using a personal vehicle if/when a government or
35 agency vehicle is not available. Use of a personal vehicle should be limited to
36 transportation to and from the incident; not for business use on the incident.
- 37 4. **EFFs Only:** An Emergency Equipment Rental Agreement (EERA) will only
38 be issued for a personal vehicle if it is essential to job performance, a
39 government vehicle is not available, and the vehicle will actually be used on
40 the incident. A separate Resource Order must be issued for the vehicle. If a
41 personal vehicle is put on an EERA at the incident, it will be hired and

1 released at the incident. **Note: This option is not available for federal ADs**
2 **regardless of incident jurisdiction.**

3 **Rest & Recuperation**

4 When resources must extend beyond 21 days, the authority to grant a day off away from
5 the incident camp lies with the Incident Commander (SIIBM Chapter 10-13). Factors
6 for the IC to consider before making decisions include:

- 7 • R&R is intended to be two full days – not including drive time.
- 8 • Sleeping conditions, such as location, accommodation, temperature and noise.
- 9 • Duty day length, daily travel time, travel method, and distance to an appropriate
10 R&R location.
- 11 • Environmental conditions of the incident and community, and fatiguing factors
12 of the position.
- 13 • Cost associated with using an alternate R&R location, including per diem rate.
- 14 • Anticipated duration of the incident and national availability of resources.

15 **Workers' Compensation**

16 The following must be completed when an employee reports an injury, or shortly
17 thereafter:

18 **State Agencies:**

19 **Montana:**

- 20 • Provide emergency care first. Complete paperwork as soon as reasonably
21 possible. If possible, file the First Report of Injury (FROI) form within 24 hours
22 of the injury.

23 See Exhibit NR3 for instructions.

24 **Idaho:**

- 25 • Provide emergency medical care. Complete paperwork as soon as reasonably
26 possible.
- 27 • While on IDL jurisdiction, the Supervisor's Accident Report, HR 1303, should
28 be filled out as soon as possible following an injury/illness. On another
29 jurisdiction or on an incident managed by an IMT, a Report of Traumatic Injury
30 and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of
31 Occupational Disease and Claim for Compensation, CA-2, will likely be used
32 for initial documentation in place of the Supervisor's Accident Report. These are
33 acceptable substitute forms for the Supervisor's Accident Report.
- 34 • For injuries/illnesses beyond the scope of APMC, notify the employee's home
35 unit or the Bureau of Fire Management as soon as possible. The home unit will
36 assist the employee in completing the Idaho Workers Compensation - First
37 Report of Injury or Illness, HR 1300 form to initiate a claim. IMT personnel are
38 asked to facilitate communication to the home unit but are not asked to initiate a
39 claim.
- 40 • Contact IDL Duty Officer with questions at 208-416-3604.

North Dakota:

- 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.
- Forms are available at the Northern Rockies Business Committee website: https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm.

Agency Provided Medical Care (APMC)

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

EXHIBIT NR1

Montana DNRC Position Matrix for Emergency Firefighters (EFFs) and Rates of Pay
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2020 MT DNRC EFF PAY PLAN

EFF Class	Pay Rate
A	\$12.08
B	\$13.13
C	\$14.41
D	\$15.78
E	\$17.17
F	\$18.63
G	\$21.38
H	\$24.22
I	\$24.71
J	\$26.99
K	\$29.51
L	\$35.06
M	\$41.41
N	\$33.83
O	\$48.41

POSITION CODE	POSITION TITLE	EFF CLASS
THSP	ACCOUNTING TECHNICIAN LEAD	G
AOBS	AERIAL OBSERVER	F
AREP	AGENCY REPRESENTATIVE	K
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K
THSP	AIR SPACE COORDINATOR	H
ASGS	AIR SUPPORT GROUP SUPERVISOR	J
ATGS	AIR TACTICAL GROUP SUPERVISOR	J
AITC	AIR TACTICAL SUPERVISOR - attached to ASM1	J
ATBM	AIR TANKER BASE MANAGER	H
ATCO	AIR TANKER/FIXED WING COORDINATOR	I
ABRO	AIRCRAFT BASE RADIO OPERATOR	E
THSP	AIRCRAFT COORDINATOR (National and GACC)	I
ACDP	AIRCRAFT DISPATCHER	H
THSP	AIRCRAFT MECHANIC	L
ATIM	AIRCRAFT TIMEKEEPER	D
ARCH	ARCHEOLOGIST	K
ACAC	AREA COMMAND AVIATION COORDINATOR	L

POSITION CODE	POSITION TITLE	EFF CLASS
ACDR	AREA COMMANDER	M
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L
BCMG	BASE CAMP MANAGER	E
THSP	BRANCH DIRECTOR, AREA COMMAND	L
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K
BUYL	BUYING TEAM LEADER - NATIONAL	L
THSP	BUYING TEAM LEADER – MENTOR	J
BUYM	BUYING TEAM MEMBER	F
CDSP	CACHE DEMOB SPECIALIST	F
CASC	CACHE SUPPLY CLERK	C
THSP	CADRE SUPPORT	F
CACB	CAMP CREW BOSS	D
CAMP	CAMP CREW HELP	A
THSP	CAMP CREW SQUAD BOSS	C
CLMS	CLAIMS SPECIALIST	E
COML	COMMUNICATIONS UNIT LEADER	H
INJR	COMP FOR INJURY SPECIALIST	E
COMP	COMP/CLAIMS UNIT LEADER	H
THSP	CONTRACT REPRESENTATIVE NATIONWIDE	G
CONO	CONTRACTING OFFICER	K
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G
COOK	COOK, HEAD CAMP	F
COOK2	COOK, HELPER	D
CORD	COORDINATOR, EXPANDED DISPATCH	J
THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H
COST	COST UNIT LEADER	H
CFAD	COUNTY FIRE ADVISOR	J
CRWB	CREW BOSS	F
CREP	CREW REPRESENTATIVE	G
THSP	CRITICAL INCIDENT PEER SUPPORT TEAM MEMBER	K
DECK	DECK COORDINATOR	F
DMOB	DEMOB UNIT LEADER	H
DIC1	DEPUTY INCIDENT COMMANDER TYPE 1	M
DIC2	DEPUTY INCIDENT COMMANDER TYPE 2	L
DIC3	DEPUTY INCIDENT COMMANDER TYPE 3	J
DPRO	DISPLAY PROCESSOR	C
DIVS	DIVISION/GROUP SUPERVISOR	J
PILO	PILOT, DNRC	O

POSITION CODE	POSITION TITLE	EFF CLASS
DOCL	DOCUMENTATION UNIT LEADER	F
DZOP	DOZER OPERATOR	H
DRVA	DRIVER, CLASS A - CDL REQUIRED	E
DRVB	DRIVER, CLASS B – CDL REQUIRED	E
DRIV	DRIVER/OPERATOR	D
AEMT	EMERGENCY MEDICAL TECH-ADVANCED	H
AEMF	EMERGENCY MEDICAL TECH-ADVANCED FIRELINE	I
EMTF	EMERGENCY MEDICAL TECH-FIRELINE	H
EMTB	EMERGENCY MEDICAL TECH-NON FIRELINE	G
EMTP	EMERGENCY MEDICAL TECH-PARAMEDIC	J
EMPF	EMERGENCY MEDICAL TECH-PARAMEDIC FIRELINE	J
ENGB	ENGINE BOSS	F
ENOP	ENGINE OPERATOR	E
EQPI	EQUIPMENT INSPECTOR	F
EQPM	EQUIPMENT MANAGER	E
EQTR	EQUIPMENT TIME RECORDER	E
EDRC	EXPANDED DISPATCH RECORDER	C
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F
FACL	FACILITIES UNIT LEADER	H
FAL1	FALLER ADVANCED	J
FAL3	FALLER BASIC	D
FAL2	FALLER INTERMEDIATE	F
FELB	FELLING BOSS	F
FOBS	FIELD OBSERVER	F
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	J
FBAN	FIRE BEHAVIOR ANALYST	J
INVF	WILDLAND FIRE INVESTIGATOR	I
THSP	FIRE LOOKOUT	D
FFT1	FIREFIGHTER TYPE 1 (SQUAD BOSS)	D
FFT2	FIREFIGHTER TYPE 2 (CREW/MEMBER)	C
FIRB	FIRING BOSS	F
FWBM	FIXED WING BASE MANAGER	I
FWPT	FIXED WING PARKING TENDER	C
FLIR	FLIR OPERATOR	H
FDUL	FOOD UNIT LEADER	H
THSP	FORKLIFT OPERATOR	C

POSITION CODE	POSITION TITLE	EFF CLASS
THSP	GACC METEOROLOGIST	J
GISS	GIS SPECIALIST	G
GSUL	GROUND SUPPORT UNIT LEADER	H
HEQB	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	F
THSP	HEAVY EQUIPMENT OPERATOR	E
HETS	HEAVY EQUIPMENT TECH SPECIALIST	K
HEBM	HELIBASE MANAGER	I
HLCO	HELICOPTER COORDINATOR	I
HECM	HELICOPTER CREWMEMBER	D
HMGB	HELICOPTER MANAGER BOSS, SINGLE RESOURCE BOSS	G
HRSP	HUMAN RESOURCE SPECIALIST	H
INBA	INCIDENT BUSINESS ADVISOR	L
THSP	INCIDENT BUSINESS ADVISOR - STATE	H
ICT1	INCIDENT COMMANDER TYPE 1	M
ICT2	INCIDENT COMMANDER TYPE 2	L
ICT3	INCIDENT COMMANDER TYPE 3	J
ICT4	INCIDENT COMMANDER TYPE 4	F
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	E
COMT	INCIDENT COMMUNICATION TECH	F
ICPI	INCIDENT CONTRACT PROJECT INSPECTOR	G
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G
ITSS	INCIDENT TECHNICAL SUPPORT SPECIALIST	I
IRIN	INFRARED INTERPRETER	G
IADP	INITIAL ATTACK DISPATCHER	H
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H
THSP	INSTRUCTOR (S400 COURSES AND ABOVE)	J
INTS	INTELLIGENCE SUPPORT	G
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G
THSP	INSTRUCTOR LEAD (S300 COURSES AND BELOW)	I
THSP	INSTRUCTOR LEAD (S400 COURSES AND ABOVE)	K
THSP	LABORER	C
THSP	LGFF COMPANY OFFICER	G
LOFR	LIAISON OFFICER	K
THSP	LIAISON - STATE	L
LOAD	LOADMASTER	E
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L

POSITION CODE	POSITION TITLE	EFF CLASS
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K
LSC3	LOGISTICS SECTION CHIEF TYPE 3	J
LTAN	LONG TERM FIRE ANALYST	J
MCCO	MAC GROUP COORDINATOR	K
MABM	MAFFS AIRTANKER BASE MANAGER	H
MAFF	MAFFS LIAISON OFFICER	J
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	E
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	F
MEDL	MEDICAL UNIT LEADER	H
THSP	MESSENGER	A
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H
MXMS	MIXMASTER	G
THSP	MOBILIZATION CENTER COORDINATOR	K
THSP	NRCG EQUIPMENT INSPECTOR	F
HETS	NRCG HEAVY EQUIPMENT TECHNICAL SPECIALIST	K
THSP	NRCG LEAD EQUIPMENT INSPECTOR	K
THSP	NRCG LEAD INCIDENT CONTRACT PROJECT INSPECTOR	K
OPBD	OPERATIONS BRANCH DIRECTOR	K
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K
OSC3	OPERATIONS SECTION CHIEF TYPE 3	J
ORDM	ORDERING MANAGER	E
PACK	PACKER	F
PTRC	PERSONNEL TIME RECORDER	E
THSP	PILOT	L
PSC1	PLANNING SECTION CHIEF TYPE 1	L
PSC2	PLANNING SECTION CHIEF TYPE 2	K
PSC3	PLANNING SECTION CHIEF TYPE 3	J
PETL	PREVENTION TEAM LEADER	K
PETM	PREVENTION TEAM MEMBER	J
PREV	PREVENTION TECHNICIAN	C
THSP	PRINCIPLE ADVISOR (FEMA)	L
PROC	PROCUREMENT UNIT LEADER	I
PIOF	PUBLIC INFORMATION OFFICER	I
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K
PA25	PURCHASING AGENT (\$25,000)	H

POSITION CODE	POSITION TITLE	EFF CLASS
RADO	RADIO OPERATOR	B
RAMP	RAMP MANAGER	F
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E
THSP	REGISTERED NURSE	N
READ	RESOURCE ADVISOR	I
REAF	RESOURCE ADVISOR FIRELINE	J
RESL	RESOURCES UNIT LEADER	H
RTCM	RETARDENT CREW MEMBER	E
SOFR	SAFETY OFFICER LINE	I
SOF1	SAFETY OFFICER TYPE 1	L
SOF2	SAFETY OFFICER TYPE 2	K
THSP	SEAT COORDINATOR	I
SECG	SECURITY GUARD (NOT LE)	C
SECM	SECURITY MANAGER	E
SVBD	SERVICE BRANCH DIRECTOR	K
SEMG	SINGLE ENGINE A/T MANAGER	G
SITL	SITUATION UNIT LEADER	H
SMEC	SMALL ENGINE MECHANIC	E
STAM	STAGING AREA MANAGER	F
SCKN	STATUS/CHECK IN RECORDER	E
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H
STEQ	STRIKE TEAM LEADER HEAVY EQUIPMENT (NFPA Fire Officer)	H
STLM	STRIKE TEAM LEADER MILITARY	H
STPS	STRUCTURAL PROTECTION SPECIALIST	J
SPUL	SUPPLY UNIT LEADER	H
SUBD	SUPPORT BRANCH DIRECTOR	K
TFLD	TASK FORCE LEADER	H
TIME	TIME UNIT LEADER	H
TESP	TOOL AND EQUIPMENT SPECIALIST	C
TPOP	TRACTOR/PLOW OPERATOR	H
TNSP	TRAINING SPECIALIST	F
UASD	UNMANNED AIRCRAFT SYSTEM DATA SPECIALIST	H
UASM	UNMANNED AIRCRAFT SYSTEM MANGER	I
UASL	UNMANNED AIRCRAFT SYSTEM MODULE LEADER	I
UASP	UNMANNED AIRCRAFT SYSTEM PILOT	I
THSP	VOUCHER EXAMINER	F
WHSP	WATER HANDLING SPECIALIST	F
WTOP	WATER TENDER DRIVER/OPERATOR	E

POSITION CODE	POSITION TITLE	EFF CLASS
WOBS	WEATHER OBSERVER	E
XEDO	XEDAR OPERATOR	H

POSITION CODE	ALL HAZARD	EFF CLASS
BIOL	BIOLOGIST	J
CANH	CANINE HANDLER	F
CANL	CANINE TEAM LEADER	G
CONS	CONSERVATION SPECIALIST	J
EPID	EPIDEMIOLOGIST	J
HAZ2	HAZARDOUS MATERIALS-OPERATIONS LEVEL	F
HAZL	HAZARDOUS MATERIALS TEAM LEADER	H
HAZ1	HAZARDOUS MATERIALS-TECHNICIAN LEVEL	G
HEQT	HEAVY EQUIPMENT TECHNICIAN	H
MSTC	MOUNTED SEARCH TECHNICIAN	F
SCOP	SMALL CRAFT OPERATOR	G
SFF1	STRUCTURAL FIREFIGHTER 1	C
THSP	STRUCTURAL FIREFIGHTER 2	D
SOFL	STRUCTURAL FIRE LINE OFFICER	H
SRT1	SEARCH AND RESCUE SQUAD LEADER	F
SRTL	SEARCH AND RESCUE TEAM LEADER	G
SRT2	SEARCH AND RESCUE TECHNICIAN	D
SRT3	SEARCH AND RESCUE TECHNICIAN-BASIC	B
SWF1	SWIFT WATER RESCUE SQUAD LEADER	F
SWFL	SWIFT WATER RESCUE TEAM LEADER	G
SWF2	SWIFT WATER RESCUE TECHNICIAN	D
TMRL	TECHNICAL MOUNTAIN RESCUE LEADER	G
TMRT	TECHNICAL MOUNTAIN RESCUE TECHNICIAN	F
TRT1	TECHNICAL RESCUE SQUAD LEADER	F
TRTL	TECHNICAL RESCUE TEAM LEADER	G
TRT2	TECHNICAL RESCUE TECHNICIAN	D
TCA1	TRAFFIC CONTROL AID	B

EXHIBIT NR2OWCP addresses for all Northern Rockies Tribal Agencies
(Taken from the Northern Rockies Native American Crew Plan)

OWCP CODE 7106BN
Blackfeet Agency
Bureau of Indian Affairs
Browning, MT 59417

OWCP CODE 7106HA
Fort Belknap Agency
Bureau of Indian Affairs
Harlem, MT 59526

OWCP CODE 7106CR
Crow Agency
Bureau of Indian Affairs
Crow Agency, MT 59022

OWCP CODE 7106BX
Rocky Boys Agency
Chippewa Cree Tribe
Box Elder, MT 59521

OWCP CODE 7106PO
Fort Peck Agency
Bureau of Indian Affairs
Poplar, MT 59255

OWCP CODE 7156PA
Flathead Agency

CS&K Tribe
Ronan, MT 59864

OWCP CODE 7106LD
Northern Cheyenne Agency
Bureau of Indian Affairs
Lame Deer, MT 59043

OWCP CODE 7156NT
Fort Berthold Agency
Three Affiliated Tribes
New Town, ND 58763-9402

OWCP CODE 7106FO
Fort Totten Agency
Bureau of Indian Affairs
Fort Totten, ND 58335

OWCP CODE 7156BE
Turtle Mountain Agency
Bureau of Indian Affairs
Belcourt, ND 58316

OWCP CODE 7156LA
Northern Idaho Agency
Nez Perce Tribe
Lapwai, ID 83540

EXHIBIT NR3**Montana First Report of Injury - Instructions
Work-Related Injury & Occupational Disease Reporting**

All DNRC personnel, including EFFs, must fill out a First Report of Injury (FROI) form for every on-the-job injury. This form when submitted protects the employee's right to benefits in the event a seemingly minor injury develops into a more serious condition.

Employees: Notify the supervisor of any on-the-job injury **IMMEDIATELY**

Supervisors: Three options for submitting FROI:

1. Contact **Paige Tabor**, DNRC Safety Officer **(406) 444-2079** office or **(406) 437-2746** cell **within 24 hours** of the injury. Inform her of all the details so she may submit the FROI online to Montana State Fund.
2. Email Paige (ptabor@mt.gov) a copy of the FROI (leave the SSN blank for security; she can look this up in SABHRS). Paige will file the claim online with State Fund and send a copy of the FROI with the claim number to the supervisor and employee.
3. If Paige is not available, fill out the FROI and fax it to Human Resources: **(406) 444-1357 within 24 hours** of the injury. An HR specialist will fill in any necessary information and forward the FROI to State Fund. Email or leave a message for Paige that you have filed a first report.

It is the **supervisor's** responsibility to:

- Report the injury to Paige Tabor within 24 hours via phone or email **or**
- Submit the report directly to Human Resources via fax within 24 hours of the injury **and** notify Paige Tabor that a report has been filed as quickly as possible.

On fire assignments, the employee's supervisor is his/her immediate supervisor at the incident. If the immediate supervisor is not a DNRC employee, the **injured employee** is then responsible to submit the FROI. Paige or HR can sign the FROI if a supervisor is not available to sign it.

Contact the home unit as soon as possible to inform the DNRC supervisor of the injury.

- A hard copy of the FROI may be obtained from any DNRC area office.
- To print a copy from the Montana State Fund website go to: <http://www.montanastatefund.com/wps/portal>. Go to Reporting an Injury at the bottom left of the screen. Click on First Report of Injury Form. You will not be able to file online. Print the form, fill out, and **email with no SSN to ptabor@mt.gov** or **fax to Paige Tabor at (406) 444-1357**.

Helpful Hints:

- Fill out all sections, except 'Insurer Only' section, as completely and legibly as possible; okay to leave wages blank.

- Employee and supervisor should both sign, if available. Submit this form within 24 hours even if employee is not available to sign, e.g., hospitalized, etc. *If a supervisor on site is not available to sign, Paige will submit by serving as the employer's signature.*
- Use payroll classification code **9422** for firefighters.
- For 'Employer mailing address,' use the main Helena DNRC address: P.O. Box 201601, Helena, MT 59620-1601. For phone number, use a number where the supervisor can be reached.
- For 'Location of Operation,' use the employee's home unit address.
- Leave the following boxes blank:
 - 'Employer is a sole proprietorship, partnership, corporation, limited liability company.'
 - 'Injured worker is a sole proprietorship, partnership, corporation, limited liability company.'
 - 'Insurance Agent's name'
 - 'Insurance Agency'
 - 'Agent's Telephone Number'