

**NORTHERN ROCKIES COORDINATING GROUP (NRCG)****NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS
MANAGEMENT
SUPPLEMENT****CHAPTER 10 - PERSONNEL****Supplement No:** NR-2023-8**Effective Date:** April 15, 2023**Duration:** Effective until superseded or removed**Approved:***/s/ Rich Cowger***RICH COWGER****Chair**

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

New Document	NR-2023-8	17 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2022-2 (4/15/2022)	16 Pages

Digest:

- Updated rates in Exhibit NR1 MT-DNRC Position Matrix, 2023 EFF Pay Plan

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: State of Montana DNRC uses Exhibit NR1 MTDNRC Position Matrix, EFF Pay Plan located in this document. For hiring information and pay provisions reference the NRCG Chapter 50 supplement, Section 01.3 at https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR_Chapter50.pdf

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 at: https://gacc.nifc.gov/rmcc/incident_busn_management.php.

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

Recruitment

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

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

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>

The policy of the Northern Rockies is to ensure that available and qualified agency employees and/or cooperators (i.e. state/local government) are dispatched for all incident positions prior to dispatching an AD/EFF/Casual. Typically, AD/EFF/Casuals

will be used as needed depending on local, geographic, or national incident needs. Sponsoring units have the discretion whether to sponsor/certify any AD/EFF/Casual position or qualification based on the needs and financial capabilities as identified by the agency administrator. This may include positions that could potentially serve all wildland fire agencies in the Northern Rockies.

Sponsoring Unit

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

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

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

- Manage certification and training records.
- Annually issue an Incident Qualification Card (red card), upon approval from the sponsoring unit's qualification review process.
- Ensure AD/EFF/Casuals have completed agency training requirements.
- As required by some NRCG agencies, issue documentation needed for authorized use of an agency vehicle.
- Process appropriate time and travel documents.

AD/EFF/Casuals will:

- Complete required training and certification and provide the appropriate documentation to the sponsoring unit.
- Maintain current availability status per the host dispatch center's direction.
- Present complete pay and per diem documents to the sponsoring unit within the agencies' timeframes after completion of assignment.

Hiring Policies and Procedures

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.

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

1 training. Pay rates for attending training classes will be determined in accordance with
2 sponsoring/hiring unit policy.

3 AD/EFF/Casuals may be reimbursed for travel expenses for attendance at area
4 sponsored meetings and training; however, reimbursement is not universal among all
5 participating NRCG agencies. Travel reimbursement will be made in accordance with
6 sponsoring/hiring unit policy. AD/EFF/Casuals must gain approval from their
7 sponsoring/hiring agency prior to committing to any activity or travel that would cause
8 them to incur potentially reimbursable expenses.

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

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

16 For approved AD/Casual exception positions, units are required to include the job
17 description with the Single Resource Casual Hire Information Form.

18 To get exception positions approved, contact the geographic area Incident Business
19 Lead for the respective hiring agency.

20 **Resource Requests / Resource Orders**

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

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

Pay Provisions

For unique Pay Provisions applicable to State of Montana employees and EFFs, see the NR Supplement to Chapter 50, 01.3-1 Entitlements.

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.

Travel

The AD/Casual's method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934) or other sponsoring/hiring agency forms. Montana EFFs do not utilize the Single Resource Casual Hire Information Form or other forms for this purpose. Air transportation will be arranged and paid for by the government. The dispatch/mobilization center will determine the method of travel based on needs of the requesting incident. Personal vehicle (POV) mileage reimbursement rules will be set by the sponsoring agency.

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

1. The AD/EFF/Casual is driven to the airport or to the incident. There will be no reimbursement for a personal vehicle if the employee turns down an available ride. SHUTTLE/DELIVERY/PICKUP: The preferred option is for the receiving unit to provide transportation for the resource to the incident assignment.
2. The AD/EFF/Casual is assigned a government vehicle if one is available. The AD/EFF/Casual must meet sponsoring/hiring agency driving requirements, if applicable, before a government vehicle can be assigned. Incident ground support may provide these vehicles.
3. If a government vehicle is not available, use of the AD/EFF/Casual's personal vehicle may be authorized. The AD/EFF/Casual will be paid the standard agency mileage rate for using a personal vehicle if/when a government or agency vehicle is not available. Use of a personal vehicle should be limited to transportation to and from the incident, not for business use on the incident.
4. **EFFs Only:** An Emergency Equipment Rental Agreement (EERA) will only be issued for a personal vehicle if it is essential to job performance, a government vehicle is not available, and the vehicle will actually be used on the incident. A separate Resource Order must be issued for the vehicle. If a personal vehicle is put on an EERA at the incident, it will be hired and released at the incident. **Note: This option is not available for federal ADs regardless of incident jurisdiction.**

Rest & Recuperation

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

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

Workers' Compensation

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

State Agencies:**Montana:**

- Provide emergency care first. Complete paperwork as soon as reasonably possible. If possible, file the Report of Incident form within 24 hours of the injury.

See Exhibit NR3 for instructions.

Idaho:

- 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:

- 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.

EXHIBIT NR1
**Montana DNRC Position Matrix for Emergency Firefighters
(EFFs) and Rates of Pay**

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

2023 MT DNRC EFF PAY PLAN

EFF Class	Pay Rate
A	\$16.33
B	\$17.38
C	\$18.66
D	\$20.03
E	\$21.42
F	\$22.88
G	\$25.63
H	\$28.47
I	\$28.96
J	\$31.24
K	\$33.76
L	\$39.32
M	\$45.92
N	\$38.08
O	\$53.21

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
ASCO	AIR SPACE COORDINATOR	K
ASGS	AIR SUPPORT GROUP SUPERVISOR	J
ATGS	AIR TACTICAL GROUP SUPERVISOR	J
AITs	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

POSITION CODE	POSITION TITLE	EFF CLASS
ARCH	ARCHEOLOGIST	K
ACAC	AREA COMMAND AVIATION COORDINATOR	L
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
COPA	CONTRACTING OFFICER'S PURCHASING AGENT	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
CISL	CRITICAL INCIDENT STRESS MANAGEMENT LEADER	K
CISM	CRITICAL INCIDENT STRESS MANGEMENT MEMBER	H
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

POSITION CODE	POSITION TITLE	EFF CLASS
DPRO	DISPLAY PROCESSOR	C
DIVS	DIVISION/GROUP SUPERVISOR	J
PILO	PILOT, DNRC	O
DOCL	DOCUMENTATION UNIT LEADER	F
DZOP	DOZER OPERATOR	H
DRVA	DRIVER, CLASS A - CDL REQUIRED	F
DRVB	DRIVER, CLASS B – CDL REQUIRED	E
DRIV	DRIVER/OPERATOR	D
FUEL	DRIVER, FUELING SPECIALIST	G
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
FSCC	FINANCE/ADMIN SECTION CHIEF COMPLEX	L
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
INVL	WILDLAND FIRE INVESTIGATOR, TEAM LEADER	K
THSP	FIRE LOOKOUT	D
FFT1	FIREFIGHTER TYPE 1 (SQUAD BOSS)	D
FFT2	FIREFIGHTER TYPE 2 (CREW/MEMBER)	C

POSITION CODE	POSITION TITLE	EFF CLASS
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
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
ICCI	INCIDENT COMMANDER COMPLEX	M
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

POSITION CODE	POSITION TITLE	EFF CLASS
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
LSCC	LOGISTICS SECTION CHIEF COMPLEX	L
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L
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	J
THSP	MESSENGER	A
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H
MXMS	MIXMASTER	G
THSP	MOBILIZATION CENTER COORDINATOR	K
THSP	NRCG EQUIPMENT INSPECTOR	H
THSP	NRCG LEAD INCIDENT CONTRACT PROJECT INSPECTOR	K
OPBD	OPERATIONS BRANCH DIRECTOR	K
OSCC	OPERATIONS SECTION CHIEF COMPLEX	L
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
PSCC	PLANNING SECTION CHIEF COMPLEX	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

POSITION CODE	POSITION TITLE	EFF CLASS
PETM	PREVENTION TEAM MEMBER	J
PREV	PREVENTION TECHNICIAN	C
THSP	PRINCIPLE ADVISOR (FEMA)	L
PROC	PROCUREMENT UNIT LEADER	I
PIOC	PUBLIC INFORMATION OFFICER COMPLEX	L
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K
PIO3	PUBLIC INFORMATION OFFICER TYPE 3	I
PIOT	PUBLIC INFORMATION OFFICER, TECHNICIAN	E
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
SOFC	SAFETY OFFICER COMPLEX	L
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

POSITION CODE	POSITION TITLE	EFF CLASS
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
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

POSITION CODE	ALL HAZARD	EFF CLASS
TRT2	TECHNICAL RESCUE TECHNICIAN	D
TCA1	TRAFFIC CONTROL AID	B

EXHIBIT NR2**Montana Department of Natural Resources and Conservation
Instructions—Work Related Injury and Occupational Disease
Reporting**

All DNRC personnel, including Emergency Fire Fighters (EFF) must fill out a [DNRC Report of Incident](#) 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.

EFF's Injuries - DNRC management must be notified immediately. Failure to report correctly will result in DNRC Management to question the injury. This could cause delays and result in a possible insurer denial.

Employees: Seek medical attention, then notify the supervisor/DNRC contact of any on-the-job injury IMMEDIATELY.

Supervisors:

1. Direct and encourage the employee to seek immediate medical treatment
2. Contact Matt Chambers, DNRC Occupational Health & Safety Manager (OHSM) (406) 444-2079 office or (406) 461-8313 cell within 24 hours of the injury. Inform him of all the details who, what, when and where (include Injured Employee's contact information)
3. Email [DNRC Report of Incident](#) to (matthew.chambers@mt.gov). The DNRC OHSM will file a First Report of Injury claim with Montana State Fund and send a confirmation email. This confirmation email will include a claim number and additional details to the supervisor and employee.
4. If Matt is not available, fill out the DNRC Report of Incident and fax it to Human Resources:(406)444-1357 within 24 hours of the injury. An HR specialist will file the claim with the Montana State Fund.

It is the DNRC Supervisor's responsibility to:

- Report the injury to Matt Chambers 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 Matt Chambers that a report has been filed as quickly as possible.

If on a fire assignment, the employee's supervisor is his/her immediate supervisor at the incident. If the immediate supervisor is not a DNRC employee, the incident should contact the employee's Home Unit and the DNRC Occupational Health & Safety Manager (OHSM) as soon as possible. The DNRC OHSM will file the claim with the Montana State Fund.

- A hard copy of the [DNRC Report of Incident](#) may be obtained from any DNRC Office.
- To print a copy of the form, go to the DNRC website: <https://dnrc.mt.gov/Forestry/Wildfire/forms-information>. Scroll to Fire Finance Information & Forms, select the “DNRC Report of Incident” form. You will not be able to file online. Print the form, fill it out, and send to the DNRC OHSM at matthew.chambers@mt.gov or fax to Matt Chambers at (406) 444-1357.