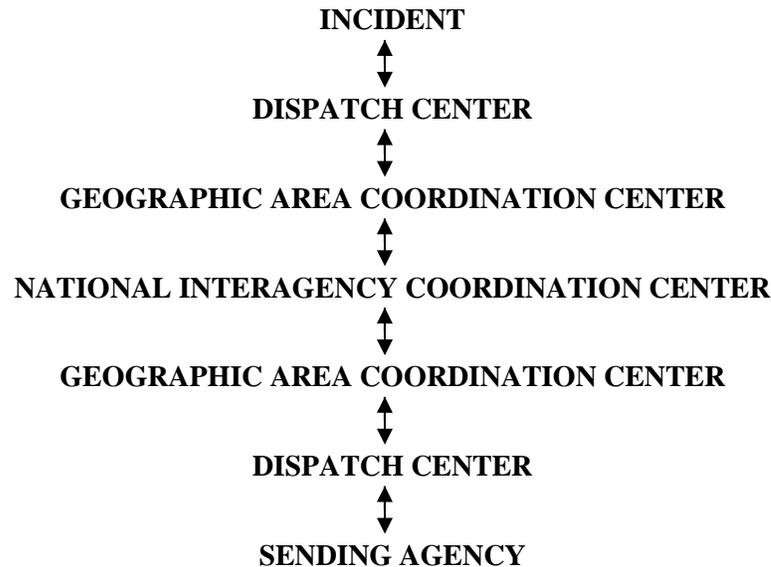


1 **Ordering Procedures**

2 Resource order requests will be processed using the Resource Ordering and Status System
3 (ROSS). Resource order requests as the result of an incident, preparedness, severity, and
4 wildland and prescribed fire will follow the established ordering channel displayed below.

5
6 At the point in this flow when an order can be filled, reverse the process to insure proper
7 notification back to the incident or requesting office. Local agency dispatch offices should use
8 mutual aid agreements with cooperators whenever possible.



9 **Support to Border Fires**

10 Border fires are defined as a wildfire that has crossed the boundary from one (1) Geographic
11 Area into another or where the fire is expected to cross the boundary within two (2) burning
12 periods.

13
14 Whereas both Geographic Areas have a vested interest and authority to provide resource support
15 to the incident, they may order directly from each other in support of the incident. The following
16 protocols apply:

- 17 • A single ordering point will be designated to ensure proper assignment and
18 demobilization of resources. The incident will remain with the originating unit for
19 situation reporting and prioritization.
- 20 • The dispatch organization designated as the single ordering point may place orders to
21 either GACC using established ordering channels, however only the GACC of the
22 originating unit expanded dispatch is authorized to place orders with NICC.
- 23 • Prior to initiating border fire support operations, concurrence and agreement must occur
24 between the two GACCs and NICC. In order to maintain effective coordination and
25 ensure that the appropriate resources are mobilized, daily conference calls will be
26 conducted between both GACCs and the expanded dispatch organization for the duration
27 of the incident.

28
29
30
31
32

1 Mobilization and Demobilization Information

2 Travel information for resources will be transmitted by using the ROSS Travel function. Each
3 travel segment will identify mode of travel, carriers name with flight numbers, departure and
4 arrival locations with estimated departure time and estimated arrival time (ETD/ETA) using the
5 local time and time zone.

7 Non-Incident Related Ordering

8 Resource acquisition not related to an incident, preparedness, severity, and wildland fire may
9 also follow these ordering procedures. The use of appropriate cost coding procedures is
10 required. Procedures for National Interagency Support Cache ordering are located within
11 Chapter 20.

13 Cost Coding

14 Interagency Fire and Severity Activities

15 The five (5) Federal agencies with Wildland Fire Management funds (BLM, BIA, NPS, FWS,
16 and USFS) have an Interagency Agreement for Fire Management which provides a basis for
17 cooperation on all aspects of wildland fire activities. Included in this agreement is the direction
18 to NOT bill for services rendered for emergency fire suppression, including severity activities.

19
20 The BLM, FWS, NPS and BIA will use a four (4) digit interagency FireCode to track and
21 compile costs for all severity activities; the ordering office must include the word “severity”
22 within the resource order incident name. (Information on the interagency FireCode can be found
23 at: https://www.firecode.gov/help/User_Guide.pdf)

24
25 All fire suppression orders are to have a four (4) digit interagency FireCode assigned by the
26 ordering office. Interagency dispatch procedures have been established to incorporate assigning
27 one FireCode per fire for use by all federal wildland fire agencies.

28
29 Orders processed through NICC must have at least one of the following federal agency cost
30 codes assigned by the ordering office. Financial codes should be consistent with the Incident
31 Type.

33 Bureau of Land Management (BLM)

34 The BLM wildland fire management cost coding is divided into eleven (11) activities:

- 35 • Wildland Fire Preparedness LF1000000
- 36 • Fire Facilities LF3300000
- 37 • Suppression Operations LF2000000
- 38 • Severity LF2100000
- 39 • Emergency Stabilization LF2200000
- 40 • Reimbursables: Fire LF6900000, All Risk LF6910000
- 41 • Hazardous Fuels: LF3100000
- 42 • State Assist: Suppression LF5610000, Preparedness LF5710000
- 43 • Rural Fire Assistance LF3500000
- 44 • Burned Area Rehab LF3200000
- 45 • Joint Fire Science Program LF3400000
- 46 • Fire Trespass L53200000

47 As with all BLM fire operations activities (suppression, rehabilitation and fuels), a
48 project number is required regardless of the subactivity code being used. The standard
49 fund coding guidelines used for suppression, rehabilitation, and fuels activities apply.

Also, note that the standard severity coding procedure of converting from the severity number to a fire number applies when dispatched to a specific fire. All fire severity numbers have been assigned under program LF2100000.HT0000.

Bureau of Indian Affairs (BIA)

The BIA wildland fire management funding is divided into seven (7) activities and various sub-activities:

Wildland Fire Preparedness	Old FFS	FBMS Functional Area
➤ Wildland Fire Preparedness	92100	AF1000000.999900
○ Preparedness	92120	AF1002020.999900
○ Interagency Fire Share	92130	AF1003030.999900
○ National Programs	92140	AF1004040.999900
○ FireBert	92150	AF1005050.999900
○ Self-Governance	92900	AF1002900.999900
○ Wildland Fire Prevention	92T00	AF1002T00.999900
○ Interagency Hotshot Crews	92U00	AF1002U00.999900
○ Fire Ready Reserve	92V00	AF1002V00.999900
Emergency Suppression	Old FFS	FBMS Functional Area
• Emergency Suppression	92300	AF2000000.999900
• Suppression	92310	AF2001010.999900
• Emergency Stabilization	92320	AF2202020.999900
• Severity	92350	AF2105050.999900
Construction & Deferred Maintenance	Old FFS	FBMS Functional Area
• Construction & Deferred Maintenance	92400	AF3304000.999900
• Self-Governance	92G00	AF3302G00.999900
Rural Fire Assistance	Old FFS	FBMS Functional Area
○ Rural Fire Assistance	92R00	AF3502R00.999900
Burned Area Rehabilitation	Old FFS	FBMS Functional Area
○ Burned Area Rehabilitation	92B00	AF3202B00.999900
Hazardous Fuels Reduction Ops	Old FFS	FBMS Functional Area
○ Hazardous Fuels Reduction Ops	92H00	AF3102H00.999900
Reimbursable-Wildland Fire Management	Old FFS	FBMS Functional Area
➤ Preparedness	9F100	AF6901000.999900
➤ Emergency Operations	9F200	AF6902000.999900
➤ Burned Area Emergency Rehabilitation	9F300	AF6903000.999900
➤ Hazardous Fuels Reduction Operations	9F400	AF6904000.999900
➤ Rural Fire Assistance	9F500	AF6905000.999900
➤ All Risk Assistance	9F600	AF6910000.999900
➤ Proceeds of Sale of Surplus Equipment	9F700	AF6907000.999900

The WFM employs the Work Breakdown Structure (WBS) and Fire Codes (Prescribed by the Department and Congressional mandate) to facilitate funding programs. This will be accomplished through the use of FBMS accounting codes, including the following elements: Fund Code/Functional Area(ABC included)/Cost Center/WBS/Budget Object Class-Commitment Item. A NIFC example might look like:

13XA1125TR/AF3102H00.60Z100/AAK4004401/261A00/WBS#/AF.HFG0312W01.00000.

1 The WBS code will be on all obligation and expenditure documents. WBS codes must be
 2 established by the BIA-NIFC Budget Office or the Central Office. This will ensure all costs are
 3 tracked by the projects or missions.

4 FireCode numbers are generated by the FireCode System, used by USDA and DOI. The
 5 FireCode system creates a four digit FireCode when FireCode users make a request. These
 6 FireCodes are entered into the FBMS system, and used as appropriate. Severity FireCodes must
 7 be approved by the BIA Fire Director. Preparedness, Burned Area Rehabilitation, Hazardous
 8 Fuels Reduction, Construction and Reimbursable require funding transactions documents (FBMS
 9 Entry Document) to be approved.

10

11 **National Park Service (NPS)**

12 The NPS wildland fire management cost coding is as follows:

13 **Wildland Fire Preparedness**

14	➤ PF100PP85.Y00000	Program Management
15	➤ PF100PP85.WR0000	Readiness
16	➤ PF100PP85.MF0000	Preparedness Fleet Maintenance
17	➤ PF100PP85.EF0000	Research
18	➤ PF100PP85.YP0000	Plan/Compliance
19	➤ PF100PP85.S00000	Provide Community Assistance
20	➤ PF100PP85.WW0000	Respond to Wildfires
21	➤ PF100PP85.P00000	Preventative Maintenance
22	➤ PF100PP85.M00000	Corrective Maintenance

23 **Fire Facilities Construction & Maintenance**

24	○ PF330FF85.P00000	Fire Facility Preventative Maintenance
25	○ PF330FF85.M00000	Fire Facility Corrective Maintenance
26	○ PF330FF85.CN0000	Fire Facility Construction

27 **Suppression Operations**

28	• PF200SP85.MF0000	Suppression Fleet Maintenance
29	• PF210SV85.WV0000	Severity
30	• PF210SV85.WU0000	Step-Up
31	• PF210SV85.MF0000	Severity Fleet Maintenance
32	• PF220ES85.RM0000	Wildfire Burned Area Response
33	• PF220ES85.MF0000	Emergency Stabilize Fleet Maintenance

34 **Burned Area Rehabilitation**

35	• PF320BR85.RM0000	Wildfire Burned Area Response
36	• PF320BR85.Y00000	Program Management
37	• PF320BR85.MF0000	Burned Area Fleet Maintenance
38	• PF320BR85.AM0000	Monitor Treatment

39 **Hazardous Fuels Reduction – Non-WUI**

40	○ PF310HF85.Y00000	Program Management
41	○ PF310HF85.WP0000	Implement Prescribed Fire
42	○ PF310HF85.YP0000	Plan/Compliance
43	○ PF310HF85.AM0000	Monitor Treatment
44	○ PF310HF85.WM0000	Implement Mechanical Treatments
45	○ PF310HF85.WC0000	Implement Other Treatments
46	○ PF310HF85.MF0000	Non-WUI Fleet Maintenance

1	○ PF310HF85.EF0000	Research
2	Hazardous Fuels Reduction – WUI	
3	○ PF310WF85.Y00000	Program Management
4	○ PF310WF85.WP0000	Implement Prescribed Fire
5	○ PF310WF85.YP0000	Plan/Compliance
6	○ PF310WF85.AM0000	Monitor Treatment
7	○ PF310WF85.S00000	Provide Community Assistance
8	○ PF310WF85.WM0000	Implement Mechanical Treatments
9	○ PF310WF85.WC0000	Implement Other Treatments
10	○ PF310WF85.MF0000	WUI Fleet Maintenance
11	○ PF310WF85.EF0000	Research
12	State Assistance	
13	○ PF46060C8.W00000	State Assistance Collect Operations
14	○ PF47070C8.W00000	State Assistance Collect Preparedness
15	○ PF56161C8.W00000	State Assistance Expenditures Operations
16	○ PF56161C8.MF0000	State Assistance Expenditure Operation Fleet
17	Maintenance	
18	○ PF57171C8.W00000	State Assistance Expenditures Preparedness

19
20 The interagency FireCode will be used by the National Park Service for tracking and compiling
21 costs for wildland fire suppression and for severity activities.

22

23 **Fish and Wildlife Service (FWS)**

24 The FWS wildland fire management cost coding is provided below:

25	• Wildland fire Preparedness	FF.F10000##ZZZZ0
26	• Suppression Operations	FF.F20000##ZZZZ0
27	• Severity	FF.F21000##ZZZZ0
28	• Emergency Stabilization	FF.F22000##ZZZZ0
29	• Burned Area Rehabilitation	FF.F32000##ZZZZ0
30	• Hazardous Fuels Reduction (Non-WUI)	FF.F31000##NZZZZ
31	• Hazardous Fuels Reduction (WUI)	FF.F31000##WZZZZ

32

33 *## = FWS Region number (01-09)*

34 *ZZZZ = project assigned code/FireCode*

35

36 All cost codes require a ten-digit cost center, then the Work Break down Structure (WBS), which
37 includes the interagency FireCode or project number. The interagency FireCode will be used
38 with the appropriate account as stated in the FWS Fire Business Handbook. All fire operations
39 activities require a project number.

40

41 The interagency FireCode will be used by the Fish and Wildlife Service for tracking and
42 compiling costs for wildland fire suppression, severity, and subsequent rehabilitation activities.

43

44 **Forest Service (FS)**

45 The interagency FireCode Program will be used to generate a four (4) character code that will be
46 used to track and compile costs.

- 47
- “P” codes represent wildland fires.

- “S” codes represent severity requests. Each Region/Forest will have two S-codes for severity. One code for Washington Office (National) approved severity and a second code for Regional Office approved severity. Region/Unit overrides will be used.

S (region number) 1111-Short duration severity, approved at the Regional level. Each Region/Forest should use their own override.

S (region number) 9999-Longer duration, approved at the National level. Each Region/Forest should use their own override.

FS Severity Assistance to DOI will use the following codes by DOI Bureau.

- S70001 1502 -FS resource used on **BIA** severity orders
- S70002 1502 -FS resource used on **BLM** severity orders
- S70003 1502 -FS resource used on **FWS** severity orders
- S70004 1502 -FS resource used on **NPS** severity orders

“F” codes indicate FEMA supported incidents. An “F” code will be assigned by the Forest Service Regional Office that is within the affected FEMA Region. Individual resources ordered to a FEMA incident will charge to the appropriate “F” code. Units providing support to a FEMA incident will charge to the “F” code in accordance with the FS annual incident job code guidance. Under the National Response Framework (NRF), overtime, travel, and per diem are reimbursable. Base salary of all employees on assignment to a FEMA incident will be charged to the appropriate “F” code and paid from the Emergency Operations (WFSU) account.

Overhead/Crews

Personnel must be requested by the description found in the Fireline Handbook, NWCG Handbook 3, PMS 410-1, NFES 000065 (March 2004) and in the National Interagency Incident Management System (NIIMS) Wildland Fire Qualification System Guide, PMS 310-1, NFES 001414. All requests will be in one of these categories:

- C = Crews by type
- O = Overhead by position title
- IA = Initial Attack Rappelers and Smokejumpers

Overhead Mobilization and Demobilization

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "Trainee Acceptable" is selected as an inclusion in ROSS. The sending unit must designate a Flight Manager when two (2) or more personnel travel together to the same incident via non-commercial air transport. Refer to Chapter 60 for Flight Manager responsibilities.

Supplemental Fire Department Resources are overhead tied to a local fire department by general agreements that are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

When mobilizing Supplemental Fire Department Resources outside of the fire district or mutual aid zone the following will apply:

Mobilization will follow established ordering procedures as identified in National, Geographic, and Local Mobilization Guides. Resources will be mobilized from the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival

1 time, and any additional special needs or equipment authorizations, e.g. cellular phones, laptops,
2 and rental vehicles.

3
4 NICC will not accept requests for clerical, driver, or laborer positions. It is not cost effective to
5 hire and transport such personnel when they are normally available from local sources.

6 If a request requires individuals to be self-sufficient for the duration of the assignment, they must
7 be able to procure food, lodging, and local transportation.

8
9 **Name requests for suppression or all-hazard incidents should be rare and are appropriate**
10 **only for highly specialized positions or to meet specific agency objectives (for example,**
11 **name requests between state agencies).** The ordering unit must confirm availability for the
12 individual being requested prior to placing the request.

13
14 Severity requests often involve strategic movement of resources from areas with lower fire
15 potential. In these cases, name requests may be appropriate and are typically directed by agency
16 managers.

17
18 Name requests charged to budgeted/programmed, non-suppression funds are acceptable and will
19 be processed without delay.

20
21 All name requests not filled by the sending unit will be returned to the requesting unit by NICC
22 as UTF.

23
24 Unless specifically excluded, ADs and private contractors will be accepted for suppression and
25 severity orders.

26
27 During demobilization of resources, emphasis will be placed on having personnel home no later
28 than 2200 hours local time. Occasionally, the availability of large transport aircraft will dictate
29 timeframes during demobilization.

30 31 **Crews**

32 Crews will be ordered by a standard type. Three (3) types exist for National or interagency
33 assignments. They are; Type 1, Type 2, and Type 2 with IA (initial attack) capability. Refer to
34 Chapter 60 for minimum crew standards for national mobilization.

35
36 NIFC Forest Service has contracted nationally for T-2IA Crews (National Contract Resources, or
37 NCR). National Contract Resources (NCR) are hosted by local units (Host Unit Coordination
38 Centers, or HUCC) which are contractually required to utilize dispatch priorities when
39 mobilizing crews, as outlined in section C.7 of the National Type-2IA Firefighter Crew Contract.
40 See the following web-site for further details:

41 <http://www.fs.fed.us/fire/contracting/crews/crews.htm>

42 43 Type 1 Crews:

44 Crews that meet minimum standards identified within the Fireline Handbook, NWCG Handbook
45 3, PMS 410-1, NFES 000065. Interagency Hotshot Crews (IHC) are a Type 1 Crew that exceeds
46 the Type 1 Standards as required by the National IHC Operations Guide (revised 2011).
47 Interagency Hotshot Crews require appropriate Federal or State agency sponsorship and a
48 recommendation by their respective Geographic Area Coordinating Group for inclusion into the

1 National Interagency Mobilization Guide. NICC will maintain availability status of Type 1
2 Crews, but will not recognize internal Geographic Area rotations of these crews.
3 Type 1 Crews attempting to transport chain saws on other than NIFC contract jets should be
4 prepared to ship their chain saws via an alternative method should loading be refused. Type 1
5 Crews normally come equipped with hand tools. There may be occasions when Type 1 Crews
6 transported by air do not arrive with hand tools. If tools are needed, they should be ordered
7 separately as supply items.

8
9 When Type 1 Crews are transported by aircraft, the receiving unit should be prepared to provide
10 the following:

- 11 o Crew transportation.
- 12 o Vehicle to transport saws, fuel, and hand tools separate from crew transportation.
- 13 o Fire equipment (minimum two (2) cases of fuses).
- 14 • Chain saws (four (4) kits).
- 15 o Saw fuel (ten (10) gallons, unmixed).
- 16 • Bar oil (five (5) gallons).

17
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24
25 Type 2 and Type 2 IA Crews:

26 Crews that meet minimum standards identified within the Fireline Handbook, NWCG Handbook
27 3, PMS 410-1, NFES 000065 (March 2004). Type 2 Crews will be ordered as Type 2 or Type 2
28 IA. In addition to the Type 2 minimum standards, Type 2 IA Crews can be broken up into
29 squads and have three (3) qualified sawyers.

30
31 Type 2 and Type 2IA Crews ordered through NICC **DO NOT** come with chain saws or hand
32 tools when transported by air. If chain saws or hand tools are needed, they should be ordered
33 separately as supply items.

34
35 Units sending Type 2 and Type 2 IA Crews will determine the ratio of crews to Crew
36 Representatives (CREP) needed for a given assignment. Depending on the assignment, ratios of
37 1:1 to 1:4 may be appropriate. These responsibilities can be met by an Interagency Resource
38 Representative (IARR) as well. A CREP assigned to Type 2 or Type 2 IA Crew will remain
39 with the crew from the initial dispatch until the crew is released to home unit. CREPs are not
40 required for agency regular crews.

41
42 Standard crew size is twenty (20) people maximum and eighteen (18) people minimum
43 (including Crew Boss, Crew Representative, and trainees).

44
45 All equipment will be inspected and weighed at time of mobilization to ensure adherence to safe
46 transportation procedures.

47
48 All crew personnel mobilized and demobilized outside the local unit through NICC will be
49 identified on a crew manifest form. Crew supervisors will maintain a minimum of four (4)

1 accurate copies of this form at all times. Crew weights will be manifested separate from
2 personal gear and equipment weights. The crew supervisor or CREP will ensure compliance
3 with weight limitations. (See Chapter 10 for standard weight and gear policy)
4 Anytime a Geographic Area or State has committed four (4) or more crews, an Interagency
5 Resource Representative (IARR) can be sent by the sending unit or the receiving unit can request
6 them. For each IARR sent, it is the responsibility of the sending GACC to mobilize, demobilize,
7 and ensure proper notification is made to the receiving GACC. An IARR mobilized to incident
8 assignments away from their home unit should have the ability to be fiscally self-sufficient. If
9 the IARR is not self-sufficient, the receiving unit must be notified in advance so they can be
10 prepared to support them.

11 **Interagency Wildland Fire Modules**

12 Orders for Interagency Wildland Fire Modules will be placed through established ordering
13 channels in ROSS using an Overhead Group Request (Module, Wildland Fire) and configured
14 according to Chapter 60.
15

16
17 Interagency Wildland Fire Modules provide skilled and mobile personnel for prescribed fire
18 management and wildfires managed for resource or ecological benefit in the areas of planning,
19 fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- 20 • Support burn unit preparation.
- 21 • Support mechanical hazardous fuel reduction projects.
- 22 • Assist with fire effects plot work.

23 **Smokejumpers**

24
25 Smokejumpers primary mission is initial attack. While most effective at providing rapid initial
26 response, smokejumpers are well equipped to respond to extended attack incidents and short-
27 term critical need missions on large fires. Smokejumpers are normally configured by planeload,
28 with each load ranging from 2 to 16 smokejumpers depending on aircraft type and smokejumper
29 availability. Smokejumpers may be configured as crews (hand crew, engine crew, or helitack
30 crew) or as single-resource overhead for Incident Command System positions. Concurrence
31 with NICC must be obtained prior to configuring smokejumpers as crews or modules for
32 extended attack operations.

33 NICC must be notified when a Geographic Area has internally committed or mobilized 50% of
34 their smokejumpers. Geographic Areas will inform NICC of the establishment of smokejumper
35 spike bases.

36
37 There are two primary methods for ordering smokejumpers. The type of order should be
38 predicated on immediate need or augmentation.
39

40 **Initial Attack Load**

41 When smokejumpers are needed jump-ready for initial attack with aircraft, they are to be
42 requested in ROSS as "Load, Smokejumper, Initial Attack" on an Aircraft request. Specifying
43 the delivery system is not permitted. The sending unit will fill the request with a roster in ROSS
44 or by forwarding a manifest form, with name and agency identification, through the established
45 ordering channels. This information can be acquired after the jumpship is airborne. Any intent
46 to retain Smokejumpers which have not been utilized as an IA load will be negotiated between
47 the GACCs and NICC. GACCs pre-positioning smokejumpers when multiple starts are
48 occurring or predicted will specify the anticipated duration. If not deployed during this period,

1 smokejumpers will be made available for higher priorities, unless longer duration is negotiated
2 between the GACCs and NICC.

3 Smokejumpers held as boosters after release from the first IA assignment will be placed on an
4 Overhead order using individual "O" requests. Smokejumpers recovered and mobilized to
5 another assignment, internally or across Geographic Area boundaries, will also be placed on an
6 Overhead order.

7
8 Aircraft delivering Initial Attack smokejumpers will return to the sending base or a designated
9 airport before the end of the pilot's daily flight or duty limitations. Any intent or necessity to
10 retain the aircraft will be negotiated between NICC and the GACCs. If the aircraft is retained
11 past the first operational period, it will be placed on an Aircraft request through established
12 ordering channels.

14 **Booster Load/ Individual Smokejumper Pre-position**

15 Boosters may be ordered from one individual base or could be filled by individuals from
16 multiple bases. When requesting a booster or pre-positioning individual smokejumpers they will
17 be ordered by individual Overhead requests. Requests may specify a desired delivery system
18 (round or square parachutes). Smokejumper aircraft must be ordered separately if the aircraft is
19 needed beyond delivery of the smokejumpers. Booster Load/Individuals may be kept up to 14
20 days. NICC, GACCs, and local dispatch center should communicate with the hosting and
21 potential sending smokejumper base(s) before the order(s) are placed and filled.

23 **Helicopter Module**

24 Call-When-Needed (CWN) helicopters will be managed by a qualified Helicopter Manager
25 (HMGB) and qualified Helicopter Crew Members (HECM); when combined they function as a
26 helicopter module.

TYPE HELICOPTER	FAA STANDARD / TRANSPORT CATEGORY	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use <u>or</u> FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager only	Manager only
2	Manager plus Three (3) Helicopter Crewmembers	Manager only	Manager only
3	Manager plus Two (2) Helicopter Crewmembers	Manager only	Manager only

CWN Helicopter and Module must meet up away from Incident(s) or Fire Operations.
The minimum required staffing levels must be filled with fully qualified personnel.
Trainees may be ordered in addition to the standard module configuration.

28 Units requesting helicopter modules for Call-When-Needed helicopters will do so using an
29 Overhead (O) support request for each position. Helicopter module requests should be
30 coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module
31 for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module
32 positions internally first.

33 If the intended use is for initial attack, the HMGB request must specify that a fitness level of
34 arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified.

1 If helicopter personnel/modules are required to arrive with special needed items (flight helmets,
2 radios, etc.), it must be specified at the time of request.
3

4 **Helicopter Rappellers**

5 The USDA Forest Service operates 12 rappel bases nationally in Regions 1, 4, 5, and 6. Each
6 base utilizes Bell medium helicopters, and generally operates from May through October.

7 Rappeller's primary mission is initial attack. When rappellers are needed for initial attack with
8 aircraft, they are to be requested in ROSS as "Load, Rappeller, Initial Attack" on an Aircraft
9 request. Additional mission specific information should be documented on the resource order.
10 When ordered for initial attack, rappellers will be self-sufficient for 36 hours after deployment
11 on an incident and are assigned to the user unit until released.
12

13 Rappel boosters will be ordered by individual Overhead requests. Any additional support needs
14 may be documented on the resource order. See Chapter 60 for additional information.
15

16 **Non-Standard Overhead Groups**

17 The generic overhead catalog items "module, fuels" or "module, suppression" will be used to
18 order non-standard overhead groups and configured according to Chapter 60. All requests for
19 these catalog items will be placed through established ordering channels using an Overhead
20 Group Request. Length of assignment rules apply to all non-standard overhead groups.
21

22 **Communications Coordinator (COMC)**

23 A Communications Coordinator must be assigned when a second 4390 Starter System is
24 assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter
25 System. The Communications Coordinator should be requested as a name requested position.
26 The GACC will coordinate filling the request with the National Incident Radio Support Cache
27 (NIRSC) in Boise, ID by calling the National Communications Duty Officer (CDO) at 208-387-
28 5644. Rental vehicle, lap top computer and cellular phone should be authorized when placing the
29 request.
30

31 It is important that this position be ordered as early as possible to alleviate the possibility of
32 frequency conflicts during multi-incident situations. See Chapter 60 for additional information.
33
34

35 **Incident Meteorologist (IMET)**

36 Whenever a Geographic Area mobilizes a Type 1 Interagency Incident Management Team, the
37 Geographic Area will provide an IMET who will be assigned to the incident. Certain situations
38 could develop where an IMET is not needed for each incident, such as when two (2) or more
39 incidents are in close proximity to each other. In these cases, one (1) or more IMETs could be
40 shared by the incidents.

41 IMET status will be maintained by the respective Geographic Area in ROSS. Status will include
42 updated contact information, the home jetport, individual qualifications, and current availability.
43

44 When an IMET is needed for an incident, the request will be placed up to the GACC. The GACC will
45 contact the NWS National Fire Weather Operations Coordinator (NFWOC) (Larry Van Bussum, or acting)
46 in Boise, Idaho by calling the NWS Incident Response Desk at 877-323-IMET (4638)
47

48 The NFWOC will then identify the name and location of the available IMET to fill the ordering
49 incidents IMET request. If the available IMET is located within the Geographic Area where the
50 incident is located, the IMET will be ordered by name request and internally mobilized using

1 established procedures. If the available IMET is located in another Geographic Area, the IMET
2 request will be placed to the National Interagency Coordination Center (NICC) as a name request
3 using established procedures. NICC will place the IMET request to the appropriate Geographic
4 Area to be filled.

5
6 When the NWS cannot provide transportation, the sending dispatch office is responsible for
7 arranging and providing mobilization needed for the IMET and any required equipment to the
8 incident. The incident or incidents host agency is responsible for arranging and providing
9 demobilization needed for the release of the IMET and required equipment back to the home
10 unit.

11
12 The IMET is a single resource covered under a reimbursable agreement between the Wildland
13 Fire Agencies and the Department of Commerce, NOAA-NWS. Standard NWS equipment that
14 is essential to on-site meteorological support is mobilized with each IMET, no additional
15 resource order requests are necessary. Standard NWS equipment does not require additional
16 ordering by the incident. Basic standard NWS equipment includes:

- 17 • Laptop computer
- 18 • Printer
- 19 • Mobile satellite setup and setup tools
- 20 • Cellular telephone
- 21 • Agency or rental vehicle appropriate for off-pavement use
- 22 • Miscellaneous office supply

23
24 Reimbursement of costs associated with utilization of Standard NWS equipment such as cell
25 phone usage charges, satellite communication charges, and four-wheel drive SUV, pickup or
26 similar rental vehicle to travel to incident locations with their equipment (including remote
27 locations) is authorized under section V., part B item 4 of the Interagency Agreement for
28 Meteorological and Other Technical Services. Damages, failure, and daily wear incurred to
29 standard equipment during an assignment are also eligible for reimbursement.

30 31 **Cache Support Positions**

32 These positions are available to assist fire caches during periods of high activity or when
33 shortages of locally trained personnel hinder cache operations.

34 35 **National Incident Management Teams**

36 **Interagency Incident Management Teams (IMTs)**

37 Incident Management Teams will be ordered by type (Type 1, Type 2 and NIMO). National
38 Type 1 IMTs will be mobilized according to the National call-out procedures from the National
39 rotation managed by NICC. Geographic Area Type 2 IMTs will be mobilized according to
40 Geographic Area policy, with the following exception: Geographic Area Type 2 IMTs that have
41 been ordered through NICC for staging within a Geographic Area will be prioritized and
42 assigned to any new Federal Type 2 incident within that Area, or when a replacement team is
43 needed within that Area.

44
45 IMTs will be requested through established ordering channels configured as identified in Chapter
46 60. Incident Commanders shall make notification to the receiving Geographic Area through
47 established ordering channels of any position shortages, or when their team configuration differs
48 from the standard configuration.

1 The primary mission of IMTs is wildfire incident management. IMTs may respond to all-hazard
2 incidents under the following guidelines:

- 3 • Planned events should be managed internally by the respective agency.
- 4 • The planned length of assignment should not exceed fourteen (14) days without
5 negotiated approval from the sending Geographic Area and NICC.

6 A Federal Emergency Management Agency (FEMA) mobilization under the National Response
7 Framework (NRF) will be accomplished according to the National call-out procedures identified
8 in Chapter 60. For additional information on the NRF, see Chapter 10.

- 9 • The standard length of assignment of fourteen (14) days may be extended up to thirty
10 (30) days after negotiated approval between the Incident Commander and FEMA.
- 11 • Base hours for Federal employees, in most cases, are not reimbursed by FEMA.
12 Overtime, premium pay, and travel expenses may be paid by FEMA.

13 14 15 16 **National Area Command Team**

17 National Area Command Teams will be mobilized according to the National call-out procedures
18 from the National Area Command Team rotation managed by NICC. Orders for National Area
19 Command Teams will be placed through established ordering channels using an Overhead Group
20 Request to NICC, configured as identified in Chapter 60.

21 22 **National Incident Management Organization Teams (NIMO)**

23 Orders for National Incident Management Organization Teams will be placed through
24 established ordering channels using an Overhead Group Request and configured as identified in
25 Chapter 60.

26 27 **Incident Support Teams**

28 **National Interagency Buying Teams (BUYT)**

29 National Interagency Buying Teams will be mobilized according to the National call-out
30 procedures from the National Interagency BUYT Rotation managed by NICC. Orders for
31 BUYTs will be placed through established ordering channels using an Overhead Group Request
32 and configured as identified in Chapter 60.

33
34 The primary mission of a BUYT is to support the local administrative staff with incident
35 acquisition. In addition, the BUYT Leader has the responsibility for coordinating property
36 accountability with the Supply Unit Leader. Responsibilities and coordination of BUYTs can be
37 found in the Interagency Incident Business Management Handbook in Chapter 20 and Chapter
38 40.

39
40 BUYTs should not be utilized as defacto payment teams. Incident host agencies should order an
41 Administrative Payment Team if the situation warrants.

42
43 BUYTs are ordered by the incident host agency and report to the agency administrator or
44 designated position, and work with the local administrative staff to support the incident
45 acquisition effort. Geographic Areas will internally mobilize their National Buying Teams, local
46 Geographic Area buying teams, or ad-hoc buying teams before requesting a National Interagency
47 Buying Team from NICC. National BUYTs are mobilized according to National Call-Out
48 Procedures. (See Chapter 60)

Administrative Payment Teams (APTs)

The National Park Service provides Administrative Payment Teams for incident support. The purpose of the APT is to expedite payment of financial obligations incurred as a result of an emergency incident and relieve the local administrative unit of additional work generated by the incident. After receiving written delegation of authority from the agency administrator, the team is responsible for payment of all financial obligations incurred during the incident.

Requests for APTs will be placed through established ordering channels using an Overhead Group Request to NICC, configured according to Chapter 60. APTs will be mobilized according to the National call-out procedures from the APTs Rotation managed by NICC.

APTs can make a full range of vendor payments. The following should be considered before requesting an APT:

- Is the incident expected to last for more than fourteen (14) days?
- The incident host agency is unable to process the payments during and after the incident due to regular workload demands.
- The community near the incident is providing support and cannot replenish stock without financial hardship and must be reimbursed fairly quickly.

Burned Area Emergency Response Team (BAER)

Burned Area Emergency Response is an integral part of wildfire incidents. All wildland fire management agencies are responsible for taking immediate and effective post wildfire site and resource stabilization actions designed to protect life and property and prevent further natural and cultural resource degradation while ensuring all environmental and legal mandates are met.

The Department of the Interior (DOI) maintains two (2) National BAER Teams to assist field units plan for immediate post wildfire site emergency stabilization. National BAER Teams are dispatched to more complex BAER incidents involving risks to human life and critical Federal assets. Potential floods, mud and debris flows, watershed/municipal water supplies, urban interface, and complex and multiple jurisdictions are the dispatch prioritization criteria issues factored into the mobilization decision. Bureaus maintain rosters of BAER personnel for less complex incidents and are available through the National Coordinators listed in Chapter 60.

BAER team personnel meet training and PPE standards necessary to make non-escorted IC approved fireline visits. Orders for BAER teams will be placed through established ordering channels in ROSS using an Overhead Group Request and configured according to Chapter 60.

National Fire Prevention and Education Teams (NFPET)

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 60.

NFPETs provide skilled and mobile personnel for fire prevention and education activities. They can be ordered to support a variety of situations affecting a large or small area. Teams are effective with the reduction of unwanted human-caused wildland ignitions, when wildland fire severity conditions are imminent, when unusually high fire occurrence is anticipated due to human activity, weather conditions, or hazardous fuels, and when an above normal incidence of human caused fires exists. NFPETs are designed to supplement local prevention and education program efforts on a short term basis. Working with local agencies and resources, NFPETs are equipped to complete on-site prevention assessments and plans, initiate the implementation of

1 the plans, and begin immediate public outreach and information dissemination. Ordering teams
2 for normal, routine, or project work should be discouraged. See Chapter 60 for additional
3 information.

4 **Wildland Fire and Aviation Safety Teams (FAST)**

5 Wildland Fire and Aviation Safety Teams assist Agency Administrators during periods of high
6 fire activity by assessing policy, rules, regulations, and management oversight relating to
7 operational issues. They can also provide the following:

- 8 • Guidance to ensure fire and aviation programs are conducted safely.
- 9 • Review compliance with Occupational Safety and Health Administration (OSHA)
10 abatement plans, reports, reviews, and evaluations.
- 11 • Review compliance with Interagency Standards for Fire and Aviation Operations.

12
13
14 Wildland FASTs can be requested to conduct reviews at the local, state, and geographical levels.
15 If a more comprehensive review is required, a National FAST can be ordered through established
16 ordering channels to NICC using an Overhead Group request and configured according to
17 Chapter 60.

18
19 Wildland FASTs will be chartered by their respective Geographic Area Multi-Agency
20 Coordinating Group (GMAC), with a delegation of authority, and report back to the GMAC.

21
22 The team's report includes an executive summary, purpose, objectives, methods and procedures,
23 findings, recommendations, follow-up actions (immediate, long-term, and national issues), and a
24 letter delegating authority for the review. As follow-up, the team will gather and review all
25 reports prior to the end of the calendar year to ensure identified corrective actions have been
26 taken. FAST reports should be submitted to the Geographic Area, with a copy to the Federal
27 Fire and Aviation Safety Team (FFAST) within thirty (30) days.

28 **Aviation Safety Assistance Team (ASAT)**

29 Aviation Safety Assistance Teams enhance safe, efficient, and effective aviation operations. An
30 ASAT provides assistance to unit and aviation managers, flight crews, and incident management
31 teams for increasing, ongoing or declining incident aviation activity.

32
33
34 If an ASAT cannot be filled internally, the request may be placed with NICC through established
35 ordering channels using individual overhead requests configured according to Chapter 60.
36 ASATs receive an assignment briefing with management concerns and/or issues identified in a
37 letter delegating authority, which establishes the roles of the team and its expectations. The
38 teams will provide daily feedback to the person(s) identified in the delegation of authority.
39 Teams will conduct an exit briefing and will provide a written report prior to demobilization.

40 **Equipment/Supplies**

41 All Equipment and Supply Orders will follow established ordering procedures (Type 1, 2, 3
42 incidents), except for the redistribution of supplies within the National Fire Equipment System
43 (NFES). Redistribution of excess supply items will be coordinated by the designated NFES
44 Cache Manager(s). Cache orders will be filled to meet timeframes specified, using the most
45 economical service. All NFES cache items are shipped ready for fireline use.

1 **Equipment/Supplies Mobilization**

2 Contracted resources awarded under a competitive solicitation process shall be mobilized using
3 established dispatch procedures before at-incident agreements are issued.

4
5 Examples of Equipment resources are:

- 6 • National Contract Mobile Food Services (Caterers).
- 7 • National Contract Mobile Shower Facilities.
- 8 • Rolling Stock – engines, water tenders, dozers, etc.

9
10 Supplies are identified as materials or goods not defined in any other resource or service
11 category.

12
13 Examples of Supplies resources are:

- 14 • NFES items.
- 15 • Mobile Cache Vans.
- 16 • Local Purchase.

17 **Equipment/Supplies Demobilization**

18 When demobilizing contracted equipment, vendors awarded Incident Blanket Purchase
19 Agreements (I-BPAs) as a result of competitive solicitations, shall be given priority to remain on
20 the incident over resources with at-incident agreements, unless the Incident Commander
21 determines it necessary to deviate based on a specific incident need or objective.

22
23
24 Release information for equipment and accountable supply items must be promptly relayed
25 through ROSS.

26 **National Interagency Support Cache Ordering Procedures**

- 27 • The NISCC can be activated at PL3 due to significant circumstances and is an automatic
28 activation at PL4.
- 29 • Orders for cache restock will be placed directly between National Interagency Support
30 Caches until the National Interagency Supply Cache Coordinator (NISCC) position is
31 activated at NICC.
- 32 • When the NISCC is activated at NICC, all cache restock orders from National
33 Interagency Support Caches will be placed with the NISCC. Based on national priorities,
34 the NISCC will forward requests to the appropriate National Interagency Support
35 Cache(s) for processing.
- 36 • The Cache to Cache Restock process should be utilized before large replacement supply
37 orders are procured through GSA or other sources. Large replacement supply orders will
38 be coordinated by a representative from the NFES at all planning levels to avoid
39 overstocking the system.

40 **NFES Items in Short Supply**

- 41 • NICC, in cooperation with NFES, will advise all incident support agencies of those items
42 in high demand with limited quantities and will distribute this information through the
43 NFES Managed Items List.
- 44 • Identified items on the NFES Managed Items List will be requested through established
45 ordering channels and will be coordinated through the NFES Representative at NIFC.

1 Field Office Replenishment During Fire Season

2 Agencies will place orders to their servicing National Interagency Support Cache.
3 Replenishment orders must be the result of fire management activities and must be accompanied
4 with the appropriate cost code.
5

6 Field Office Replenishment Outside of Fire Season

7 Whenever possible, field offices must order directly from GSA for those items stocked in the
8 Federal Supply System.

9 All other items will be ordered directly from suppliers unless individual agency instructions
10 prevail.
11

12 Incident Replacement of NFES Items

13 Prior to release from an incident, personnel may request replacement of equipment and supplies
14 that were lost, consumed, or worn out during the incident.
15

16 IMTs will approve all requests for replacement of equipment and supplies. If the requested
17 equipment and supplies are not available at the incident, the Supply Unit Leader may forward
18 requests to their servicing cache through established ordering channels. Replacement items will
19 be shipped to the Supply Unit at the incident. If there is insufficient time for the Supply Unit to
20 obtain replacement requests before demobilization of the resource, an Incident Replacement
21 Requisition (NFES 001300) will be completed and forwarded to the servicing cache, who will
22 then forward it to the requesting unit's servicing cache for processing. Replacement items will
23 be filled and shipped to the requestor's home unit.
24

25 Local Unit Incident Replacement: Type 3 and Type 4 Incidents

26 The hosting units' Agency Administrator or authorized representative must approve all
27 replacement requests. Follow procedures for incident replacement, Chapter 20.
28

29 Incident to Incident Transfer of Equipment and Supplies

30 Transfer of equipment and supplies between incidents, including those operating under Area
31 Command authority, may occur only with proper documentation so accountability is maintained.
32 Transfer of communications equipment creates safety concerns by increasing the risk of
33 frequency conflict and the possibility of damaged equipment or equipment not tuned being
34 utilized. This may only be done with approval of the NIRSC Communications Duty Officer
35 (CDO).
36

37 National Incident Radio Support Cache (NIRSC)

38 NIRSC is a National Resource composed of multi-channel radio systems and kits available for
39 complex incident communications. The priority use of NIRSC radio systems and kits are for
40 active incidents. All radio systems and kits must be returned to NIRSC as soon as the incident
41 has demobilized. A National Communications Duty Officer (CDO) is available at NIRSC
42 throughout the year. Geographic Area Frequency Managers, Communication Coordinators
43 (COMC), and Incident Communication Unit Leaders (COML) will coordinate with NICC, the
44 Geographic Area, and the NIRSC CDO on all telecommunication issues.
45

46 NIRSC stocks NFES 004390 Starter Systems, which will provide the initial Command/Tactical,
47 Air Operations, and Logistical communications requirements of a single incident. Individual kits
48 are available to supplement Starter Systems or to provide support for smaller incidents. The

1 NIRSC CDO can provide assistance in determining a specific incident's communication
2 requirements.

3
4 NIRSC radios are synthesized and contain both FS and DOI frequencies. FS and DOI
5 frequencies are not "cleared" nationally. Other agencies use these frequencies and, in some
6 cases, in very critical and sensitive areas. All frequencies must be approved for the areas where
7 they will be used. Any of the national frequencies (FS or DOI) are not to be used without prior
8 coordination with the NIRSC CDO.

9
10 NIRSC issues dedicated FM frequencies in conjunction with communication equipment
11 assigned to incidents. NIRSC will order additional FM frequencies from DOI and FS –
12 WO as needed. Government users may not use Family Radio Service (FRS) for
13 communications on any planned or ongoing incident.

14 **Radio Mobilization**

15
16 Requests for NIRSC radio systems and kits will be placed with NICC through established
17 ordering channels. **To insure proper frequency coordination, the ordering office must**
18 **include the Latitude and Longitude of the incident on the resource order.** Radios will be
19 used as received without modification. Defective radio equipment will be immediately returned
20 to NIRSC for maintenance. To maintain quality and quantity for the field, each Starter System
21 or kit will be returned to NIRSC for rehabilitation immediately after each assignment. The
22 incident or unit charged with custody of the radio equipment is responsible for a complete
23 inventory of that equipment upon return from the incident.

24
25 Each Geographic Area may order up to four (4) Starter Systems for preposition during their
26 established fire season. The NIRSC CDO must be contacted at 208-387-5644 when an order for
27 a Starter System is received for an incident. The CDO will identify which prepositioned Starter
28 System will be assigned to the incident. A replacement Starter System may be requested after
29 commitment of a prepositioned Starter System. Replacement Starter Systems may not be filled
30 where congestion of spectrum is an issue. In these instances, special frequency Starter Systems
31 will be built on an as needed basis and shipped to the incident.

32
33 Typically, Starter Systems should remain intact. However, individual kits may be utilized for
34 smaller incidents that do not require an entire Starter System. GACCs will notify the NIRSC
35 CDO of the need for individual kits from a Starter System. If the NIRSC CDO authorizes the
36 use of individual kits from the prepositioned Starter System, the GACC will place additional
37 subordinate requests through normal ordering channels in order to complete the Starter System.
38 Any kit committed or assigned to an incident that was originally prepositioned to a Geographic
39 Area must follow the same transfer process as outlined above.

40
41 Prepositioned radio systems and kits will be returned to NIRSC as soon as the need has
42 diminished or annually for preventative maintenance. Prepositioning NIRSC radio systems and
43 kits longer than six (6) months requires NIRSC approval.

44 **Radio Demobilization**

45
46 NIRSC radio systems and kits should be inventoried, sealed, and returned promptly to
47 NIRSC/NIFC. **Do not stockpile kits.** Spare seals are supplied in each box. Incidents are
48 responsible for ensuring all radio systems or kits are returned or accounted for on a Property
49 Loss Statement.

1 Incident Remote Automatic Weather Stations, (IRAWS) NFES 005869

2 Requests for IRAWS will be placed with NICC through established ordering channels. Any
3 necessary IRAWS technicians, vehicles, or air transportation required for mobilization and
4 demobilization will be coordinated through NIFC. RAWs Technicians will accompany the
5 IRAWS when mobilized and do not require a separate Overhead request to be tracked. Upon
6 release from the incident, the IRWS will be returned to NIFC via the most expeditious method
7 available (next day air cargo preferred).
8

9 Project Remote Automatic Weather Stations, (PRAWS) NFES 005870

10 Requests for PRAWs will be placed with NICC through established ordering channels. PRAWs
11 will be configured for the specific project prior to the mobilization. The requesting agency must
12 contact the NIFC Remote Sensing Fire Weather Support Office at (208) 387-5726 prior to
13 ordering to determine the PRAWs configuration. Any necessary PRAWs technicians, vehicles,
14 or air transportation required for mobilization and demobilization will be coordinated through
15 NIFC. Upon release from the project, the PRWS will be returned to NIFC via the most
16 expeditious method available (next day air cargo preferred).
17

18 National Contract Mobile Food Services and National Contract Mobile Shower Facilities
19 National Contract Mobile Food Service Units

20 Any time mobile food services are needed for federal wildland fire incidents in the western
21 United States, the Federal Wildland Fire Agencies are obligated to order services from the
22 National Mobile Food Services Unit (MFSU) Contractors any time (1) the number of people to
23 be fed is at or above 150 persons per meal and (2) the headcount is estimated to remain at those
24 numbers, or greater, for at least 72 hours from when the headcount first reaches 150 per meal,
25 provided that the Contractors can reasonably meet the incident's needs and required time frames.
26 MFSU Contractors will be given the opportunity to provide three meals per day unless other
27 arrangements are mutually agreed to with the FDUL or the needs of the incident require different
28 meal options such as Meals Ready to Eat (MRE).
29

30 MFSU also may be ordered for other types of incidents at the Government's option. State and
31 other federal cooperators may also utilize this contract at their option. However, the ordering
32 procedures at Section C.2 of the National Mobile Food Services Contract will be followed for all
33 orders. For additional information, refer to the National Mobile Food Services Contract
34 publication or the on the web at: <http://www.fs.fed.us/fire/contracting/food/food.htm>
35

36 National Contract Mobile Shower Facilities Units

37 Any time mobile Shower Facilities are needed for federal wildland fire incidents in the western
38 United States, the Federal Wildland Fire Agencies (see Section J.10, National Mobile Shower
39 Facilities Contract), are obligated to order services from the National Mobile Shower Facilities
40 Contractors, provided that the Contactors can reasonably meet the incident's needs and required
41 time frames (See Section C.2, 2.2, National Mobile Shower Facilities Contract). Mobile Shower
42 Facility Units also may be ordered for other types of incidents, at the Government's option.
43 State and other federal cooperators may also utilize this contract at their option. However, the
44 ordering procedures at Section C.2 will be followed for all orders. For additional contract
45 information, refer to the National Mobile Shower Facilities Contract publication or on the web
46 at: <http://www.fs.fed.us/fire/contracting/shower/shower.htm>
47
48
49

National Contract Mobile Food Services and Shower Facilities Mobilization

All National Contract and CWN (Call When Needed) Mobile Food Service Units and Mobile Shower Facility Units in the lower 48 States are ordered through and mobilized by NICC through established ordering channels.

- Mobile Food Service Unit requests require a completed Food Service Request Form at the time of request. (See Chapter 20)
- Shower Facilities requests require the approximate number of personnel to service, estimated duration, and date and time the showering is to begin.

If an incident has a need for additional mobile food service units or shower facilities units, the request will be placed with NICC through established ordering channels. NICC will determine and assign the appropriate units to all Federal wildland fire incidents.

When necessary, as determined by the incident, a Contracting Officer's Technical Representative (COTR) may be ordered through the appropriate Geographic Area. If the Geographic Area is unable to provide a COTR, the order will be placed through NICC. Once the unit is operating smoothly, the COTR may be demobilized from the incident through the appropriate dispatch channels.

National Contract Mobile Food Services and Shower Facilities Reassignments

All requests to reassign National Contract Mobile Food Services or Shower Facilities units will be placed with NICC through established ordering channels. All reassignments of National Contract Mobile Food Services and Shower Facilities units will be communicated to the vendor by NICC.

National Contract Mobile Food Services and Shower Facilities Demobilization

All release information will be entered into ROSS within fifteen (15) minutes of demobilization. Contractors may take twenty-four (24) hours to rest and replenish supplies within the local area after release. After 24 hours, contractors must return to the unit's designated dispatch point.

Aircraft

NICC is the sole source for large transport aircraft holding Federal Aviation Regulations (FAR) Part 121 Certificates and for Type 1 and 2 Call-When-Needed (CWN) Helicopters (See Chapter 20).

Cooperator aircraft (State contracted, State owned, State managed National Guard aircraft, county, city, or other) may be used on federal fires under the following conditions:

- The pilot and aircraft have been approved in writing for the aircraft and the mission by either the FS or the Office of Aviation Services (OAS).
- There exists a written MOU (Memorandum of Understanding), Interagency Agreement, or other document that authorizes this use and payment for this use.
- The cooperator aircraft will be operated within any limits on its use established in the written approval.
- The cooperator aircraft will be used only in situations where federal aircraft are not reasonably available.
- The cooperator aircraft will be released when federal aircraft become reasonably available.

- Use of cooperator-owned aircraft prior to exhausting contracted resources must involve a “significant and imminent threat to life or property.”

Aircraft Mobilization

When a Geographic Area has depleted local and available aircraft resources, request(s) will be placed with NICC. Aircraft assigned will become the receiving Area’s resource until released. The following terminology will be used when requesting aircraft through NICC:

- Knots (kts) will be the standard term used to reference airspeed.
- VORs (Very High Frequency Omni-directional Range) will be used to reference direction.
- Latitude and longitude must be provided in degrees and minutes.
- Aircraft registration numbers will be used when referencing helicopters, lead planes, and air attack aircraft. Airtankers and SEAT’s will be referenced by the airtanker number; e.g., T-00.

The following selection factors will be used when ordering aircraft:

- Airtankers: Loaded or empty (two (2) hour maximum flight when loaded, except for the VLAT’s).
- Timeliness.
- Cost effectiveness.
- Performance specifications for density/high altitude operations.
- Appropriately carded.
- Special applications such as special-use flights, tundra pads, float, etc.

Aircraft Demobilization

Flight Following will be performed on all Government or exclusive use contract aircraft being demobilized. NICC will release charter and CWN aircraft to the vendor without flight following provided no Government personnel or cargo is on board. All aircraft release information will be entered in to ROSS.

Flight Management Procedures

Types of flights:

- **Point-to-Point.** Point-to-point flights originate at one developed airport or permanent helibase, with a direct flight to another developed airport or permanent helibase. These types of flights are often referred to as "administrative" flights. These flights require point-to-point approved pilots and aircraft. A point-to-point flight is conducted higher than 500 feet above ground level (AGL) except for takeoff and landing.
- **Mission Flights.** Mission flights are those flights that do not meet the definition of a point-to-point flight. These types of flights are often referred to as “tactical” flights. A mission flight requires work to be performed in the air (such as retardant or water delivery, reconnaissance, smokejumper delivery, sketch mapping), or through a combination of ground and aerial work (such as delivery of personnel and/or cargo from a helibase to an unimproved landing site, rappelling, cargo let-down, or wild horse herding). The pilot and aircraft must be agency approved (carded) for the mission being performed

Flight Plans and Flight Following. Agency flight plans are the responsibility of the originating dispatch office and are documented on a Flight Request/Flight Schedule or an Aircraft Resource order for mission flights. Flight following is the responsibility of the originating dispatch office

1 and will remain so until transferred through a documented, positive handoff. The flight
2 following dispatch office shall be continually staffed while an aircraft is airborne. Confirmation
3 of an aircraft's arrival at a specified destination is required to ensure that a flight has been
4 completed safely. It is the pilot's responsibility to close out a flight plan. If an aircraft is overdue,
5 it is the receiving dispatcher's responsibility to initiate aircraft search and rescue actions. Flight
6 following problems are documented through the SAFECOM system.

- 7
- 8 • **FAA Flight Plans and Flight Following.** All flights conducted under FAA Instrument
9 Flight Rules (IFR) are automatically provided FAA flight following. Administrative
10 flights conducted under Visual Flight Rules (VFR) flight plans require the pilot to file a
11 flight plan with the appropriate FAA facility. The pilot must request FAA flight
12 following. Air Traffic Control (ATC) may or may not provide it. It is the pilot's
13 responsibility to confirm with dispatch which type of FAA flight plan will be used. The
14 pilot shall close out the flight plan with the FAA once the flight is completed. FAA flight
15 plans and flight following are generally used for point-to-point flights and the pilot or
16 flight manager will contact dispatch with an estimated time of departure, estimated time
17 en route and close out with dispatch once the aircraft is on the ground to accomplish
18 resource tracking.
- 19 • **Agency Flight Plans and Flight Following.** For mission flights, there are two types of
20 Agency flight following: **Automated Flight Following (AFF), and Radio Check-in.**
21 AFF is the preferred method of agency flight following. If the aircraft and flight
22 following office have AFF capability, it shall be utilized. Periodic radio transmissions
23 are acceptable when utilizing AFF. (See AFF procedures section, for more detailed
24 information) **Radio Check-in/Check-out** flight following requires verbal communication
25 via radio every 15 minutes. The dispatcher will log the aircraft call sign, latitude,
26 longitude and heading. Agency flight following is used for all mission flights. All
27 aircraft operating on Agency flight plans shall monitor air guard. **Helicopters**
28 **conducting Mission Flights shall check-in prior to and immediately after each**
29 **takeoff/landing per IHOG 4.II.E.2.**

30

31 For point-to-point flights, AFF flight following may be used as well. The pilot or flight manager
32 will, as a minimum, contact dispatch prior to the flight with an estimated time of departure,
33 estimated time en route, souls and fuel on board and will close out with dispatch once the aircraft
34 is on the ground.

35

36 NICC will Resource Track all aircraft crossing Geographic Area boundaries, which have
37 been ordered through NICC, on:

- 38 • Aircraft Orders.
- 39 • Flight Requests.
- 40 • IA Smokejumper Orders.

41

42 Notification of the commitment of National Resources applies to non-tactical flights.

43

44 SENDING UNIT – The Sending Unit is the dispatch unit which sends the aircraft from the
45 vendor or Government aviation unit.

46

47 RECEIVING UNIT – The Receiving Unit is the dispatch unit which is receiving the resource.

- 48 • Responsibilities of the Sending Unit:

- Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the initial departure airport from pilot/vendor.
- Relay the ATD, ETA, and method of Flight Following (agency or FAA) to the Sending Unit's GACC via established ordering channels.
- Notify the GACC of any route changes, and of any delay or advances of a flight plan exceeding thirty (30) minutes.
- Assist with search procedures for overdue aircraft. Utilize agency aircraft search/rescue guides, as appropriate.
- On any flight requiring stops en route to a destination, instruct the Pilot-In-Command or Flight Manager to contact NICC at (800) 994-6312. Aircraft support vehicles should contact NICC at fuel stops. (Flight Manager Responsibilities are located in Chapter 60)
- Responsibilities of Sending GACC:
 - Sending GACC will relay the flight itinerary to NICC via email or fax.
 - Notify NICC of any route changes, and of any delay or advances of a flight plan exceeding thirty (30) minutes.
 - Assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides, as appropriate.
- Responsibilities of NICC:
 - Relay flight itinerary to the receiving GACC by email or fax.
 - Notify receiving GACC of any route changes, and of any delay or advances of a flight plan exceeding thirty (30) minutes.
 - Resource track tactical aircraft to specified destinations.
 - Monitor flight plans for additional utilization.
- Responsibilities of Receiving GACC:
 - Relay flight itinerary to the Receiving Unit by email or fax.
 - Notify Receiving Unit of known delays/advances of a flight plan exceeding thirty (30) minutes.
 - Confirm arrival of all tactical aircraft to NICC by telephone; notify NICC of any aircraft overdue by more than thirty (30) minutes.
 - Assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides, as appropriate.
- Responsibilities of Receiving Unit:
 - Confirm arrival of all tactical aircraft by telephone to Receiving GACC.
 - Notify Receiving GACC of any delays of a flight plan exceeding thirty (30) minutes; notify receiving GACC of any aircraft overdue by more than thirty (30) minutes.
 - Initiate/assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides, as appropriate.

Automated Flight Following (AFF) Requirements and Procedures

AFF reduces the requirement to “check in” via radio every 15 minutes, and provides the dispatcher with a wide range of information on the flight, airspace, and other data that may be pertinent to the flight. This reduces pilot workload, clears congested radio frequencies, and provides the dispatcher with much greater detail and accuracy on aircraft location and flight history.

- Requirements to Utilize AFF:
 - Automated flight following does **NOT** reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability, and for the aircraft to be monitoring appropriate radio frequencies during the flight.

- 1 ○ Procedures for flight requests, ordering aircraft, requirement for a Flight Manager,
2 etc., are the same as radio check-in procedures.
- 3 ○ The aircraft must be equipped with the necessary hardware (transmitter and antenna).
- 4 ○ The dispatch office responsible for the flight following must have a computer
5 connected to the Internet immediately available to them in the dispatch office.
6 Dispatch office(s) responsible for flight following shall be staffed for the duration of
7 the flight.
- 8 ○ Training: The flight following dispatcher must have a working knowledge of the
9 automated flight following program (Webtracker) and must have a current username
10 and password for the automated flight following system.
- 11 • Procedures for Utilizing AFF:
 - 12 ○ When an aircraft is ordered, or a user requests flight following from a dispatch office,
13 and the above listed requirements are met automated flight following shall be utilized.
 - 14 ○ The dispatch office will log on to the automated flight following web site, verify that
15 the aircraft icon is visible on the screen, and be able to quickly monitor this page at
16 any time during the flight.
 - 17 ○ The dispatch office will provide the pilot with FM frequencies and tones that will be
18 monitored for the duration of the flight.
 - 19 ○ The pilot will relay the flight itinerary, ETD, ETA and fuel on board to the dispatch
20 center.
 - 21 ○ When aircraft is initially airborne, and outside of sterile cockpit environment, the
22 pilot will contact the dispatch office via radio stating “Nxxxx off (airport or helibase
23 name), ATD, SOB, FOB and ETE on AFF”. Dispatch office shall respond “Nxxxx,
24 (dispatch call sign) AFF.” This is required to positively verify that both the aircraft
25 and the dispatch office are utilizing AFF, radios are operational, and that the
26 dispatcher can “see” the aircraft on the computer screen. If there is a problem at this
27 point, change to radio 15-minute check-in procedures until the problem is resolved.

28
29 If radio contact cannot be established the pilot will abort the mission and return to the
30 airport/helibase.

- 31
- 32 ○ If there is a deviation from the planned and briefed flight route, the pilot will contact
33 the dispatch office via radio with the changed information.
- 34 ○ The dispatch office will keep the AFF system running on a computer for the entire
35 flight and will set a 15-minute timer and monitor the computer at a minimum and
36 document, for the duration of the flight.
- 37 ○ If the aircraft icon turns RED, it means the signal has been lost. Immediately attempt
38 contact with the aircraft via radio and follow normal lost communication, missing
39 aircraft, or downed aircraft procedures as appropriate. If radio contact is made after a
40 lost signal, flight may continue utilizing 15-minute radio check-ins for flight
41 following. (During tactical operations below 500’ a periodic red indication is normal
42 and does not necessitate an ‘immediate’ contact especially if flight following has been
43 established with the incident. This should be addressed during the pre-flight
44 briefing.)
- 45 ○ When the aircraft has completed the flight and landed, the pilot or flight manager
46 (passenger, observer, Flight Manager, ATGS, etc.) shall contact the dispatch office
47 via radio or telephone informing them that they are on the ground.
- 48 ○ If the flight will cross “traditional dispatch boundaries,” the originating dispatch
49 office must coordinate with affected units, and establish if the aircraft will be flight

1 followed for the duration of the flight from the originating office or handed off when
2 the border is crossed. Either option is acceptable but must be communicated and
3 understood between dispatch offices and pilots/flight managers.
4 Additional information about AFF can be found at: <https://www.aff.gov/>
5

6 **Airborne Thermal Infrared (IR) Fire Mapping**

7 Infrared equipment and aircraft are National Resources. All requests for infrared flights will be
8 placed with NICC through established ordering channels no later than 1530 Mountain. All
9 requests for infrared services will be on a ROSS aircraft request. Infrared Scanner Request
10 Forms for infrared flights will be created at the National Infrared Operations (NIROPS) website
11 at: <http://nirops.fs.fed.us/rcr/scanner/index.php>. User accounts can be requested by contacting
12 NIROPS directly. If the website is unavailable, a faxed Infrared Aircraft Scanner Request Form
13 (See Chapter 20) will be submitted for each request. A qualified Infrared Interpreter (IRIN) must
14 be confirmed or in place at the time of the infrared flight.
15

16 NICC may assign these resources to a Geographic Area during lower Preparedness Levels (PL).
17 When assigned to a Geographic Area, the GACC will provide a qualified IR Coordinator and
18 provide for Flight Following of assigned aircraft. NICC will flight follow between Geographic
19 Areas.
20

21 NICC will maintain the flight scheduling and priority setting for national infrared resources
22 when competition exists.
23

24 Flight crews, when assigned to a Geographic Area, will coordinate with the using agency's IR
25 Liaison and IR Coordinator. The IR Coordinator will keep informed of mission priorities, flight
26 times, etc.
27

28 Users of Infrared Services should be familiar with the contents of the Infrared (IR) Thermal
29 Mapping Operations Manual, available from the Infrared Operations Specialist at NIFC, (208)
30 387-5647.
31

32 The objectives of the Infrared Program are:

- 33 • Primary: Provide infrared support and services to all agencies engaged in wildland fire
34 activities.
- 35 • Secondary: Provide infrared support for other resource projects as priorities, time, and
36 capabilities allow.
37

38 **Lead Planes**

39 Lead Planes are National Resources. Areas administering these aircraft will make them available
40 for wildland fire assignments when ordered by NICC, if not currently committed to fires.
41 Requests for lead planes may be filled with an ASM. (See Chapter 20)
42

43 **Aerial Supervision Modules (ASM)**

44 The ASM is a fixed wing platform that utilizes two (2) crew members to perform the functions
45 of traditional air attack and low-level lead operations. The ASM requires both crew members to
46 be trained to work as a team, utilizing Crew Resource Management (CRM) skills and techniques
47 to enhance safety, efficiency, and effectiveness. ASMs are National Resources.
48

1 Areas administering these aircraft will make them available for wildland fire assignments when
2 ordered by NICC.
3

4 **Tactical and Reconnaissance Aircraft**

5 Air Tactical and reconnaissance aircraft are on Call-When-Needed (CWN) and Exclusive Use
6 Contracts solicited and inspected by the OAS and other federal agencies. They are available for
7 Interagency use and will be requested through established ordering channels. The ordering
8 office may request the aircraft with specific avionics equipment. (See Chapter 80)
9

10 **Large Transport Aircraft**

11 Large transport aircraft are National Resources and will be requested through NICC.

- 12 • Scheduling: Large transport aircraft arranged by NICC are requested on a per mission
13 basis. Flight Following ATD/ETE will be relayed by the NICC Aircraft Desk for each
14 flight leg.
- 15 • Requests for Large Transport: When requesting a large transport aircraft, the following
16 information is required:
 - 17 ○ Number of passengers and/or cargo weight per destination, and combined total weight
18 for the flight.
 - 19 ○ Pick-up point at jetport and time passengers and/or cargo are available to load. NICC
20 requires 48 hour lead time to plan and schedule aircraft for demobilization flights.
 - 21 ○ Pick-up point at the jetport is the Fixed Base Operator (FBO) or gate at the airport
22 terminal where the aircraft will park.
 - 23 ○ Passengers must be weighed and manifested prior to boarding the aircraft.
 - 24 ○ Government or contractor support available at each airport, including contact person
25 and telephone number.
 - 26 ○ All personnel listed on the manifest and flight crew members should be provided at
27 least one sack lunch.
28

29 **Helicopters: Call-When-Needed (CWN)**

- 30 • Type 3 helicopters are solicited and inspected by the OAS and FS Regional Aviation
31 Officers.
- 32 • Type 1 and 2 helicopters are solicited and inspected by NIFC. With the exception of
33 Alaska, all Type 1 and 2 helicopters will be dispatched by NICC.

34 There are two (2) categories of helicopters:

- 35 ○ Limited: No government personnel/passenger or internal cargo transport, lift only.
36 See Interagency Helicopter Operations Guide, NFES 001885 for additional
37 information.
- 38 ○ Standard: Government personnel/passenger and cargo hauling.
- 39 • Helicopter Modules

40 When processing requests for helicopters, NICC will inform the requesting GACC of the
41 contract type of the assigned resource: Exclusive Use or CWN. Exclusive Use Contract
42 helicopters are mobilized complete with an assigned module. If the request is filled with
43 a CWN helicopter, the requesting Area must provide a module or order a module through
44 NICC. A helicopter manager (HMGB) must be identified and confirmed in the Special
45 Needs block before NICC assigns a CWN helicopter, with the exception of Alaska, due
46 to the extended mobilization time of the aircraft from the Lower 48 to Alaska. CWN
47 helicopter managers and/or modules will meet with their assigned helicopter off-site from
48 the incident prior to performing work. The specific reporting location should be identified

1 on the Resource Order, such as a Fixed Base Operator (FBO) or other easily located site.
 2 For information regarding mobilization of helicopter modules, see Chapter 20.

- 3 • GACCs will obtain approval from NICC prior to reassigning Type 1 or 2 Helicopters to
 4 another incident.

6 **Exclusive Use Contract Helicopters**

- 7 • All FS Exclusive Use Type 1 and 2 Helicopters are contracted by NIFC.
- 8 • Most FS Exclusive Use Type 3 and 4 Helicopters are contracted by NIFC.
- 9 • All Exclusive Use Contract Helicopters for DOI Agencies are solicited, inspected, and
 10 contracted by DOI AQD and OAS.
- 11 • Exclusive Use Contract Helicopters are dispatched locally by the Administrative Unit.

12
 13 Periodically, Forest Service Type 1 and Type 2 Exclusive Use Helicopters not within their
 14 Mandatory Availability Period (MAP) are hired under their Exclusive Use Contract for optional
 15 use periods for incidents or projects. A modification to the Exclusive Use Contract is required for
 16 the duration of the incident assignment. The Exclusive Use Contract designates the COR and the
 17 Exclusive Use Helicopter Manager. If, the designated FS Exclusive Use Helicopter Manager is
 18 not immediately available, the requesting Geographic Area will assign an available Exclusive
 19 Use Helicopter Manager to the helicopter until the designated Exclusive Use Helicopter Manager
 20 arrives at the incident. The designated Helicopter Manager will then manage the helicopter
 21 thereafter. The COR will be notified that the Exclusive Use Helicopter is being dispatched.

23 **Airtankers**

24 Airtankers are National Resources. Geographic Areas managing these aircraft will make them
 25 available for wildland fire assignments when ordered by NICC. This will be accomplished by
 26 ensuring that all support functions (i.e. airtanker Bases and Local Dispatch Centers) that are
 27 required for the mobilization of national assets (i.e. Large Airtankers, Lead Planes, ASM's, and
 28 Type 1 and 2 Helicopters) are staffed and maintained to support mobilizations. When a
 29 Geographic Area has depleted available Large Airtanker (Type 1 or 2) resources, request(s) will
 30 be placed with NICC. Large Airtanker initial attack agreements between neighboring unit level
 31 dispatch centers are valid only where proximity allows the airtanker to respond loaded direct to
 32 the incident.

33 There are five (5) types of airtankers:

34 <u>Type</u>	34 <u>Capacity (Minimum)</u>
35 VLAT	8,000 gallons or more
36 1	3,000 to 7,999 gallons
37 2	1,800 to 2,999 gallons
38 3	800 to 1,799 gallons
39 4	Up to 799 gallons

41 **Airtanker Use In Optional and Post Season Periods**

42 Post Season and Optional Use airtanker activations are processed by the Contracting Officer
 43 (CO), through the Designated Administrative Contracting Officers (ACO).

44
 45 The following chart indicates the different contract periods

Optional	Mandatory	30 Day	Optional
Use	Availability	Post-Season	Use
	(MAP)		

1 The following process is used to activate airtankers during the Post Season and Optional Use
2 periods:

- 3 • The requesting GACC will place request(s) for airtankers with NICC.
- 4 • NICC will notify the CO or designated representative of request(s).
- 5 • The CO or designated representative and NICC will determine the availability of
6 airtankers and will notify the national airtanker inspector(s), if needed. The CO or
7 designated representative will notify the ACO of the contract item to be activated.
- 8 • NICC will notify the GACC of the airtanker activation.
- 9 • NICC will request the airtanker from the appropriate vendor.

10 11 **Modular Airborne Firefighting Systems (MAFFS)**

- 12 • Objectives

13 MAFFS provides emergency capability to supplement commercial airtankers on wildland fires.

- 14 • Policy

15 MAFFS are National Resources and are used as a reinforcement measure when contract
16 airtankers are committed or not readily available. MAFFS will be made available to assist
17 foreign governments when requested through the Department of State or other diplomatic
18 Memorandum of Understanding (MOU).

- 19 • Responsibility

20 Geographic Areas are responsible for ascertaining all suitable commercial airtankers are assigned
21 to wildland fires or committed to initial attack before placing a request for a MAFFS Mission to
22 NIFC. For additional information, see the MAFFS Operating Plan.

- 23 • NIFC Responsibility

24 NIFC is responsible for ascertaining that all suitable commercial contract airtankers nationally
25 are committed to wildland fires, initial attack, or cannot meet timeframes of requesting units.
26 When this occurs, the Duty Coordinator will notify the FS Assistant Director for Operations,
27 NIFC. The FS Assistant Director for Operations or his/her acting, NIFC, or in his/her absence,
28 the FS Assistant Director for Aviation, Fire and Aviation Management Washington Office, is
29 responsible for initiating a MAFFS mission. Once approval is given, the NICC Manager
30 activates the request through proper DOD channels.

31
32 After the initial contact has been made, the NICC will submit a Request for Assistance (RFA) to
33 the DOD Liaison at NIFC. The Governors of California, Wyoming, and North Carolina may
34 activate their respective Air National Guard Units having MAFFS equipment and qualified crews
35 for State-controlled fires. Approval for use of MAFFS equipment must be obtained from the FS
36 Director, NIFC, prior to this activation.

37
38 When MAFFS are activated by a governor, the FS Regional Office for that State will assign an
39 accounting code for the incident.

- 40 • Ordering Criteria

- 41 ○ FS domestic requests will be placed through established ordering channels to NICC.
- 42 ○ NICC will place a Request for Assistance (RFA) to the NIFC Defense Coordinating
43 Officer (DCO). The DCO places the RFA concurrently with the US Northern
44 Command and the Joint Directorate of Military Support for approvals.
- 45 ○ The requesting Geographic Area needs to order the following support:
 - 46 ➤ 1 each MAFFS Liaison Officer (MLO aka MAFF) and 1 each MLO trainee
 - 47 ➤ 1 each Airbase Radio Kit (NFES 4660)
 - 48 ➤ 1 each MAFFS Communications Specialist (THSP)

- 1 ➤ 1 each Assistant MAFFS Liaison Officer.
- 2 ➤ 1 each MAFFS Airtanker Base Manager (MABM) and 1 each MABM trainee
- 3 ➤ Logistics, Finance, and Information personnel
- 4 ○ MAFFS Operations must also include a MAFFs qualified Lead Plane.

5
6 The Receiving Unit must be prepared to provide administrative support (procurement, motel
7 rooms, phones, office space, clerical and timekeeping support, transportation) to accommodate
8 as many as 26 people per two (2) aircraft. Refer to the current MAFFS Operating Plan for
9 specifics.

10 11 **Single Engine Airtankers (SEATs)**

12 Single Engine Airtankers (SEATs) under an On-Call or an Exclusive Use
13 Contract are solicited and inspected by the OAS and other federal agencies. The SEAT module
14 includes a support vehicle with batch mixing capability for wet and dry retardant. They are
15 available for interagency use and will be requested through established ordering channels. If the
16 ordering office cannot provide a SEAT Manager for a SEAT, the SEAT Manager will be
17 requested on an Overhead order. For additional information, see the Interagency SEAT
18 Operations Guide (ISOG), NFES 001844.

19 20 **Temporary Flight Restrictions, FAR 91.137 (TFR)**

21 Temporary airspace restrictions will be established when incident related Aviation activities
22 present potential conflict with other Aviation activities. The FAA requires that latitude/longitude
23 information for TFRs (Temporary Flight Restrictions) must be provided in degrees, minutes, and
24 seconds, including reference to north latitude and west longitude. If seconds' information is not
25 available, add two (2) zeros to the description. Do not use spaces, commas, or other symbols in
26 the description. Example: ddmmsN/ddmmssW or 450700N/1175005W. The corner points
27 should be listed in a clockwise sequence around the requested TFR to avoid "bow tie"
28 depictions. The Interagency Airspace Coordination Guide describes further how flight
29 restrictions are requested and implemented and can be found at the following website:
30 <http://www.airspacecoordination.net/>

31 32 **Military Training Routes and Special Use Airspace**

33 Military Training Routes and Special Use Airspace that present conflicts with incident related
34 aviation activities will be identified by local units. One source for this information is AP-1B,
35 Flight Information Publication, "Military Training Routes." Each dispatch office should
36 download a current edition of the AP-1B. Instructions for access can be found under "Airspace
37 Coordination" at the following website: <http://www.airspacecoordination.net/> Special Use
38 Airspace may be found on Sectional Aeronautical Charts. Critical Airspace information
39 pertinent to flight should be organized for easy and rapid utilization; i.e., displayed on
40 dispatching hazard maps. Further direction may be obtained in the Interagency Airspace
41 Coordination Guide.

42 43 **Airspace Conflicts**

44 Consult the Interagency Airspace Coordination Guide.

45 46 **FAA Temporary Control Tower Operations**

47 Geographic Areas within the FAA's Western Service Area (which includes the following states:
48 AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA and WY) may request FAA Air Traffic
49 Control support through the Western Service Area Agreement when Air Operations in support of

1 an incident becomes complex or unsafe at uncontrolled airports or helibases. FAA Temporary
2 Control Towers are ordered on an Aircraft Order. A lead time of 24 hours is desirable when
3 ordering. Ordering procedures are outlined within the current agreement located at the airspace
4 coordination website (www.airspacecoordination.net). GACCs do not need to forward the
5 request to NICC. **If the FAA cannot supply radios, the incident COML will order radios as
6 an Equipment Request through established ordering channels.**

7
8 The FAA has requested additional information be provided when requesting FAA Temporary
9 Control Towers. (See FAA Temporary Tower Request Form, Chapter 20) The Temporary
10 Tower Request Form, along with the resource order will be forwarded to the FAA at the time of
11 the request. Additionally there is a helpful checklist in Chapter 11 of the Interagency Airspace
12 Coordination Guide that aids in the ordering and set up process.

14 **Dedicated Radio Frequencies**

15 FM, VHF, and UHF Frequencies:

16 NIRSC issues dedicated FM frequencies in conjunction with communication equipment assigned
17 to incidents. NIRSC will order additional FM frequencies from DOI and FS, Washington Office,
18 as conditions warrant. **To insure proper frequency coordination, the ordering office must
19 include the Latitude and Longitude of the incident on the resource order.**

20 AM Frequencies:

21 Initial attack AM air-to-air frequencies will be assigned by the NIFC Communications Duty
22 Officer (CDO) after annual coordination with the FAA. The primary AM assignment is
23 published at the beginning of the fire season. The secondary assignment for the zone, if pre-
24 engineered, will reside under the control of the GACC. The secondary assignment can be quickly
25 authorized for use by the zone through a request to the GACC. The tertiary assignment, if
26 applicable, will remain with the CDO and its use authorized as conditions warrant. VHF AM
27 assignments are used for air to air communications and are authorized only within the zone to
28 which assigned. **IA assignments are not dedicated to project fires.**

29
30 FM air-to-ground frequencies will be facilitated and coordinated by the NIFC CDO in
31 cooperation with the agency frequency managers with the intent to create permanent
32 assignments. Both AM and FM assignments will be used on an interagency basis and a master
33 record of the assignments are maintained by the NIFC CDO. Updated frequency information for
34 initial attack air to air, and air to ground is coordinated annually with the GACCs.

35
36 Incident requests for the use of dedicated Air-to-Air and Air-to-Ground frequencies will be made
37 through established ordering channels to NICC and are filled by the NIRSC CDO. The CDO
38 coordinates all National Cache FS and DOI frequencies as well as any additional frequencies
39 released by other agencies for wildland fire support. Aviation frequencies are to be ordered on
40 an Aircraft order as an "A" request.

41
42 Airtanker bases will monitor 123.975 VHF AM for aircraft contact. (*Airtanker bases in the
43 Southwest and Southern Geographic Areas may be assigned alternate frequencies. Please
44 reference local supplements for current frequency assignments.*) These frequencies are for
45 National Airtanker Ramp use and not to be used for tactical or Flight Following purposes.

47 **Predictive Services**

48 Predictive Services provides decision-support to the federal, state and local wildland fire
49 agencies for operational management of and strategic planning for firefighting resources. This is

1 accomplished through the collection, analysis and dissemination of information about fire
2 activity, resource status, weather and fuels, and assessments of fire danger and fire potential.

3
4 The Predictive Services Handbook and the Predictive Services Operating Principles and
5 Guidelines provide guidance and direction to the National Interagency Coordination Center
6 (NICC) and the Geographic Area Coordination Centers (GACC) Predictive Services units. These
7 documents detail:

- 8 • Program management and organization
- 9 • Roles and responsibilities
- 10 • Products and services
- 11 • Communication, training, and support requirements

12
13 These documents are to be the standard by which the Predictive Services program operates.

14 The Predictive Services Handbook can be viewed or downloaded at:

15 http://www.predictiveservices.nifc.gov/NPSG/npsg_pdf/PSHandbook_2009Update.pdf

16 The Predictive Services Operating Principles and Guidelines can be viewed or downloaded at:

17 http://www.predictiveservices.nifc.gov/NPSG/PS_Oper_Princ_Guidelines.pdf

18 19 **Incident Status Summary (ICS-209)**

20 The Incident Status Summary (ICS-209) submitted to the GACC is used to report large wildland
21 fires and other significant events on lands under federal protection or federal ownership. Lands
22 administered by states and other federal cooperators may also report in this manner.

23
24 The ICS-209 program is a Fire and Aviation Management Web (FAMWEB) application referred
25 to as the “209 Program.” The ICS-209 is submitted by the agency that has protection
26 responsibility for the incident, regardless of who administers the land. If the protection agency is
27 non-federal and chooses not to meet federal reporting standards, then the federal agency which
28 has administrative jurisdiction will submit the incident ICS-209. Geographic Area Coordination
29 Centers will ensure that their dispatch centers submit complete and accurate ICS-209 reports for
30 any wildland fire meeting the requirements specified in the When to Report Wildland Fire
31 Incidents with an ICS-209 flowchart shown below (available
32 at: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>), or as set in their
33 Mobilization Guide, if more frequent. The ICS-209 form can be found in the appendix of this
34 chapter. Specific instructions for entering ICS-209 information using the 209 Program are
35 located in the User’s Guide at: <http://www.fs.fed.us/fire/planning/nist/209.htm>. The ICS-209
36 Program and electronic ICS-209 form is located at: <http://fam.nwcg.gov/fam-web/>.

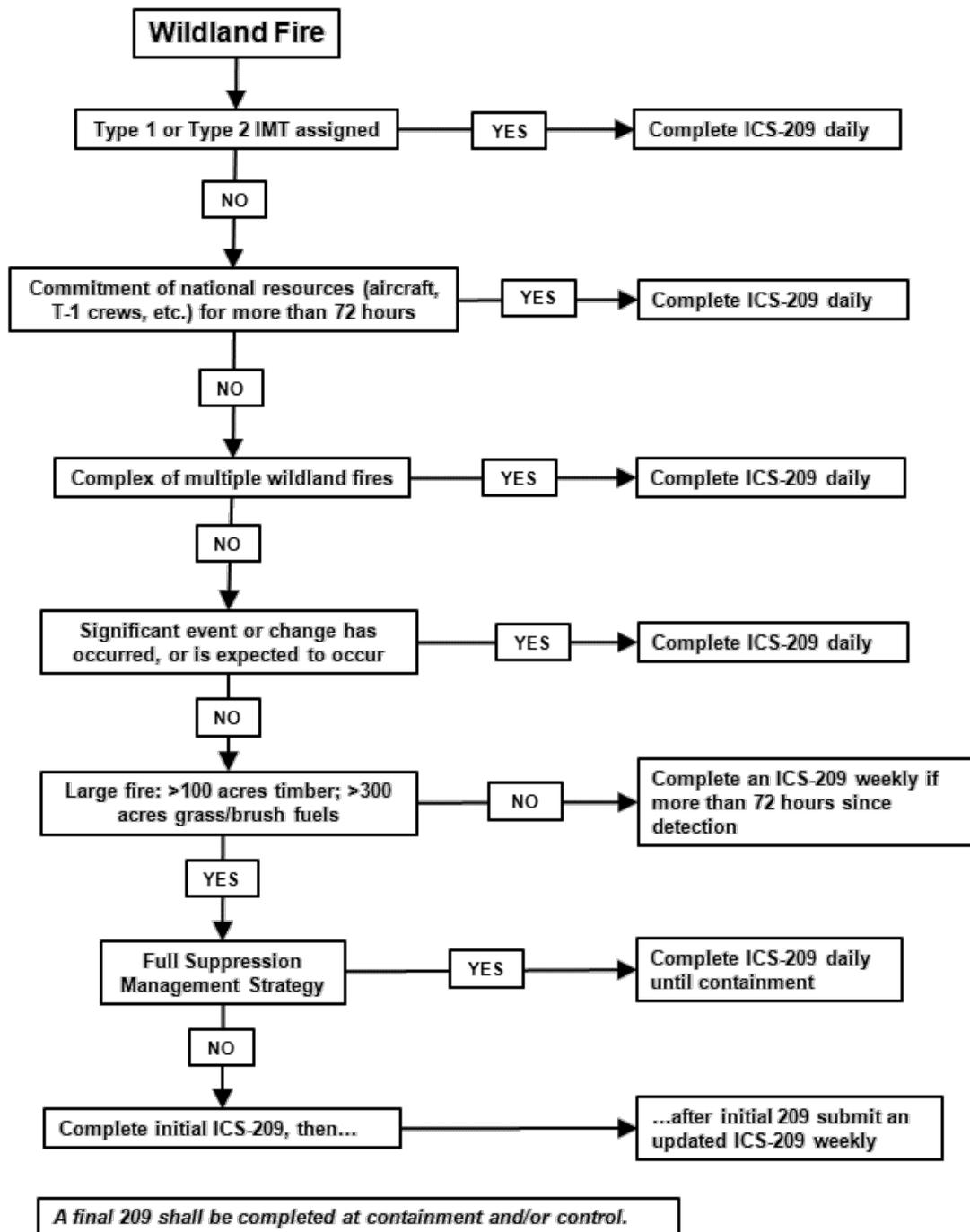
37 Reporting Wildland Fires

- 38 • Wildland fires will be reported based on: Incident Management Team (IMT) and national
39 resources being assigned; significant events having occurred or forecast to occur; acres
40 burned (>100 in timber, >300 in grass/brush fuels); incident strategy (Full Suppression,
41 Point/Zone Protection, Confine and Monitor); and time since detection (see When to
42 Report Wildland Fire Incidents with an ICS-209 flowchart below).
- 43
44 • Wildland fires managed for complete perimeter control (Full Suppression) will submit an
45 ICS-209 daily when that fire meets large fire criteria. The National Interagency
46 Coordination Center classifies large fires as 100 acres or larger in timber fuel types, 300
47 acres or larger in grass or brush fuel types, or when a Type 1 or 2 IMT is assigned. For
48 fires being managed under this strategy an ICS-209 will be submitted daily until the

1 incident is contained. Refer to the GACC Mobilization Guide, or agency policy for
2 reporting requirements once containment is achieved.
3

- 4 • Wildland fires managed under a Monitor, Confine, or Point Zone management strategy
5 will submit an ICS-209 following the guidelines outlined in the When to Report Wildland
6 Fire Incidents with an ICS-209 flowchart below. Detailed guidelines and examples are in
7 the When to Report Wildland Fire Incidents document on the National Intelligence web
8 page: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>. The minimum
9 ICS-209 requirements for these types of fires are:
 - 10 ○ Create an initial ICS-209; complete blocks 1 through 15 and block 42 (Remarks).
 - 11 ○ Complete blocks 45 through 47, Approval Information.
 - 12 ○ If national resources are committed to the incident, complete block 43, Committed
13 Resources.
 - 14 ○ Additional reporting blocks can be completed to meet the needs of the incident or
15 GACC.
- 16
- 17 • Wildland fires within a complex should be aggregated and included on one ICS-209. A
18 complex is two or more individual incidents located in the same general proximity, which
19 are assigned to a single incident commander or unified command. Individual large
20 incidents within a complex should be listed in block 42 (Remarks) along with name,
21 suppression strategy, acreage and percent contained. Smaller fires may be aggregated
22 under one generic name (e.g. “Miscellaneous,” “ABC Misc,” etc.), along with cumulative
23 information in Remarks.
24
- 25 • Prescribed fires will be reported following the requirements outlined in the When to
26 Report Wildland Fire Incidents with an ICS-209 flowchart below.
- 27
- 28 • Other Incidents (Non-Fire)
29 An ICS-209 will be submitted for other events in which a significant commitment of
30 wildland fire resources has occurred, or when a Type 1 or 2 Interagency Incident
31 Management Team has been assigned.

When to Report Wildland Fire Incidents with an ICS-209



1
2
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9

Definitions:

Significant number of resources is defined as non-local resources that are required to manage an incident that exceed the capacity of the local unit.

Significant commitment of national resources is defined as one or more Type 1 crews, one or more fixed wing or rotor wing aircraft.

Monitor is the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire

1 location. This may be done onsite, from a nearby or distant vantage point in person or using a
2 sensor, or through remote sensing (aircraft or satellite).

3
4 **Confine** is to restrict a wildfire to a defined area, using a combination of natural and constructed
5 barriers that will stop the spread of the fire under the prevailing and forecasted weather
6 conditions until out. This means, “some action is or has been taken” (line construction, bucket
7 drops, etc.) to suppress portions of the fire perimeter.

8
9 **Point or Zone Protection** involves protecting specific points from the fire while not actively
10 trying to line the entire fire edge. Points being protected may be communities, individual homes,
11 communication sites, areas of high resource value, etc.

12
13 **Full Suppression** implies a strategy to “put the fire out” as efficiently and effectively as
14 possible, while providing for firefighter and public safety. To complete a fireline around a fire to
15 halt fire spread, and cool down all hot spots that are immediate threat to control line or outside
16 the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions.
17 Synonymous with “Full Perimeter Containment” and “Control.”

18
19 For more information refer to [When to Report Wildland Fire Incidents](#) document on the web
20 at: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>.

21 **Interagency Situation Report**

22
23 Daily: At national Preparedness Level 2 and above, whenever significant wildland fire activity
24 occurs, or when the following condition is met: All fires that meet large fire criteria, including
25 prescribed fires, and when an incident or event experiences significant commitment of wildland
26 fire resources.

27
28 The Interagency Situation Report is a (FAMWEB) application known as the Sit Report Program.
29 GACCs will ensure that all of their dispatch centers have submitted completed Situation Reports
30 as outlined above, and as outlined in each GACC’s Mobilization Guide. The reporting period for
31 this report is 0001 to 2400. NICC will retrieve situation reports from FAMWEB by 0200
32 Mountain Time. Fires and acres shall be reported by ownership. Reporting is required for all
33 prescribed fire activity along the same schedule as wildfires. The Interagency Situation Report
34 application is divided into seven sections:

- 35 • Daily Fire Statistics
- 36 • Resource Information
- 37 • Planned Prescribed Fires
- 38 • Remarks
- 39 • Year-to-Date Statistics
- 40 • ICS-209 Entry
- 41 • Large Incident Priority

42
43 The Sit Report Program shares certain incident information with the 209 Program for summaries
44 and reports. Specific reporting requirements and program instructions are located in the Sit
45 Report User’s Guide located at: <http://www.fs.fed.us/fire/planning/nist/sit.htm>.

46
47 The Sit Report Program is located at <http://fam.nwcg.gov/fam-web/>.

1 **Incident Management Situation Report**

2 Daily: At national Preparedness Level 2 and above, or when significant activity occurs.

3 Weekly: At national Preparedness Level 1.

4

5 The Incident Management Situation Report (IMSR) is prepared by NICC Predictive Services
6 from information and data derived from the Interagency Situation Report and 209 Program
7 through the FAMWEB reporting system. A brief national weather/fire potential outlook will be
8 prepared by a NICC meteorologist for inclusion in the Predictive Services Discussion section of
9 the IMSR.

10

11 Large full suppression wildland fires are typically reported in the IMSR until the incident is
12 contained. Wildland fires that are managed under a Monitor, Confine, or Point Zone strategy will
13 initially be reported in the IMSR when the event exceeds 100 acres in timber fuel types, 300
14 acres in grass or brush fuel types, or has an IMT assigned. Such large, long duration fires will be
15 reported in the IMSR until activity diminishes, and thereafter when significant activity occurs
16 (such as acreage increase of 1,000 acres or more, significant resource commitment or resource
17 loss, or significant event occurs) until the incident is contained.

18

19 The Other Fires table contains information (number of fires, acres and resources) by GACC on
20 active large fires currently not reported in the large fire section of the IMSR. These are typically
21 long duration fires that are not being managed under a full suppression strategy and do not have
22 an incident management team assigned. This table is updated each Friday throughout the year.

23

24 **7 Day Significant Fire Potential Outlook**

25 The 7-day Significant Fire Potential Outlook provides a week-long projection of fuels dryness,
26 weather, fire potential and firefighting resources information. It will be issued daily when a
27 Geographic Area is at Preparedness Level 2 or higher (not including support-only periods). Each
28 Geographic Area's Predictive Services unit will determine whether to produce a morning or
29 afternoon routine issuance. The outlook will be produced and disseminated using the 7-day
30 Outlook Preparation System (7day OPS). This will facilitate producing the routinely issued
31 product as well as unscheduled updates. It will also enable the Predictive Services units to
32 provide service backup to one another. Issuance times for each Area's outlook can be found in
33 the Geographic Area Mobilization Guide and/or in its National Weather Service/Predictive
34 Services Annual Operating Plan.

35

36 All the Geographic Area outlooks will be viewable from <http://psgeodata.fs.fed.us/7day/>. The
37 outlooks produced by the 11 Geographic Area Predictive Services units will be consolidated into
38 a National 7-day Significant Fire Potential map located
39 at: <http://psgeodata.fs.fed.us/staticmap.html>.

40

41 **National Wildland Significant Fire Potential Outlook**

42 Monthly: Issued the first business day of the month.

43 The National Wildland Significant Fire Potential Outlook is prepared and distributed by NICC
44 on the first business day of each month. The report consists of outlooks for the next four months,
45 divided up as one month plus one month plus two month periods. Maps for each period display
46 areas of below normal, normal and above normal significant fire potential. The second (one
47 month) and third (two months) periods will also show trends of increasing/decreasing to and
48 from above and below normal. A brief synopsis of the current and predicted national situation is
49 included in the report. National Wildland Significant Fire Potential Outlooks will utilize

1 information from individual GACC Predictive Services units, as well as other sources of climate,
2 weather and fire danger data. This product is updated and produced each month of the year as a
3 collaborative effort by all personnel in the NICC Predictive Service unit. The outlook will be
4 posted on the first of each month to the NICC Predictive Services webpage.

6 **GACC Monthly Fire Potential Outlooks**

7 GACC monthly are optional but strongly encouraged as they provide greater detail than the
8 national outlook issued by NICC. GACC monthly outlooks will adhere to the following
9 protocols:

- 10 • GACC and NICC outlooks must be geospatially equivalent.
- 11 • GACC websites are required to link to the national outlook.
- 12 • GACCs are required to provide draft forecast maps as well as narrative highlights
13 (bullets) for the outlook period to NICC three business days before the end of each
14 month.
- 15 • GACC monthly outlooks will be issued and posted to the web on the first business day of
16 each month. A map for the first month of the outlook period will show areas where above
17 normal, normal and below normal significant fire potential are expected. Maps for the
18 remaining months of the outlook will also show trends of increasing/decreasing to and
19 from above and below normal. A discussion of fuel conditions, climate outlooks, and
20 other pertinent information will be included in the outlooks.

23 **Fuel and Fire Behavior Advisories**

24 Predictive Services and Coordination staff at all levels should be involved with the issuance of
25 any fuels/fire behavior advisories covering a large percentage of their Geographic Area(s) so
26 they can carefully consider both the content and intended audience of the messages. When a
27 situation arises that warrants an advisory message:

- 28 • Determine area of extent
 - 29 ○ If local area only (single agency unit or county) – Local area should issue advisory or
30 safety message (Use of Standard Template strongly recommended). No other GACC
31 action needed.
 - 32 ○ If geographic in scope (multiple units, counties, or significant portion of geographic
33 area):
 - 34 ➤ Involve and coordinate with Predictive Services unit staff to get their
35 input/feedback.
 - 36 ➤ Discuss message on 09:30 Coordinators call to determine if other GACCs are
37 facing same issue.
 - 38 ➤ Review & tailor message for content, accuracy, suitability and distribution
39 (Predictive Services staffs at Geographic and/or National levels, as appropriate,
40 will coordinate to ensure message is appropriate for entire area of concern).
- 41 • Post advisory according to protocols listed below.

43 Posting Protocols

- 44 ○ Use Standard Template (available from NICC).
- 45 ○ Send completed advisory to NICC who will post to national page.
- 46 ○ Create a detailed map using available tools to draw affected area and to coordinate
47 with neighboring units.
- 48 ○ NICC will post to a national map and archive messages.

- 1 ○ It is recommended that URLs and email messages posted or sent out by the GACCs
2 informing users about the advisory contain a link to the NICC Fuels/Fire Behavior
3 web page and national map (this will inform users about other fuels/fire behavior
4 advisories that are posted across the country).
- 5 ➤ GACC web pages should link to the NICC page for both advisory text and
6 national map.
- 7 ○ GACCs will determine when the advisory message is no longer valid and contact
8 NICC to remove the advisory link off the webpage and map.

10 **Wildland Fire Entrapment/Fatality**

11 Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life-
12 threatening position, where planned escape routes or safety zones are absent, inadequate, or have
13 been compromised. An entrapment may or may not include deployment of a fire shelter for its
14 intended purpose. This situation may or may not result in injury. They include “near misses.”

15
16 In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately
17 to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to
18 NICC electronically or by fax machine within twenty-four (24) hours. Submit this report even if
19 some data is missing. (See Chapter 20) Form is located at the following web
20 site: http://www.nifc.gov/nicc/logistics/coord_forms.htm. Subsequent to the Initial Report, the
21 investigation and review shall be conducted following agency specific policies and NWCG
22 Guidelines.

24 **National Fire Preparedness Plan**

25 National Preparedness Levels are established by the NMAC at NIFC throughout the calendar
26 year. Preparedness Levels are dictated by burning conditions, fire activity, and resource
27 availability. Resource availability is the area of most concern. Situations and activities
28 described within the Preparedness Levels consider wildland fires and prescribed fires. At any
29 preparedness level, NMAC may request that proposed new prescribed fire (Rx) applications be
30 curtailed to meet national resource needs for emergency operations.

32 **Why Preparedness Levels are Established**

33 The purpose of established Preparedness Levels is:

- 34 • To identify the level of wildland fire activity, severity, and resource commitment
35 nationally.
- 36 • To identify actions to be taken by NIFC and Geographic Areas to ensure an appropriate
37 level of preparedness/readiness for the existing and potential situation.
- 38 • To guide and direct Geographic Area Fire Management activities when essential to
39 ensure national preparedness or in response to the National situation.

40
41 The NICC Coordinator will monitor the national wildland fire activity and Geographic Area
42 Preparedness Levels and will recommend to the NMAC a National Preparedness Level.
43 Response and support to non-fire incidents requiring a significant commitment of resources may
44 also affect National Preparedness Levels. National Preparedness Levels will be responsive to the
45 Homeland Security Advisory System.

46
47 National Preparedness Levels are determined from the ground up and may influence resource
48 allocations within Geographic Areas not experiencing significant activity to ensure sufficient
49 resources are available for the national situation.

1 **Geographic Area Preparedness Levels**

2 Geographic Area Preparedness Plans should be prepared in accordance with Agency Directives.
3 Copies of Geographic Area Plans should be forwarded to NICC.
4

5 **Preparedness Level Descriptions**

6 **Preparedness Level 1**

7 Description: Minimal large fire activity nationally. Most Geographic Areas have low to moderate
8 fire danger. There is little or no commitment of National Resources.

- 9 • Management Direction/Consideration:
10 Agency/Geographic Areas will determine appropriate actions.
- 11 Responsibility:
12 Agency Administrators within Geographic Areas.
13

14 **Preparedness Level 2**

15 **Description:** Wildland fire activity is increasing, and large fires are occurring in one (1) or more
16 Geographic Areas. Minimal mobilization of resources from other Geographic Areas is occurring. There
17 is moderate commitment of National Resources with the potential to mobilize additional resources from
18 other Geographic Areas. Significant fire potential is high or becoming high over the next seven (7) days
19 in at least two (2) Geographic Areas.

- 20 • Management Direction/Consideration:
21 Agency/Geographic Areas will determine appropriate actions.
- 22 Responsibility:
23 Agency Administrators within Geographic Areas.
- 24 • Management Direction/Consideration:
25 Daily morning briefings conducted for the NIFC Directorate.
- 26 Responsibility:
27 NICC Coordinator.
- 28 • Management Direction/Consideration:
29 Monitor Geographic Area wildland and prescribed fire status, resource commitments, and
30 preparedness levels.
- 31 Responsibility:
32 NICC Coordinator, Geographic Area Coordinators.
33

34 **Preparedness Level 3**

35 Description: Wildland fire activity is occurring in two (2) or more Geographic Areas that requires or
36 may require a significant commitment of National Resources. Additional resources are being ordered and
37 mobilized through NICC. Type 1 and 2 IMTs are committed in two (2) or more Geographic Areas and
38 Type 1 and Type 2IA crew commitment nationally is at 50%. Significant fire potential is high or
39 becoming high over the next seven (7) days in at least three (3) Geographic Areas.
40

- 41 • Management Direction/Consideration: Incident strategies must consider the short and
42 long term resource requirements for all new and existing wildland fires (planned and
43 unplanned), to ensure efficient resource utilization for identified priorities.
44

45 Responsibility:

- 46 Agency Administrators within Geographic Areas.
- 47 • Management Direction/Consideration:
48 Ensure agency fire qualified personnel are available for fire assignments.
- 49 Responsibility:
50 Agency Administrators within Geographic Areas.

- 1 • Management Direction/Consideration:
2 Daily morning briefings conducted for the NIFC Directorate.
3 Responsibility:
4 NICC Coordinator.
- 5 • Management Direction/Consideration:
6 Coordinate the repositioning of National Resources, as appropriate.
7 Responsibility:
8 NICC Coordinator.
- 9 • Management Direction/Consideration:
10 Consider requesting Severity Funds to strengthen fire preparedness capability (scarce
11 National Resources).
12 Responsibility:
13 NICC Coordinator.
- 14 • Management Direction/Consideration:
15 Assess resource availability from Canada.
16 Responsibility:
17 NMAC.
- 18 • Management Direction/Consideration:
19 Monitor critical Fire Cache Supply Inventories and provide appropriate direction to
20 Geographic Areas.
21 Responsibility:
22 NMAC.
- 23 • Management Direction/Consideration:
24 Geographic Areas provide NICC with timely intelligence on existing and emerging
25 situations.
26 Responsibility:
27 Geographic Area Coordinators.
- 28 • Management Direction/Consideration:
29 OAS and FS Aviation inspect all Type 1 and Type 2 Helicopters.
30 Responsibility:
31 National Aviation Officer, FS, and Director, OAS.
- 32 • Management Direction/Consideration:
33 Advise the military of the need for a Defense Coordinating Officer (DCO) to be assigned
34 to NIFC.
35 Responsibility:
36 NICC Coordinator.
- 37 • Management Direction/Consideration:
38 Evaluate the need to activate the National Interagency Support Cache Coordinator at
39 NICC.
40 Responsibility:
41 NICC Coordinator and National Interagency Support Cache Managers.

42
43

44 **Preparedness Level 4**

45

46 Type 1 and 2 IMTs are committed in three (3) or more Geographic Areas. Competition exists for
47 resources between Geographic Areas. Nationally, 60% of Type 1 and 2IA crews are committed. Three
48 (3) or more Geographic Areas have reached drawdown on tactical resources. Significant fire potential is

1 high or becoming high over the next seven (7) days in at least three (3) Geographic Areas and ignition
2 triggering events are likely in at least two (2) Geographic Areas.

3 Description:

- 4 • Management Direction/Consideration:

5 Establish MAC Group at NIFC and conduct MAC Group Meetings daily.

6 Responsibility:

7 NMAC.

- 8
- 9 • Management Direction/Consideration:

10 Prescribed fire application can be continued or be initiated if the proposed action is
11 approved by an agency at the Regional or State Office level. This approval must be
12 based on an assessment of risk, impacts of the proposed actions on Area resources and
13 activities, and include feedback from the GMAC. The GMAC provides information or
14 perspectives to agencies wishing to proceed with or implement a prescribed fire
15 application. The final decision to implement resides with the implementing agency.

16
17 Agencies wishing to proceed with an incident strategy other than full suppression will
18 consult with GMAC. The final decision to implement resides with the implementing
19 agency.

20
21 If the agency decides to implement, incident strategies must consider the short and long
22 term resource requirements for all new and existing wildland fires (planned and
23 unplanned) to ensure efficient resource utilization for identified priorities.

24
25 Responsibility:

26 Agency Administrators and Regional and State Offices.

- 27
- 28 • Management Direction/Consideration:

29 Establish IR Coordinator position at NICC, as appropriate.

30 Responsibility:

31 NICC Coordinator.

- 32 • Management Direction/Consideration:

33 Allocate/preposition National Resources.

34 Responsibility:

35 NMAC.

- 36 • Management Direction/Consideration:

37 Train additional emergency firefighters as may be appropriate.

38 Responsibility: Agency Administrators within Geographic Areas.

- 39 • Management Direction/Consideration:

40 Coordinate “off-site” training of emergency firefighters with Geographic Areas.

41 Responsibility:

42 NMAC Coordinator.

- 43 • Management Direction/Consideration:

44 Encourage: (1) Assignment of Communications Frequency Managers and Aviation
45 Specialists to all complex multiple incidents; and (2) Activation of MAC Group as may
46 be appropriate.

47 Responsibility:

48 Agency Administrators within Geographic Areas.

- 49 • Management Direction/Consideration:

1 Geographic Areas provide NICC with fire priorities and other pertinent information at
2 [0300 and 1700 daily].

3 Responsibility:

4 Agency Administrators within Geographic Areas.

- 5 • Management Direction/Consideration:

6 Implement Military Training Plan. Assemble Training Cadre for training military.

7 Responsibility:

8 NMAC Coordinator.

- 9 • Management Direction/Consideration:

10 OAS and FS Aviation contract, award, and inspect additional CWN Type 1 and Type 2
11 Helicopters.

12 Responsibility:

13 National Aviation Officer, FS.

- 14 • Management Direction/Consideration:

15 Activate the National Interagency Aviation Coordinator position.

16 Responsibility:

17 National Agency Aviation Offices – FS, BLM, and OAS.

- 18 • Management Direction/Consideration:

19 Activate the National Interagency Support Cache Coordinator position at NICC.

20 Responsibility:

21 NICC Coordinator.

22 23 **Preparedness Level 5**

24
25 Wildland fire or other incidents nationally have the potential to exhaust all agency fire resources. Eighty
26 percent (80%) of Type 1 and Type 2IA crews are committed, as well as the majority of other National
27 Resources. Significant fire potential is likely to remain high in at least three (3) Geographic Areas with
28 no indication of improvement in the next seven (7) days.

29
30 Description:

- 31 • Management Direction/Consideration:

32 Continue with National Preparedness Level 4 activities.

33 Responsibility:

34 NMAC Coordinator.

- 35 • Management Direction/Consideration:

36 Request Canadian Liaison for the NMAC.

37 Responsibility:

38 NMAC Coordinator.

- 39 • Management Direction/Consideration:

40 Access the need for International assistance.

41 Responsibility:

42 NMAC.

- 43 • Management Direction/Consideration:

44 Add Coordinator position at NICC to coordinate military mobilizations.

45 Responsibility:

46 NMAC Coordinator.

- 47 • Management Direction/Consideration:

48 Rx applications can be initiated or continued if the proposed action is approved by an
49 agency at the Regional or State Office level and local resources are available to carry out

1 the application without additional outside resource needs. This approval must be based
2 on an assessment of risk, impacts of the proposed actions on Area resources and
3 activities, and include feedback from the GMAC. The GMAC provides information or
4 perspectives to agencies wishing to proceed with or implement a Rx application.
5

- 6 • For Rx applications to be initiated or continued that requires additional support of
7 resources from outside the local unit or require resource ordering of an IMT or WFMT, a
8 National MAC representative must assess risk and impacts of the proposed action and
9 present to NMAC for review prior to proceeding. The final decision to implement
10 resides with the implementing agency.
11
- 12 • Agencies wishing to proceed with an incident strategy other than full suppression will
13 consult with GMAC and their Geographic Area NMAC Representative. The final
14 decision to implement resides with the implementing agency.
15
- 16 • If the agency decides to implement, incident strategies must consider the short and long
17 term resource requirements for all new and existing wildland fires (planned and
18 unplanned) to ensure efficient resource utilization for identified priorities.
19

20 Responsibility:

21 Agency Administrators, Regional and State Office Fire Staff, NIFC Staff, and NMAC.

- 22 • Management Direction/Consideration:
23 Prepare Geographic Area evaluation/assessment of current and projected fire situation
24 when requested by the NMAC.

25 Responsibility:

26 GMACs.

- 27 • Management Direction/Consideration:
28 When requested by the NMAC, make available and incorporate project equipment into
29 the NFES Fire Cache System.

30 Responsibility:

31 GMACs.
32

33 **Preparedness Level 5 to 4**

34 Description: Competition for resources has significantly decreased. No critical fire weather is forecasted
35 for the next three (3) to five (5) days.
36

37 **Preparedness Level 4 to 3**

38 Description: Significant demobilization is occurring. Crews are being released daily and sent to home
39 units. Fifty percent (50%) of total crew capability is available for new fires. All ground DoD resources
40 have been released. Moderating conditions are forecasted for the next twenty four (24) hours, and higher
41 humidity and lower temperatures are forecasted for the major fire areas.
42

43 **Preparedness Level 3 to 2**

44 Description: The majority of large fires are contained. Initial attack resources are again available.
45 Geographic Area Crew availability is at or above the 50% level. There is no competition for resources
46 between Geographic Areas. Large fire areas are expected to receive precipitation, with associated higher
47 humidity and lower temperatures.
48
49
50

1 **National Multi-Agency Coordinating Group (NMAC) Decisions**

2 All NMAC Decisions affecting Geographic Areas and/or providing management guidance will
3 be documented on the NICC web page, located at the following web
4 site: <http://www.nifc.gov/news/nmac2/index.html>. Additional information may be required
5 from Geographic Areas and Coordinating Groups in order to effectively develop strategy.

6 **Follow-Up Evaluation**

7 The NMAC Coordinator will document decisions and their results and will report to the NMAC
8 during subsequent meetings.

9 **Mobilization Procedures for Military Assets**

10 It is advisable that units and field level users intending to order and utilize military resources
11 obtain copies of the Military Use Handbook, NFES 002175, located at the following web site:
12 http://www.predictiveservices.nifc.gov/intelligence/military/Military_Use_Handbook_2006_2.pdf
13 f. The short term use of trained DOD assets should be considered until civilian or wildland fire
14 agency resources become available to replace DOD assets. For long term use/assignments, the
15 following process will be followed:
16
17

18 **Established Resource Ordering Process**

19 The established resource ordering process will be utilized, including standard resource order
20 format.

- 21 • NICC will determine if all available civilian resources are committed.
- 22 • The Resource Order will be passed back to the Geographic Area indicating that military
23 assets are the only available resources and estimated time frames for delivery.
- 24 • The Resource Order will be passed back from the Geographic Area to the ordering unit
25 dispatch center, indicating military assets are the only available resources and estimated
26 timeframes for delivery.
- 27 • The Resource Order will be passed back from the ordering unit dispatch center to the
28 incident indicating military assets are the only available resource and estimate timeframes
29 for delivery. It may be necessary for the unit dispatcher to redeploy civilian crews to
30 insure military units are kept intact by deploying a minimum of one (1) battalion to the
31 same incident.
- 32 • The incident must reorder the military assets on a Resource Order in the following
33 manner:
 - 34 ○ Crews: Will be ordered by battalion (25 crews). Each battalion will have one (1) “C”
35 request number. Each battalion will initially be deployed to the same incident.
 - 36 ○ Each Resource Order for crews will be accompanied by “O” requests for:
 - 37 ➤ One (1) Battalion Military Liaison (BNML).
 - 38 ➤ One (1) Deputy BNML.
 - 39 ➤ Four (4) Strike Team Leaders – Military (STLM).
 - 40 ➤ Twenty-eight (28) Military Crew Advisors (MCAD) (Minimum Crew Boss
41 qualified).

42 Overhead personnel will remain committed throughout the assignment (30–33 days).

- 43 • The Resource Order will then be passed from the incident through established ordering
44 channels to NICC. NICC will certify no civilian assets are available, and then forward
45 the Resource Order to the appropriate Continental United States Military Headquarters.
- 46 • NICC will provide the following items:
 - 47 ○ Air transportation, if needed, from installation to the jetport closest to the incident.

- 1 ○ Five (5) kits of programmable handheld radios, which will be mobilized with the
- 2 battalion.
- 3 • The incident, on a separate request number, must order enough support equipment,
- 4 caterers, showers, transportation, and hand tools to equip the military (500-600
- 5 firefighters and support personnel). The incident will need to supply diesel fuel for
- 6 ground vehicles, and fuel for Aviation assets. All firefighting personnel will come
- 7 equipped with PPE.
- 8 ○ Aviation: Aviation support will be ordered by required missions. It should be
- 9 noted that military Aviation resources, when compared to civilian resources, are
- 10 restricted in mission capability.

11
12 Each group of missions will have its own “A” request number. Each Resource Order

13 will specify the following information:

- 14 ➤ Pounds of external cargo per day.
- 15 ➤ Number of passengers (PAX) per day.
- 16 ➤ Hours of water bucket missions per day.
- 17 ➤ Pounds of internal cargo per day.
- 18 ➤ Estimation of aircraft needed.
- 19 ➤ Aviation communication needs.

- 20 ○ Helicopter Modules/Managers

21 ➤ Refer to Military Use Handbook, NFES 002175, July 2006, Chapter 70.4.1.

- 22 ○ Vehicles: Vehicles will be ordered by required missions. Each group of missions
- 23 will have its own “E” request number.

24 Each Resource Order will specify the following information:

- 25 ➤ Number of passengers per day.
- 26 ➤ Pounds of cargo per day.

27 28 **Civilian Support**

29 All other civilian support requested specifically by the military at the incident will follow the

30 established ordering procedures.

31 32 **Demobilization Procedures**

33 Procedures will be reversed. However, a lead time of seventy-two (72) hours will be needed to

34 release military firefighters. NICC will release assets to the military and normally provide air

35 transport from the nearest airport. The incident should be prepared to provide ground

36 transportation to the airport. All tools, PPE, and other firefighting issued equipment need to be

37 collected at the incident prior to demobilization.

38 39 **International Operations**

40 **Canada Support**

41 Mobilizations involving the United States of America (USA) and Canada are governed and

42 directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational

43 Guidelines, and by local initial attack agreements. Requests to Canadian agencies will normally

44 be made after USA resources are depleted, shortages are projected, or reasonable timeframes

45 cannot be met. All requests for use of Canadian Resources must be ordered through NICC,

46 except for local mutual aid that does not include provisions for any reimbursement. The USA

47 may request airtankers from Canada only after all available contract, add-on, and MAFFS

48 aircraft have been mobilized. The USA may request helicopters from Canada after all available

49 contract and CWN helicopters have been mobilized.

Australia and New Zealand Support

Mobilizations involving the United States, Australia, and New Zealand are coordinated through NICC, and are defined in the Wildfire Arrangements between the Department of the Interior and Department of Agriculture of the United States and the Australian and New Zealand Participating Agencies and in the Annual Operating Plan for these Arrangements. Request to Australian and New Zealand Participating Agencies will normally be made after USA resources are depleted, shortages are projected, or reasonable timeframes cannot be met.

Mexico Support

Mobilizations involving the United States and Mexico for fires within ten (10) miles either side of the U.S. – Mexico border are defined in the Wildfire Protection Agreement between the Department of the Interior and the Department of Agriculture of the United States and the Secretariat of Environment, Natural Resources, and Fisheries of the United Mexican States for the Common Border.

Mobilizing USA resources for suppression assistance within Mexico beyond the ten (10) mile zone must be approved and coordinated by NICC, be authorized for reimbursement by the U.S. Agency for International Development's Office of Foreign Disaster Assistance, and be received by NICC through a request from the U.S. Forest Service's Disaster Assistance Support Program. (See Chapter 10)

Other Nations Support for Large Scale Mobilizations

Large scale mobilizations for reimbursable direct support to disasters (fires or all-hazard) in other nations are based on requests received through the Forest Service International Program's Disaster Assistance Support Program (DASP). DASP responds to requests from the U.S. Agency for International Development's Office of Foreign Disaster Assistance (OFDA). OFDA works closely with U.S. Ambassadors in foreign countries, who must determine if an incident in a foreign country warrants U.S. involvement. If the Ambassador does feel the incident is beyond the capability of the affected government, the affected government has requested the assistance, and it is in the best interest of the U.S. Government to assist, the Ambassador can "declare" a disaster. That declaration is the activation mechanism for U.S. support. If that support would include resources available through the land management agencies, OFDA would go to DASP, who would place requests through NICC.

Small scale requests for disaster assistance or technical assistance are coordinated directly by DASP through the home units of the requested individuals.

More information concerning the mission of OFDA and how it organizes and responds to international disasters can be found in OFDA's Field Operations Guide for Disaster Assessment and Response (FOG). The FOG can be located at the following web site:

http://transition.usaid.gov/policy/ads/200/fog_v3.pdf

More information on DASP is located at: <http://www.fs.fed.us/global>.

1	Dispatch Forms
2	
3	Resource Order Form
4	
5	Mobile Food and Shower Service Request Form
6	
7	Passenger and Cargo Manifest Form
8	
9	Aircraft Flight Request/Schedule Form
10	
11	Infrared Aircraft Scanner Request Form
12	
13	FAA Temporary Tower Request Form
14	
15	Preparedness/Detail Request Form
16	
17	Incident Status Summary (ICS-209) Form
18	
19	Monthly Wildland Fire Weather/Fire Danger Outlook Form
20	
21	Wildland Fire Entrapment/Fatality Form
22	
23	Documentation of Length of Assignment Extension Requirements Form
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MOBILE FOOD & SHOWER SERVICE REQUEST FORM

Incident Name: _____ Financial Code: _____

Resource Order #: _____ Food Service Request E#: _____

Shower Unit Request E#: _____

I. FOOD SERVICE: Requested Date, Time, Meal Types, and Number of Meals

1. Date of first meal: _____ Time of first meal: _____

2. Estimated number for the first three meals:

1st meal: _____ [] Hot Breakfast [] Sack Lunch [] Dinner

2nd meal: _____ [] Hot Breakfast [] Sack Lunch [] Dinner

3rd meal: _____ [] Hot Breakfast [] Sack Lunch [] Dinner

This Block for National Interagency Coordination Center Use Only.

Actual agreed upon Date/Time first meals are to be served: Date: _____ Time: _____

(Minimum guaranteed payment is based on these estimates, see Section G.2.2):

1st meal: _____ [] Hot Breakfast [] Sack Lunches [] Dinner

2nd meal: _____ [] Hot Breakfast [] Sack Lunches [] Dinner

3rd meal: _____ [] Hot Breakfast [] Sack Lunches [] Dinner

II. Location

Reporting location: _____

Contact person at the Incident: _____

III. Additional Information

Spike Camps: Yes _____ No _____ Unknown _____

Estimated Duration of Incident _____ Estimated Personnel at Peak _____

Dispatch Contact: _____ Telephone Number: _____

IV. SHOWER SERVICE: Requested Date and Time Mobile Shower Unit is needed

Date Requested _____ Time Requested _____

Mobile Shower Unit type ordered: Large (12+ stalls) [____] Small (4-11 stalls) [____]

This Block for National Interagency Coordination Center Use Only.

Actual agreed upon Date/Time Mobile Shower Unit to be operational: Date: _____ Time: _____

Passenger and Cargo Manifest Form

STANDARD FORM 245 (6-77) Prescribed by USDA FSM 5716 USDA MP9400.51B		PASSENGER AND CARGO MANIFEST				NO. OF PASSENGERS ON THIS PAGE _____		PAGE ____ OF ____	
ORDERING UNIT			PROJECT NAME			PROJECT NO			
NAME OF CARRIER			MODE OF TRANSPORTATION & ID. NO.			PILOT OR DRIVER			
CHIEF OF PARTY			REPORT TO			IF DELAYED, CONTACT			
DEPARTURE PLACE		ETD	ETA	INTERMEDIATE STOPS PLACE		ETD	ETA	DESTINATION PLACE	
PASSENGER AND OR CARGO NAME			M	F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASGMT IF APPLICABLE		HOME UNIT
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
SIGNATURE OF AUTHORIZED REPRESENTATIVE								DATE	

245-101

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<p>I. MISSION FLIGHT HAZARD ANALYSIS (fire flights exempt, provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons <input type="checkbox"/> Weather factors: wind, thunderstorms, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Towers and bridges <input type="checkbox"/> Other aerial obstructions: <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE: _____ SUNSET: _____ <input type="checkbox"/> Limited flight following communications 	<ul style="list-style-type: none"> <input type="checkbox"/> High elevations, temperatures, and weights: MAX LANDING ELEV (MSL): _____ MIN. FLIGHT ALTITUDE AGL: _____ <input type="checkbox"/> Transport of hazardous materials <input type="checkbox"/> Other: _____
II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST		
<ul style="list-style-type: none"> <input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor; carding meets requirements; <input type="checkbox"/> <u>OR</u>, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots <input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled <input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) <input type="checkbox"/> All DOI passengers have received required aircraft safety training; <input type="checkbox"/> <u>OR</u>, Aviation manager will present detailed safety briefing prior to departure; <input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use 	<ul style="list-style-type: none"> <input type="checkbox"/> Means of flight following and resource tracking requirements have been identified <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions <input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken <input type="checkbox"/> Chief-of-Party is aware of PPE requirements. <input type="checkbox"/> Cost analysis has been completed and is attached <input type="checkbox"/> Other/Remarks: _____ 	
III. APPROVALS		
<p>Note: Reference Handbook 9420 for approval(s) required.</p>		
<p>A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY:</p> <p style="text-align: center;">_____ Chief-of-Party Signature</p>		
<p>B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY:</p> <p style="text-align: center;">_____ Dispatcher Or Aviation Manager Signature Required</p>		
<p>C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **:</p> <p style="text-align: center;">_____ DATE: _____</p>		
<p>D. THIS FLIGHT IS APPROVED BY (Authorized Signature):</p> <p style="text-align: center;">_____ DATE: _____</p>		
<p>** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.</p>		

Infrared Aircraft Scanner Request Form

INFRARED AIRCRAFT SCANNER REQUEST

Incident# & Project#:		BLM#:		A#	
Incident Name:		Date/Time:			
Ordering Unit:		Telephone #:			
Local Dispatch:		Telephone #:			
GACC:		Telephone #:			
National IR Coord:		Telephone #:		(208) 387-5381	
		FAX #			
		Cell #		(208) 859-4475	
Regional IR Coord:		Telephone #:		()	
		FAX #:		()	
		Cell #		()	
IR Interpreter Ordered:		<input type="checkbox"/> YES <input type="checkbox"/> NO		Telephone # ()	
IR Interpreter Assigned:		Cell #		()	
Location: Motel		Motel #		()	
Office or ICP		FAX #		()	
SITL Name and Location:		Telephone #:		()	
Incident Elevation (AVG):		Feet MSL		Approximate Size: Acres	
Weather Over The Incident:					
Delivery Point:			Alt. Delivery Pt:		
Delivery type:		<input type="checkbox"/> Land Aircraft <input type="checkbox"/> Air Drop		<input type="checkbox"/> Scanned file (give email address or ftp site in box below)	
Delivery time:					
Delivery point weather:					

Radio Frequencies

Local admin. Unit	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Alternative Freq	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Air Tactical Group Supervisor	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:

Incident Location from 2 VORs: (Degrees) (nautical miles)

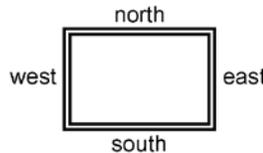
VOR:	Azimuth:	Distance:
VOR:	Azimuth:	Distance:

Mission Objective and Description:

LATITUDE/LONGITUDE INFORMATION NEEDED FOR EACH MISSION

Mapping Block

NORTH		
SOUTH		
EAST		
WEST		



FAA Temporary Tower Request Form

TEMPORARY TOWER REQUEST FORM

(Note - this form should be used in conjunction with the checklists located in Chapter 11 of the Interagency Airspace Coordination Guide (www.fs.fed.us/r6/fire/aviation/airspace))

Please attach this form to the Resource Order and forward both forms to the appropriate FAA Regional Operations Center (ROC), through established ordering channels.

I. GENERAL INFORMATION:

Incident Name _____ Management/Fiscal Code _____
Resource Order Number _____ Request Number _____ Date _____

II. POINTS OF CONTACT

Name/Agency	Telephone
Ordering Unit _____	_____
Air Ops/Air Support _____	_____
Local or Expanded Dispatch _____	_____
Geographic Area Coordination Ctr _____	_____
National Interagency Coordination Ctr _____	_____
FAA POC at ROC _____	_____
Name / Phone Number of Airport Owner / Operator _____	
Has the Airport Owner been notified? YES NO	
Requested Operational Hours: _____	
Estimated Length of Duration: _____	

III. SUPPORT INFORMATION

Closest City/Town _____ State _____

Where is the proposed location of the temporary tower (Select one or explain):

Airport Name & FAA Code _____ Helibase _____
Incident Command Post _____ Other _____

Is a facility available on site for use as a tower (Select one or explain)?

FBO Site/Room rental/etc _____ Rental Trailer _____
Facility to be built on site _____ Other _____

Conditions to expect for overnight at site: Camp _____ Hotel _____

Is a vehicle (Gov't or rental) available for tower personnel? YES NO

Please attach detailed driving directions to the reporting site

Note: Road closures, hazardous conditions, easiest route of travel, etc

IV. EQUIPMENT SURVEY - Refer to Chapter 11 checklist / Interagency Airspace Coordination Guide

What equipment do you currently have (radios, etc) for use by tower personnel?

What equipment do you need? (radios, etc)

Have you completed an inventory of equipment?

Preparedness/Detail Request Form

PREPAREDNESS/DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER: _____
REQUEST NUMBER /S/: _____

1. POSITION(S): _____ NUMBER OF PERSONS REQUESTED: _____
2. MINIMUM "RED CARD" RATING: _____
3. EMPLOYMENT STATUS : REGULAR FEDERAL AGENCY A.D. OTHER: _____
4. AGENCY UNIFORM: YES NO FIRE RESISTANT CLOTHING: YES NO
5. DRIVERS LICENSE NEEDED: YES NO ENDORSEMENT: _____
6. GOVERNMENT VEHICLE: YES NO TYPE: _____
7. PRIVATE VEHICLES AUTHORIZED: YES NO NUMBER: _____
8. RADIOS NEEDED: YES NO TYPE: _____ NUMBER: _____
9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: _____
TELEPHONE: _____
10. LENGTH OF DETAIL: _____ THROUGH: _____
11. ESTABLISHED WORKWEEK: _____
HOURS OF DUTY: _____
OVERTIME AUTHORIZED: YES NO.
AUTHORIZATION NUMBER: _____
12. PERSONNEL MAY BE ROTATED: YES NO HOW OFTEN: _____
ROTATION PAID BY: _____
13. BASE SALARY PAID BY: _____
TRAVEL PAID BY: _____ PER DIEM PAID BY: _____
14. EQUIPMENT USE MILEAGE PAID BY: _____
15. REQUESTING UNIT'S ELECTRONIC ADDRESS: _____
16. REQUESTING UNIT'S ESTIMATED TOTAL COST: _____
17. REQUESTING UNIT'S PERSONNEL OFFICER: _____
TELEPHONE: _____
18. REQUESTING UNIT'S FINANCE OFFICER: _____
TELEPHONE: _____
19. TEMPORARY DUTY STATION: _____
ADDRESS / PO BOX: _____
TELEPHONE: _____
20. GOVERNMENT LODGING: YES NO MESS HALL: YES NO.
GOVERNMENT COOKING FACILITIES ONLY: YES NO
COMMERCIAL LODGING: YES NO. RATE: _____ MEALS: YES NO.
21. NEAREST COMMERCIAL AIRLINE CITY: _____
22. REMARKS: _____

7/22/2004

Incident Status Summary (ICS-209) Form

INCIDENT STATUS SUMMARY (ICS-209)						
1: Date	2: Time	3: Initial	Update	Final	4: Incident Number	5: Incident Name
6: Incident Kind/Strategy	7: Start Date	Time	8: Cause	9: Incident Commander	10: Incident Command Organization	11: State-Unit
12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:		14: Short Location Description (in reference to nearest town):			
15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date:		18: Line to Build	19: Estimated Costs to Date	20: Declared Controlled Date: Time:
21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information			
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat ----- No likely threat -----			Residence			
			Commercial Property			
			Outbuilding/Other			
26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						
27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						
28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): ex. 3 CRW1 (4); 1 HEL1 (5);						
12 hours						
24 hours:						
48 hours:						
72 hours:						

29: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

30: Observed Weather for current operational period:
 Wind Direction: Wind Speed (mph): Peak Gusts:
 Max. Temperature: Min. Relative Humidity:

31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

32: Today's observed fire behavior (leave blank for non-fire events):

33: Significant events today (closures, evacuations, significant progress made, etc.):

34: Forecasted Weather for next operational period:
 Wind Speed (mph): Temperature:
 Wind Direction: Relative Humidity:

35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:
--------------------------------------	---------------------------	---------------------------

38: Actions planned for next operational period:

39: For fire incidents, describe resistance to control in terms of:
 1. Growth Potential -
 2. Difficulty of Terrain -

40: Given the current constraints, when will the chosen management strategy succeed?

41: Projected demobilization start date:

42: Remarks:

43: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
Total															

44: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

45: Prepared by:	46: Approved by:	47: Sent to: Date:	By: Time:
------------------	------------------	-----------------------	--------------

Monthly Wildland Fire Weather/Fire Danger Outlook Form**MONTHLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK**

1. Reporting Unit: _____

2. Date: _____

3. Potential for Serious/Critical Fire Problems:

This Coming Month	Below Normal	Normal	Above Normal
This Season	Below Normal	Normal	Above Normal

Comments: _____

4. Fire Weather Outlook: (Addresses the following factors)

Drought Conditions: _____

Precipitation Anomalies and Outlook: _____

Temperature Anomalies and Outlook: _____

5. Fuels:

Fine – Grass Stage	Green	Cured	
New Growth	Sparse	Normal	Above Normal

Live Fuel Moisture (sage, deciduous, conifer): _____

1000 Hour Dead Fuel Moisture: _____

Normal/Average Fuel Moisture for this Time of Year: _____

6. Average Fire Occurrence/Acres Burned (to date, 5 year average):

7. Actual Occurrence/Acres Burned (to date, this year): _____

8. Written Summary (The text from this summary will be used in the National Wildland Fire Outlook). (Attach to this form.)

9. Fire Outlook Map (Attach to this form.)

A Geographic Area outline map showing Areas of below normal, normal, and above normal fire potential shall be submitted, along with the Monthly Fire Weather/Fire Danger Outlook Report. The map template can be found at:

http://www.nifc.gov/news/intell_predserv_forms/national_map.html

Wildland Fire Entrapment/Fatality Initial Report Form



Complete this report for fire-related entrapment and/or fatalities. Timely reporting of wildland-related entrapments or fatalities is necessary for the rapid dissemination of accurate information to the fire management community. It will also allow fire safety and equipment specialists to quickly respond to these events as appropriate. This initial report does not replace agency reporting or investigative responsibilities, policies, or procedures. Immediately notify the National Interagency Coordination Center (NICC). Submit this written report within 24 hours—even if some data are missing—to the address given below.

NICC—National Interagency Fire Center
3833 South Development Ave.

Phone: 208-387-5400
Fax: 208-387-5414

NICC Intelligence Section
E-mail: nicc_intell@nifc.blm.gov

Submitted by: _____ Position: _____
 Agency: _____ Location: _____
 Phone: _____ E-mail: _____

1. General Information

- Date of event _____ Time _____ • Fire name, location, agency, etc. _____
- Number of personnel involved _____
- Number of: Injuries _____ Fatalities _____

2. Fatalities

- Type of accident:
 - Aircraft Vehicle
 - Natural (lightning, drowning, etc.) Smoke
 - Medical (heart, stroke, heat, etc.) Entrapment
 - Struck by falling object Other
- Where fatality/entrapment occurred:
 - Fire site In transit
 - Incident base Other
- Employing agency _____
- Unit name _____
- Address _____
- For further information, contact _____
- Home unit address _____
- Phone _____

Note: In the event of fatality(s), do not release name(s) until next of kin are notified.

3. Fire-Related Information

- Fuel model _____
- Temperature _____ RH _____ Wind _____ mph
- Topography _____
- _____ Slope _____ %
- Fire size at the time of the incident/accident _____ acres
- Incident management type at the time of the incident/accident:
(circle one) 1 2 3 4 5
- Urban/wildland intermix? Yes No
- Cause of fire: Natural Incendary Accidental
 Unknown

4. Entrapment Information

A situation where personnel are unexpectedly caught in a fire-behavior-related, life-threatening position where escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. Note: Engine and dozer burnovers also constitute entrapments.

• Brief description of the accident _____

Entrapment Description

- Person trapped With fire shelter Without fire shelter
- Burns/smoke injuries incurred while
in fire shelter Yes No
- Burns/smoke injuries incurred while
escaping entrapment Yes No
- Burns/smoke injuries incurred while
fighting fire Yes No
- Fire shelter performed satisfactorily Yes No

- Fire shelter was available, but not used Yes No

Personal Protective Equipment Used

- Fire shelter Yes No
- Protective pants Yes No
- Protective shirt Yes No
- Face/neck protection Yes No
- Gloves Yes No
- Boots Yes No
- Goggles ... Yes No
- Hardhat ... Yes No

Documentation of Length of Assignment Extension Requirements Form

Resource Extension Request Form

RESOURCE and INCIDENT INFORMATION:

Resource Name: _____

Incident Name: _____ Incident #: _____ Request #: _____

Position on Incident: _____

EXTENSION INFORMATION:

Prior to any extension consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

<p><u>Length of Extension and last work day:</u></p> <p><u>Justification (Select from the list below):</u></p> <p><input type="checkbox"/> Life and property are imminently threatened,</p> <p><input type="checkbox"/> Suppression objectives are close to being met, or</p> <p><input type="checkbox"/> Replacement resources are unavailable or have not yet arrived.</p>

REQUESTED BY* :

Incident Supervisor: _____ Incident Position: _____

1) Resource or Resource Supervisor: _____

2) Incident Commander or Deputy: _____

3) Host GACC Coordinator on Duty: _____

4) Home Unit Supervisor: _____

5) Sending GACC Coordinator on Duty: _____

6) NICC (only if National Resource): _____

***Signatures should be gathered in the order they are numbered above**