CHAPTER 20
OVERHEAD AND TEAMS

National Interagency Incident Management System (NIIMS) Positions

(Refer to NMG 20) https://www.nifc.gov/nicc/mobguide/Chapter%2020.pdf, the Wildland Fire Incident Management Field Guide, PMS 210 https://www.nwcg.gov/sites/default/files/publications/pms210.pdf, the National Incident Management System (NIMS) Wildland Fire Qualification System Guide, PMS 310-1, https://www.nwcg.gov/sites/default/files/publications/pms310-1.pdf or other agency approved qualifications guides.

Incident Qualifications and Certification System (IQCS) Position Codes
(Refer to NMG 20)

The Incident Qualifications and Certification System (IQCS) is an information management system that tracks training and certifications for Wildland Firefighters. For a complete list of all IQCS recognized Position Codes, refer to the Position Codes link at the following web site: https://iqcs.nwcg.gov/

Incident Qualifications System (IQS)

The incident Qualification System (IQS) is an information management system used by the States of South Dakota, Nebraska and Wyoming that tracks training and certifications for Wildland Firefighters.

Overhead Mobilization and Demobilization

To manage fatigue, every effort will be made to conduct mobilization and demobilization travel between 0500 hours and 2200 hours.

All personnel should carry some form of valid photo identification while traveling to and from incident assignments. This is required if mobilizing/demobilizing by commercial airlines. All personnel are required to carry a current Incident Qualification Card (red card) reflecting the position they are being mobilized for.

Unless specifically excluded, ADs (emergency hired firefighters) and private contractors will be accepted for suppression and severity orders.

Trainees

RMA dispatch centers will not mobilize local trainees on support or subordinate request orders for non-local incidents unless specifically authorized to do so by the RMA GATR.

Rocky Mountain Area Priority Trainee and Operating Procedures

Every effort will be made to dispatch trainees in the order that has been prioritized by the RMA Operations Committee and the RMA GATR. See the RMA Priority Trainee and Operating Procedures document at https://nationalfiretraining.nwcg.gov/rm/policies.

The Rocky Mountain Area Geographic Area Training Representative (GATR) has the authority to place priority trainee requests direct to RMA dispatch centers through RMACC using established ordering processes.

Self-Sufficiency

(Refer to NMG 20 https://www.nifc.gov/nicc/mobguide/Chapter%2020.pdf)

The Rocky Mountain Area defines "self-sufficient" to mean that a resource is able to procure all of its own support needs for the duration of the assignment (including travel to and from the incident). This includes but is not limited to lodging, meals, transportation and fuel.

All resource orders for RMA incidents requiring self-sufficient resources should include the following verbiage in the "special needs" field: Resource must be self-sufficient and be able to procure all necessary support including (but not limited to) lodging, meals, transportation and fuel for the duration of the assignment including travel to and from the incident. Resources not able to be fully self-sufficient should contact the incident dispatch center prior to accepting the assignment. Resources arriving to an incident who are not self-sufficient will be demobilized.

Name request orders (Refer to NMG 20 and RMG 20)

Name requests for suppression or all-hazard incidents (incidents using a Fire or FEMA charge code) should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between NPS agencies).

If a resource is expecting a name request, prior notification to GPC must be made. GPC will notify RMC of the name request in order to expedite the processes. Resources must be statused appropriately in ROSS (Available GACC or National) in order for the order to be processed.

Per the NMG, the ordering unit must confirm availability for the individual being requested prior to placing the request.

Name requests for Geographic Area Priority Trainee positions will be justified within special needs as being approved by the Geographic Area Priority Training Coordinator (GATR) and will be processed without delay.

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

Interagency Wildland Fire Modules (Refer to NMG 20 and RMG 20)

(Refer to NMG 20, PMS 430-Interagency Standards for Wildland Fire Use Module Operation, Interagency Standards for Fire and Fire Aviation Operations-Red Book)

Orders for Interagency Wildland Fire Modules will be placed through established ordering channels in ROSS using an Overhead Group Request (Module, Wildland Fire, Type 1 or Module, Wildland Fire, Type 2) and configured according to Chapter 20 of the NMG.

There is one Type 1 Wildland Fire Module in the GPC zone; the Black Hills Wildland Fire Module hosted at Wind Cave National Park. To order the module, contact the NPS duty officer or the Module Leader.

As an interagency resource, the Black Hills Wildland Fire Modules is available nationally throughout the fire season. Standard WFM configuration includes; one (1) module leader and six (6) to nine (9) module crewmembers.

If requested, the Black Hills WFM can be configured and mobilized with less than the standard WFM configuration, but only after agreement between the requesting and sending units. Any negotiated configurations must be identified within the original request.

Smokejumpers (NMG 20 and RMG 20)

Daily availability is updated throughout the fire season and is posted at the following website: http://www.nifc.gov/smokejumper/reports/smjrpt.php

Helicopter Module (Refer to NMG 20, IHOG and RMG 20)

The RMA requires that a qualified Helicopter Module be attached to all CWN helicopters used on interagency incidents within the RMA. Any trainees would be in addition to the qualified module. Staffing for standard category aircraft used in a limited capacity must be authorized by the Agency Aviation Manager at the state or regional level.

CWN helicopters and their modules will "marry up" at a specified location (i.e. airport, FBO, etc.) prior to reporting to an Incident.

Ordering a helicopter module for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module 15 positions internally first. 16

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

If helicopter personnel are required to arrive with special items i.e. flight helmets, radios, etc., it must be specified at the time of request in the special needs section of ROSS.

Non-Standard Overhead Groups (Refer to NMG 20)

Communications Coordinator (Refer to NMG 20 and RMG 20)

Local information - SD-BKF has three portable repeaters, one located in each zone, and NE-NBF has two located in Chadron, NE. Contact the USFS Communications Coordinator for their use.

A Command repeater and a box of 20 hand held radios are available at the Custer Cache. These must be ordered through GPC and set up by a qualified radio technician.

There are also two scene of action (SOA) repeaters located in Custer. They shall be ordered through GPC and it is recommended a qualified radio technician is also ordered.

Flight Manager (Refer to NMG 20)

Incident Meteorologist (IMET) Refer to NMG 20

The South Dakota Division of Wildland Fire has a fire meteorologist available through South Dakota School of Mines in Rapid City, SD.

Cache Support Position

BKF has a 300 person cache located in Custer, SD to open the cache contact the Forest Duty Officer. SDS has a mobile cache located in Rapid City, SD; to order contact the State Duty Officer.

There is a National Cache located in Lakewood, CO. More information can be found in the RMK Cache Operating Plan located on the RMC webpage at:

http://gacc.nifc.gov/rmcc/logistics/cache/RMK_OpPlan.pdf

Human Resource Specialist (Refer to RMG 20)

(The following applies to incidents on USDA-Forest Service lands only). A Human Resource Specialist (HRSP) will be ordered for Forest Service incidents with 300 or more people. Incident Commanders should evaluate the need for this position on incidents with less than 300 people and order one if needed.

Union Representative (Refer to RMG 20)

Per Article 28.2 (d) of the National Federation of Federal Employees (NFFE) Master Agreement: "When a staffing level of 300 individuals on a Forest Service incident or 300 Forest Service employees on other than a Forest Service incident is reached and a command post has been established, the Council Vice-President (CVP) or designee will be notified within 24 hours after the staffing reaches 300. That notification will inform the CVP or designee of the location of the incident and the name of the Incident Commander (IC). The IC will be notified of the name and contact information of the CVP or designee."

Gerard Sandoval
Vice President
USFS Region 2NFFE Forest Service Council
Office: 719-274-8971 x6323
Cell: 719-480-9973

Incident Business Advisor (IBA) (Refer to RMG 20)

An Incident Business Advisor should be ordered for all Type 1 or Type 2 incidents on all federal incidents. Trainees will be negotiated with the hosting unit prior to mobilization.

National Incident Management Teams (Refer to RMG 20 and NMG 20)

All Teams (Refer RMG 20)

The Rocky Mountain Area (RMA) sponsors one Type 1 IMT and two Type 2 IMTs. The Type 2 IMTs are referred to as Black and Blue.

Qualified team members are assigned to their team and will not accept miscellaneous overhead assignments (freelance), unless pre-approved by the Incident Commander (IC).

If pre-approved for out of an RMA assignment, the individual must complete the assignment through its entirety. If the assignment is within the RMA and the IC's approve, it is considered sharing and if the individual's team gets assigned they may be released back to their IMT. The IC will not be permitted to take a non-team assignment during the RMA rotation period unless the deputy is available to take the team out on assignment.

IMT Member Availability

IMT members are expected to monitor their IMTs on-call rotation schedule and will be considered available and expected to respond to dispatches. Dispatch Centers will not alter an IMT member's status when performing a weekly or bi-weekly ROSS status sweep. **Availability within ROSS must reflect "Available – Local".**

Dispatchers will not contact IMT members to verify availability during routine IMT rotations. In the event that an IMT is placed on-call outside of the regular rotation dates, the appropriate dispatch center will verify each team member's availability.

IMT rotations, primary rosters and current on-call rosters will be posted to the RMACC webpage at https://gacc.nifc.gov/rmcc//overhead_teams.php.

IMT Ordering Considerations which should be noted in Special Needs:

What is the Requesting Unit's "Preferred Transportation" for IMT? Fly or Drive?
- What is the closest jetport if flying?
- When is the initial team briefing to be held? Where is it to be held? Get the address.
- Are "Rental Cars, POVs, Cellphones, Laptops" authorized? If yes, for whom?
- Is the "Date and Time needed" negotiable? 1

- When POV is authorized and will be used, a cost comparison must be completed and submitted to the resource's dispatch center.
- When rental vehicles are authorized, if a specific type of vehicle is required for the position, it must be noted within Special Needs.
- All "OFF-ROAD" type of vehicles need to be clearly identified in Special Needs.
- Are ADs authorized? Are there any limitations? Example: California will not allow incoming teams to have ADs on the command and general staff.
- Trainees:
  - How many are authorized to accompany team?
  - Are trainees authorized for miscellaneous Overhead?
- Are there special conditions? Example: IMT member meeting up with the IMT several days later.
- If request is for a Type 1 IMT within the RMA, have the three (3) additional positions been rostered?
- Short or long IMT if request is for outside of the Rocky Basin Area.
- Agency Administrator – name and contact information.

Rocky Basin Type 1 IMT (Refer RMG 20)

Type 1 IMT Rotation and Assignment (Refer to NMG 20)

Type 2 IMTs

The RMA Type 2 IMTs (Black and Blue) have an unrestricted service area and time period availability.

Type 2 IMTs Rotation and Assignment

The RMA Type 2 IMTs will participate in an assignment rotation from approximately April 1st through October 31st. The rotation will apply to assignments within the RMA as well as out-of-area. Approved primary rosters for Type 2 IMTs will be effective when posted to the web each year to account for annual selection updates.

When one Type 2 IMT is assigned outside of the RMA, the remaining Type 2 IMT may be required to remain in the RMA based on conditions, preparedness level and the RMCG Duty Officer approval. When the RMA IMT assigned out of the area returns and becomes available, the IMT that stayed within the RMA would then be made available nationally.

If an IMT turns down an assignment or is unavailable for any reason during their scheduled rotation period, the next IMT in the rotation will be offered any new assignment if available.

In an effort to maintain currency, functionality, and viability of the RMA Type 2 IMTs, the geographic rotation will be followed until such time as there becomes a disparity of two assignments between the Type 2 IMTs annually. To make up

for the disparity of assignments, the IMT(s) with the disparity will be given the opportunity for an assignment prior to the IMT on-call. (See RMG 20 for Rotation Schedule)

RMA Type 2 IMT Availability during the Off-Season

The State of South Dakota maintains a Type 2 IMT (Blue) which will be available year-round for non-Stafford Act, all hazard incidents and will be mobilized by GPC. For all other incidents including wildland fire and Stafford Act all hazard incidents, RMA IMTs will be mobilized by the RMACC.

RMA IMT General Operating Guidelines

Refer to the RMA IMT Selection and Operating Guidelines document located on the RMACC website at http://rmacc.info/.

Tracking and Mobilization of IMTs

RMACC will coordinate the mobilization of the IMTs for the RMA.
Step 1: Before Roster
• RMACC will maintain the Type 2 IMT rotations. The Type 1 IMT rotation is maintained by GBC.
• RMACC notifies appropriate IC of changes in current-on-call status outside of established rotation dates.
• The IC will identify and designate 2-3 team members to receive specific ROSS training. ICs will coordinate the training with RMACC. Individuals that maintain rosters in ROSS will need to have a thorough understanding of ROSS and the roster function in ROSS.
Step 2: Build Roster
• The IC or designee will coordinate with RMACC in maintaining the IMT roster in ROSS, as well as the current on-call roster.
• The IC or designee will confirm IMT member availability and job share positions.
• The IC or designee, in coordination with Section Chiefs, will fill vacancies with identified substitutions.
• The IC or designee, in coordination with Section Chiefs, should search ROSS to fill vacancies. IC will make direct calls to individuals. Assistance in filling vacancies is also available from local centers, RMACC and the RMA GATR.
• The IC will roster up to nine (9) trainees.
• The IC will coordinate with the RMA GATR to identify five (5) Priority Trainee positions to be rostered for the on-call period. These positions will be filled at the time of the IMT mobilization with resources identified by the RMA GATR using the RMA Priority Trainee list or through coordination with the GATRs in other geographic areas.
• The IC and the RMACC Center Manager will determine if IMT listing meets minimum staffing. RMACC will place orders for vacancies in rostered positions through the NICC at time of mobilization.
• RMACC will post the current-on-call roster on the RMACC website.

Step 3: Getting an Order
Potential Order
• RMACC notifies IC and Dispatch Centers/Center Managers of potential IMT order. The ICs and Dispatch Centers/Center Managers MAY implement internal "Phone Trees" and contacts based on "Potential Order".
• The IC emphasizes that order is "potential" and no action is taken until "official" order is received.
• NO mobilization actions occur. No phone calls to Dispatch Centers by IMT members should occur.
• The IC or team designee needs to assure that ROSS roster is the final one in order for RMACC to fill the ROSS order.
Official Order
• To meet work/rest guidelines, no IMT notification or mobilization will occur between the hours of 2300 and 0500.
• Between the hours of 2200 and 2300, the IC and Dispatch Centers/On-call Dispatcher will be notified, but no mobilization will occur.
• RMACC will notify the IC and Dispatch Centers/Center Managers of placed order for IMT.
• The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon mode of travel, report to location (in brief), and authorizations: Rental, POV, AOV, laptop, cellphone, etc.
• The IC/Host Dispatch needs to advise RMACC what has been authorized/approved and the name and contact information for the hosting Agency Administrator. The hosting dispatch unit will place the ROSS overhead team resource order up to RMACC.
• The IC will then advise RMACC of arrangements made with requesting unit. This is the "official finalized" order. RMACC now passes on the date and time needed, as well as the travel mode, to the Dispatch Centers/Center Managers. RMACC will fill the pending ROSS overhead team resource order with the final approved team roster. The subordinate requests will be pushed to the IMT resource's dispatch center to be filled.
• If decision is to fly the IMT, RMACC will coordinate with the dispatch centers regarding charter flights.
• RMACC will complete the IMT mob checklist and relay to dispatch centers.
• The ICs will implement internal IMT "phone tree".
• After one hour has passed since RMACC has received the "official finalized" order, it is permissible for an IMT member to contact his/her dispatch office to gather information on what is known about the outstanding resource order, pass travel itinerary, etc., and then begin travel.
• All travel is to be in close coordination with home dispatch center. While enroute to the incident, the individual and dispatch center will maintain contact to confirm the request number and any other outstanding information, as it becomes available.
• Once the IMT has been in-briefed and the hosting dispatch center is ready, RMACC will set the ROSS Team Overhead request as completed so team resource order ownership will be in control of the hosting dispatch center.

Checklist for Official Orders

(Ordering considerations - Add to Special Needs as appropriate)

• What is the Requesting Unit's "Preferred Transportation" for IMT? Fly or Drive? What is the closest jetport if flying?

• When is the initial team briefing to be held? Where is it to be held? Get the address.

• Is the date and time needed negotiable?

• Are rental cars, POVs, cellphones, laptops authorized? If yes, for whom?

• When POV is authorized and will be used, a cost comparison must be completed and submitted to the resource's dispatch center.

• When rental vehicles are authorized, if a specific type of vehicle is required for the position, it must be noted within the Special Needs.

　　　　*All "OFF-ROAD" type of vehicles need to be clearly identified in Special Needs

• Are ADs or Supplemental Resources authorized? Are there any limitations? Example: California will not allow incoming IMTs to have ADs on the command and general staff.

• Trainees:

- Have the nine (9) trainee positions been filled and rostered as identified by the IC?
- Have the five (5) Priority Trainee positions been rostered and filled as identified by the GATR?
- Are additional trainees authorized to accompany the team?
- If request is for a Type 1 IMT within the Rocky Basin, have the three (3) additional positions been rostered?
- Are there special conditions? Example: an IMT member meeting up with the IMT several days later.
- Has the Deputy IC been approved if the request is for outside the Rocky Basin Area?
- Short or long IMT if request is for outside the Rocky Basin Area.

Step 4: Travel

- Document and relay "Mode of Travel" to dispatch centers (via checklist).
- Work/Rest ratios will be followed by individual IMT members and will be documented in team SOPs.
- There will be no travel before "official finalized" resource order is received at RMACC.
- Dispatch Centers will call RMACC to get verbal authorization to travel if the official team order has not been processed after one hour.
- Team members will notify home dispatch center of travel plans before leaving. This includes vehicle IDs, ETD, ETA, RON locations (RON = remain overnight) and cell phone #'s.
- Receiving unit is responsible for the return travel.

NIMO IMT Type of Assignments

(Refer to NMG 20 https://www.nifc.gov/nicc/mobguide/Chapter%2020.pdf)

NIMO IMT Rotation Process

(Refer to NMG 20 https://www.nifc.gov/nicc/mobguide/Chapter%2020.pdf)

IMT Configuration (Refer to RMG 20)

Per NMG standard configuration there are thirty-three (33) positions identified on the Long Team configuration. Interagency IMTs may have a maximum of eleven (11) discretionary positions to be negotiated and approved by the Incident Commander and the Agency Administrator from the requesting unit.

RMA Priority Trainee team positions:

For assignments within the Rocky Mountain Area, the RMA IMTs (Type 1 & Type 2s) will roster up to nine (9) primary trainees selected through ICAP. At the time of mobilization, the RMA GATR will provide five (5) priority trainees for the IMT in coordination with the IC. In the event that the IC cannot fill their allotted number of primary trainees, the GATR will fill the additional slots through the priority trainee program. If the GATR cannot fill their five (5) allotted priority trainees, the IC may fill more than nine (9) trainee positions for a total of fourteen (14) trainees. Additionally, the GATR will work with the IC at time of mobilization to and assign a TNSP to assist with the RMA priority trainee program.

Within the RMA, and at the time of mobilization, the GATR, working with the IC, will have the authority to place priority trainee orders directly with the RMA incident dispatch center to support the mobilization of priority trainees. The IC gives the authority to the GATR.

For assignments outside of the Rocky Mountain Area, the RMA GATR will coordinate with the GATR of the geographic area hosting the incident where the RMA IMT is mobilizing to. Up to eight (8) Priority Trainees will be identified which may be a mix of priority trainees from the receiving geographic area and/or from the RMA. These priority trainee slots will be coordinated with the IC of the RMA IMT. Due to the increase number of priority trainees being assigned as part of the IMT roster, RMA IMTs will need to decrease their number of primary rosters from nine (9) to six (6).

This equals fifty-eight (58) team positions total as identified in the NMG standard configuration.

RMA T1 IMT Exceptions (Refer RMG 20)

RMA T1 IMT Substitutions (Refer RMG 20)

RMA T2 IMT Substitutions (Refer RMG 20)

Job Sharing (Refer RMG 20)

National Area Command Teams, Configuration & Rotation Process
(Refer to NMG 20)

Incident Support Teams (Refer to NMG 20)

Teams will be ordered using an Overhead Group request in ROSS and filled
with a roster.

Buying Teams (Refer to NMG 20, IIBMH 40, RMG 20)

GPC will order a BUYT anytime a Type1 or 2 IMT is ordered.

National Interagency Buying Teams

If the RMA Geographic Buying team is unavailable or if a National Buying
team is needed, see NMG Ch. 20 for ordering information

National Interagency Buying Team Configuration & Rotation Process
(Refer to NMG 20 https://www.nifc.gov/nicc/mobguide/Chapter%2020.pdf)

RMA BUYT Rotation
The on-call week runs from 0001 hours (MT) on Wednesday to 2400 hours
(MT) on the following Tuesday.

RMA BUYT Coordinator
        Brooke Malcolm
        RMACC Business Manager
        Lakewood, CO
        Office: 303-445-4306
        Fax: 303-445-4321
        brooke_malcolm@fws.gov

Administrative Payment Teams (APTs), Configuration & Schedule Process
(Refer NMG 20)

RMA APT Team Leader:
Connie Dworak (NE-MWP)
NPS Midwest Regional Office
Omaha, NE
Office: 402-661-1678
connie_dworak@nps.gov

Burned Area Emergency Response Teams (BAER) (Refer NMG 20)

**DOI National Interagency BAER Team Configuration & Mobilization
Process** (Refer to NMG 20)

National Fire Prevention/Education Teams (NFPET) (Refer to NMG 20)

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels using an Overhead Group Request.

RMA NFPET Coordinator:
Sheryl Page
O719-553-1638
C303-809-9860
slpage@fs.fed.us

NFPET Configuration & Schedule Process

Refer to NMG 20; and the NFPET Program Plan found at the NWCG website http://www.nwcg.gov/branches/ppm/cepc/index.htm

Critical Incident Stress Debriefing Teams (CISD)
Critical Stress Management Teams will be ordered under the following circumstances:
- Line of Duty Death
- Shelter deployment with burn-over
- As requested by unit managers

Great Plains has pre-identify local source(s) for Critical Stress Debriefing Teams, they are located in the back of the GPC Serious Incident Response Plan. If none available locally, the order can be placed through the RMACC

Wildland Fire & Aviation Safety Teams (FAST)
 (Refer to NMG 20 and RMG 20)

FAST Configuration & Mobilization Process
(Refer to NMG 20)

Safety Assistance Teams (SAT) (Refer to the Red Book)

Aviation Safety Assistance Teams (ASAT) (Refer to NMG 20)

ASAT Configuration & Mobilization Process (Refer to NMG 20)

Serious Accident Investigation Teams (SAIT) (Refer to NMG 20)

SAIT Team Configuration & Mobilization Process (Refer to NMG 20)