

CHAPTER 20

OVERHEAD AND TEAMS

OVERHEAD AND TEAMS OVERVIEW

Personnel must be requested by the description found in the *NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1* or other agency approved qualifications guides.

Standards for Wildland Fire Position Qualifications

Overhead positions are listed in the *NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1*. This document is located at: <https://www.nwcg.gov/publications/310-1>

The Incident Qualifications and Certification System (IQCS), and the Incident Qualification System (IQS) are information management systems that track training and certifications for Wildland Firefighters. For a complete list of all NWCG recognized Position Codes, refer to the Position Codes listed at: <https://www.nwcg.gov/positions>

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 Required/Acceptable" is selected as an inclusion in IROC. 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. For further information on Flight Managers refer to Chapter 50.

Supplemental Fire Department Resources

Supplemental Fire Department Resources are overhead provided by a local fire department through agreements and 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 time, and any additional special needs or equipment authorizations (laptops, and rental vehicles).
- If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation.

Name Requesting Single Resource Overhead

Name requests for qualified Overhead resources will be honored regardless of the type of order. The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests must include the individuals current dispatch location.

Trainee Requests

Name request for geographic area priority trainee positions will be justified within the special needs as being approved by the GATR and will be processed without delay. Hosting GA priority trainee list should be utilized first.

Technical Specialist

Use of THSP position code is appropriate when no other position code exists and requires additional information describing the specialty or work to be included in the assignment. Example: THSP – Duty Officer or THSP Center Manager.

Remote Employee

Remote employees who are detached from their home unit (e.g., USFS Washington Office, NIFC, etc.) should typically be dispatched from the dispatch area where they physically reside. Incident qualifications and training administration will remain with the resource's home unit.

Interagency Wildland Fire Modules

The primary mission of a Wildland Fire Module (WFM) is to provide an innovative, safe, highly mobile, logistically independent, and versatile fire module for wildland fire management and incident operations.

WFMs are highly skilled and versatile fire crews with a primary commitment to maintain fire's role as a natural ecological process. They provide technical and ecological based expertise in the areas of long-term planning, ignitions, holding, suppression, prescribed fire preparation and implementation support, hazard fuels reduction, and fire effects monitoring.

Orders for Interagency Wildland Fire Modules will be placed through established ordering channels in IROC using an Overhead Group Request; WFMI - Module, Wildland Fire, Type 1 or WFM2 – Module, Wildland Fire, Type 2 configured according to the *NWCG Standards for Wildfire Module Operations, PMS 430*.

For minimum module standards for national mobilization, see:

- *Interagency Standards for Fire and Fire Aviation Operations (NFES 2724):*
<https://www.nifc.gov/standards/guides/red-book>
- *NWCG Standards for Wildfire Module Operations, PMS 430:*
<https://www.nwcg.gov/sites/default/files/publications/pms430.pdf>

As an interagency resource, the Wildland Fire Modules are available nationally throughout the fire season. Standard WFM configuration includes:

- Module leader and six (6) to nine (9) module crewmembers.
- If requested, WFMs 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.

Southern Area Supplement

The Southern Area has two National Park Service and one US Fish & Wildlife Service Wildland Fire Modules:

NPS Southeast Region

(Coordinator – Brian Tonihka, Cell: 865-440-0456, Office: 865-430-4754)

- *Great Smoky Wildland Fire Module*

NPS Inter-Mountain Region

(Coordinator – Josh Hampton (Acting), Office: 870-446-2747, Cell: 870-577-2346)

- *Buffalo River Wildland Fire Module*

USFWS Southwest Region

(Coordinator – Carl Schwope 512-234-1999)

- *Balcones Wildland Fire Module*

Wildland Fire Module Mobilization

Geographic Areas will mobilize local Interagency Wildland Fire Modules internally. There are local unit agreements to share Wildland Fire Modules between bordering units in different Geographic Areas.

The Wildland Fire Module Leader will contact the ordering unit to discuss incident/project requirements.

Southern Area Supplement

Mobilization procedures outside the Southern Area for wildland fire modules will follow standard dispatch channels. Orders for modules from one State Coordination Center's "jurisdiction" to another will be through State Coordination Centers and SACC. Within a State Coordination Center's jurisdiction (i.e.: Arkansas and Oklahoma, and Tennessee), dispatch procedures will be as agreed to by the State Coordination Center Manager, the FMO of the host unit, and the module leader.

Helicopter Module

Refer to Chapter 50 for specific information on helicopter ordering, capabilities, use, and type.

For minimum module standards for national mobilization for helicopter modules, see *Interagency Standards for Fire and Fire Aviation Operations (NFES 2724)*

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

CWN helicopters will be managed by a qualified Helicopter Manager (HMGB) and qualified Helicopter Crew Members (HECM); when combined they function as a helicopter module.

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.

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

Southern Area Supplement

The Southern Area Multi-Agency Coordination Group recommends and supports ordering trainee Helicopter Managers to be assigned with each qualified Helicopter Manager, due to the shortage of qualified Helicopter Managers in the Southern Area.

Helicopter Rappellers

Refer to Chapter 50 for specific information on helicopter rappeller initial attack ordering, capabilities, and rappeller aircraft.

The USDA Forest Service operates 12 rappel bases nationally located in the following Geographic Areas: Northern Rockies, Great Basin, California, and Northwest. Each base utilizes Bell medium helicopters, and generally operates from May through October.

Rappellers primary mission is initial attack. When Rappellers are needed for initial attack with aircraft, they are to be requested in IROC as “RPIA – Load, Rappeller, Initial Attack” on an Aircraft request. All initial attack orders will be honored, regardless of Geographic Area boundary, when rappellers are available. Additional mission specific information should be documented on the resource order. When ordered for initial attack, Rappellers will be self-sufficient for 36 hours after deployment on an incident and are assigned to the user unit until released.

Rappel boosters will be ordered by individual Overhead requests. Any additional support needs may be documented on the resource order.

Smokejumpers

Refer to Chapter 50 for specific information on smokejumper initial attack ordering, capabilities, and smokejumper aircraft.

Smokejumpers primary mission is initial attack. All initial attack orders will be honored when smokejumpers are available. There are two primary methods for ordering smokejumpers, initial attack load or booster load/individual smokejumper. The type of order should be predicated on immediate need or augmentation.

Smokejumper boosters are utilized to increase smokejumper capability at a base or within a Geographic Area. Booster requests should be based on current and/or expected fire activity with an understanding that boosters should be released back to home or hosting unit(s) or made available to higher activity areas if activity does not develop at receiving unit.

Boosters are ordered by individual Overhead requests and can be filled from one or multiple bases. Booster requests may specify a desired delivery system (round or square parachutes). Smokejumper aircraft must be ordered separately if the aircraft is needed beyond delivery of the smokejumpers. NICC, GACCs, and local dispatch centers should communicate with the hosting and potential sending smokejumper base(s) before the order(s) are placed and filled.

Smokejumpers may be configured as crews (hand crew, engine crew, or helitack crew) or as single resource overhead for Incident Command System positions. Concurrence with NICC must be obtained prior to configuring smokejumpers as crews or modules for extended attack operations.

Non-Standard Overhead Groups

The generic overhead catalog items “FUMD – Module, Fuels” or “SMOD – Module, Suppression” will be used to order non-standard overhead groups. All requests for these catalog items will be placed through established ordering channels using an Overhead Group Request. Coordination between requesting and sending units must occur.

Communications Coordinator (COMC)

A COMC must be assigned when a second 4390 Starter System is assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter System. The COMC should be requested as a name requested position.

The GACC will coordinate filling the request with the National Interagency Incident Communications Division (NIICD) in Boise, ID by calling the National Communications Duty Officer (CDO). Rental vehicle, lap top computer and cellular phone should be authorized when placing the request.

NIICD Communications Duty Officer: (208) 387-5644

It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

Southern Area Supplement

Due to the high volume of communication assets utilized on heavy or long-term incidents in the Southern Area, SACC Center Manager may activate a Communications Coordinator (COMC). The COMC will coordinate with the SACC Aircraft Desk and the Supplies Desk as needed. The COMC will be an advisor to the SACC Center Manager or when a MAC Coordinator is assigned.

Duties and Responsibilities:

- Manage the allocation of communications resources at the Geographic Area level. This includes communications equipment, personnel, and associated supplies. The COMC provides support to the assigned Geographic Area and reports daily to the NIFC CDO. The COMC will not be assigned to specific incidents or to an Area Command Team. Situations may occur when communications coordination is required between multiple Geographic Areas. Under these circumstances, a COMC may be assigned to a NICC resource order to provide overall coordination and support to COMCs assigned to the affected Geographic Areas.
- Manage the frequency resources for all incidents under assigned jurisdiction. This includes all frequencies for ground tactical, command, logistics, and air operations.

NOTE: During complex or multiple fire situations, the COMC will request additional qualified personnel to be assigned as field COMCs. Any situation involving complex air operations will require that a COMC be requested specifically for air operations.

Field COMC Duties and Responsibilities:

Maintains an accurate inventory of all communications equipment assigned to incidents under their control.

Keep current on the availability of communications resources for future Geographic Area and National requirements. The COMC should be current with procedures needed to obtain such resources.

Provide problem-solving recommendations and advice on communications issues to the respective Geographic Area Coordinators, the Area Command Teams, and/or to Incident Management Teams within a complex or single incident. National, as well as Geographic Area priorities will be considered when making recommendations and/or providing advice.

Assist incidents with communication system design and in obtaining specialized communications equipment.

Incident Meteorologist (IMET)

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

When a National Weather Service (NWS) IMET is needed for an incident or project, the request will be placed up to the GACC. When ordering, specify whether the request is for wildfire response or prescribed fire; if prescribed fire, provide number of days IMET is expected to be deployed. The GACC will contact the NWS National Fire Weather Operations Coordinator (NFWOC) by calling the NWS Incident Response Desk.

NWS Incident Response Desk: (877) 323-IMET

For prescribed fire requests, the NFWOC will coordinate with the appropriate agency program manager to confirm funds in the agreement are sufficient to support the request. (Note: this step is not required for wildfires as NWS can incur expenses in response to wildfires and bill the agencies for reimbursement afterwards). The NFWOC will then identify the name and location of the available IMET to fill the ordering incidents IMET request. If the available IMET is located within the Geographic Area where the incident or project is located, the IMET will be ordered by name request and internally mobilized using established procedures. If the available IMET is located in another Geographic Area, the IMET request will be placed to the NICC as a name request using established procedures. NICC will place the IMET request to the appropriate Geographic Area to be filled.

For mobilization to a wildfire incident, the ordering unit provides the appropriate financial code(s). For prescribed fire mobilization, the NFWOC will provide the National Oceanic and Atmospheric Administration (NOAA) financial code.

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

The IMET is a single resource covered under a reimbursable agreement between the Wildland Fire Agencies and the Department of Commerce, NOAA-NWS. Standard NWS equipment that is essential to on-site meteorological support is mobilized with each IMET, no additional resource

order requests are necessary. Standard NWS equipment does not require additional ordering by the incident. Basic standard NWS equipment includes:

- Laptop computer
- Printer
- Mobile satellite setup and setup tools
- Cellular telephone
- Agency or rental vehicle appropriate for off-pavement use
- Miscellaneous office supplies

Reimbursement of costs associated with utilization of standard NWS equipment such as cell phone usage charges, satellite communication charges, and four-wheel drive SUV, truck, or similar rental vehicle to travel to incident locations with their equipment (including remote locations) is authorized under the INTERAGENCY AGREEMENT FOR METEOROLOGICAL AND OTHER TECHNICAL SERVICES, SECTION V., PART B ITEM 4. Damages, failure, and daily wear incurred to standard equipment during an assignment are also eligible for reimbursement.

Air Resource Advisors

Air Resource Advisors (ARA) will be ordered as THSP-ARA. Air Resource Advisors should be assigned on Type 1 fires to the extent practicable and should be considered for Type 2 fires.

When a THSP-ARA is needed for a wildfire incident to address public and fire personnel smoke impacts, the request will be placed up to the GACC.

The GACC will contact the Interagency Wildland Fire Air Quality Response Program (IWFAQRP).

IWFAQRP: (661) GET-1ARA or (661) 438-1272.

The IWFAQRP Coordinator will identify the name, agency, and location of the available ARA to fill the THSP-ARA request. The THSP-ARA will be ordered by name request and mobilized using established procedures. THSP-ARA orders for prescribed fire will be coordinated on a case-by-case basis with direct discussion with the IWFAQRP Coordinator.

The ARA is a single resource covered under a reimbursable agreement between the Wildland Fire Agencies and the USFS. Standard ARA equipment (sampling equipment, computers, appropriate size vehicle, etc.) that is essential to on-site air quality support is authorized. Damages, failure, and daily wear incurred to standard equipment during an assignment are also eligible for reimbursement.

Cache Support Positions

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

CASC – Cache Supply Clerk

CAST – Cache Supply Supervisory Clerk

CDSP – Cache Demobilization Specialist

FLOP – Forklift Operator

WHHR – Warehouse Materials Handler

WHLR – Warehouse Materials Handler Leader

ACMR – Assistant Cache Manager

FCMG – Fire Cache Manager

Southern Area Supplement

CACHE DEMOBILIZATION SPECIALIST

To ensure compliance with hazardous materials transportation regulations, and to assist the Supply Unit with packaging backhaul for refurbishment, a Cache Demob Specialist (CDSP) will be dispatched to any incident requiring a mobile support cache van or significant commitment of cache supplies or equipment. The Southern Area Incident Support Cache Manager will designate those individuals within the Southern Area who are qualified to fill this position. This position will report to the Cache Manager.

SAW MODULES

The Southern Area has developed a minimum saw module configuration that SACC will use when soliciting availability of saw modules for FEMA/ESF4 or Interagency use during hurricanes or all-hazard events. Any unit can request modules configured differently if that is needed and intra-agency configuration can be based on that agency's guidance and standards.

| <i>2 Person Saw Module</i> | <i>Sawyer</i> | <i>Swamper</i> |
|--|--|---|
| <i>Personnel</i> | <i>1 sawyer (FAL2, Faller Intermediate, minimum)</i> | <i>1 swamper (FFT2)</i> |
| <i>Required Training/Certification</i> | <i>RT-130, WCT (Arduous), S-212 or RT-212, CPR, First Aid with Blood borne Pathogens training.</i> | <i>RT-130, WCT (Arduous), CPR, First Aid with Blood borne Pathogens training.</i> |
| <i>Tools & Equipment</i> | <i>Saw kit, one falling axe (minimum), dolmars, bar oil, falling wedges, first aid kit, 2 spare chains per saw (minimum), aluminum fuel bottle (Sigg) (optional), chainsaw</i> | |
| <i>Personal Gear</i> | <i>Arrive with: Crew first aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag, tent</i> | |
| <i>Communications</i> | <i>Programmable Radio</i> | |
| <i>Logistics</i> | <i>Self-sufficient recommended (at least for first 72 hours)</i> | |
| <i>Transportation</i> | <i>AOV preferred (4x4 recommended)</i> | |

AREA AVIATION COORDINATOR

Due to the high volume of aviation assets utilized in fire suppression in the Southern Area, the establishment of an Area Aviation Coordinator within the GACC has proved to be efficient and successful. The Area Aviation Coordinator is a Technical Specialist position assigned to the Southern Area Coordination Center. The SACC Center Manager may activate an Area Aviation Coordinator when:

- *A MAC group is in place locally or at the Southern Area Coordination Center.*
- *Large incidents in close proximity (no Area Command Team in place).*
- *Heavy, long-term initial or extended attack where a large number of aircraft are stationed within the Southern Area for an extended period of time.*

The Area Aviation Coordinator will serve as an assistant to the SACC Aviation Coordinator and as an aviation advisor to the Southern Area MAC, individual Agency Aviation Officers, Incident Air Operations Branch Directors, Communications Coordinators, Airspace Coordinators, aviation safety specialists and State Coordination Center Managers, as well as the SACC Center Manager. Frequent consultation, in the form of meetings or conference calls, will occur daily

The USFS R8 Fixed Wing Operations Specialist, Helicopter Operations Specialist or similar positions may be called upon to fill this role. It is recommended, due to the heavy involvement of the individual with the dispatch organizations, that he/she have a working knowledge and/or past experience in dispatch or logistics.

INCIDENT MANAGEMENT TEAMS (IMTS)

Incident Management Teams will be ordered by type using an Overhead Group Request in IROC. The following standards apply to all wildfire incident assignments. Assignments to other incidents, such as all-hazard response, may not adhere to these standards.

Southern Area Supplement

The Southern Area has three complex incident management teams (CIMT) and one type 3 incident management team (IMT) that are federally sponsored. The State of North Carolina sponsors two CIMTs and the State of Florida sponsors three CIMTs that meet NWCG standards and will be available for internal and external assignments.

SACC, acting for the Southern Area Coordinating Group, will be the focal point for maintaining current information on federally sponsored CIMTs and type 3 IMT's status regarding rotation, on-call period, and availability.

When a team is ordered, the SACC OH Desk will contact the Incident Commander (IC) first and provide information on the incident.

An automated telephone message may be sent to team members to alert them of a mobilization and to encourage them to ensure their status in IROC is current.

NMAC Management of IMTs

NMAC is delegated authority to prioritize and direct the use of all team assignments for Complex Incident Management Teams (CIMTs), National Incident Management Organization (NIMO), and Area Command Teams as necessary to achieve team experience objectives, ensure proficiency, manage fatigue, or for other reasons. NMAC engagement in IMT management will occur according to direction contained herein.

When situations warrant (determined by NMAC), rationale is required by NMAC for assignment of Complex, NIMO, and Area Command Teams prior to mobilization. The current rationale form is found at <https://www.nifc.gov/nicc/logistics/reference-documents>.

To manage fatigue, promote mental health and well-being, and provide opportunities for IMT members to attend to work and personal responsibilities, all IMTs will have 7 days of unavailability

upon return from any assignment geographically or nationally (including preposition) of 7 days or more (exclusive of travel). (This applies to the IMT; individuals may have differing agency requirements.) During periods of elevated need, there may be a request by NMAC for earlier availability. This will be determined and communicated as early as practicable and prior to the start of the team's unavailability period. A GA may extend a team's unavailability period for additional rest. Refer to Chapter 10, CIMT Length of Assignment and Mandatory Unavailability for specific information or to the *NWCG Standards for Interagency Incident Business Management*, PMS 902, <https://www.nwcg.gov/publications/pms902>.

Appropriate Use of Interagency IMTs

Suppression repair work is limited to the repair of resources, land, and facilities that were damaged as a direct result of suppression actions taken on the incident. Only the most critical suppression repair work should be completed during high preparedness levels. During high preparedness levels firefighting resources are scarce and the deployment and work of these resources should be focused on priority, emerging, and expanding incidents of concern that possess critical values at risk. NMAC's intent is to return CIMTs to availability and/or reassign CIMTs once wildfire incidents have stopped expanding, reached high containment levels, shifted primarily to suppression repair work, and/or when the complexity of the incident decreases such that it can be managed by a lower complexity incident management organization. CIMTs should not be used to manage ongoing indirect line construction or other non-suppression work when the need is no longer justified and there is a reduction of fire growth, behavior, and projected spread. Once suppression repair becomes the primary emphasis of work, a CIMT may be reassigned to manage other higher priority incidents. Agency Administrators may consider limiting suppression repair until both fire activity and preparedness levels have decreased. The Emergency Stabilization and Rehabilitation (DOI) or Burned Area Emergency Response (FS) process should be used for tasks like hazard tree abatement within the burned area.

Interagency Complex Incident Management Teams (CIMTs)

Each GA is responsible for annual selection and rostering of CIMTs, developing an internal rotation schedule, and maintaining team availability commensurate with fire activity and mobilization guides as well as supporting national response needs. GAs will manage their CIMTs in accordance with the *National Interagency Standards for Resource Mobilization* and communicate with their NMAC liaison regularly on any changes or concerns.

Within their GA, CIMTs will be mobilized according to GA guidance, with the following exception: CIMTs ordered through NICC or prepositioned by NICC from the national rotation for staging within a GA will be prioritized for assignment to any new federal incident within that area or when a replacement team is needed within that area.

CIMTs will be requested through established ordering channels. When a GA cannot fill an CIMT order internally, the national rotation will be utilized. NMAC manages the national rotation and may direct changes to the management of geographic rotations based on preparedness levels and/or resource scarcity. NMAC, at any time, can direct a GA to utilize an out-of-area CIMT. CIMTs will be mobilized nationally according to the call-out procedures from the national rotation managed by NICC.

The intent of CIM is to strive for continuous improvement. This includes leadership development and mentorship opportunities unique to each incident. Individual teams are expected to seek to improve their capacity and to request and provide assistance as needed.

The assignment length and unavailability period for IMTs is determined based on the Incident Commander's (IC) travel. Refer to Chapter 10, CIMT Length of Assignment and Mandatory Unavailability for specific information.

Southern Area Supplement

For 2025 the Southern Area Team 1 – Red, Southern Area Team 2 – Blue and Southern Area Team 3 - Gold are designated as CIMT.

IMT Configurations – All

The Incident Commander positions on IMTs may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees:

- Finance/Admin. Section Chief
- Procurement Unit Leader
- Comp/Claims Unit Leader

Unless notified, trainees will be mobilized for incidents on federal lands.

CIMT Configuration

CIMTs are expected to be fully rostered when available. CIMTs will be considered unavailable for assignment without a minimum roster of the seven Complex Command and General Staff (C&G) plus 17 discretionary qualified positions, for a total of 24 positions.

All CIMT rosters shall follow the standard CIMT configuration:

- Master roster refers to any team's roster for the calendar year based upon approval by their coordinating group/oversight body. The number of personnel and positions on this roster is approved by the coordinating group/oversight body.
- Mobilization roster refers to any team's roster in IROC which will be used to fill a current request.
 - The minimum required configuration is the seven Complex C&G plus 17 discretionary positions, for a total of 24 positions.
 - See the list of recommended positions at <https://www.nifc.gov/nicc/logistics/overhead>.
 - The maximum roster is 75 personnel unless approved in writing by the host Agency Administrator (AA) and attached in IROC.

| Position | Number | Notes |
|-------------------------|---------------|--|
| Minimum Required Roster | 24 | 7 Complex C&G + 17 discretionary qualified positions |
| Discretionary | 51 | May be filled as qualified or trainee at IC discretion |
| TOTAL | 75 | CANNOT exceed without documented negotiation |

- Roster requests of above 75 personnel must be approved in writing by the host unit AA following roster negotiations through the Pre-Mobilization Incident Management Team (IMT) Call, found at <https://www.nifc.gov/nicc/logistics/reference-documents>.
 - Personnel may work virtually or on-site, as dictated by GA business rules and IC discretion; however, they still count towards the team's total size.
 - Supporting personnel and functions are not included in the team's mobilization numbers (i.e., Resource Advisors, Air Resource Advisors, etc.).

- Local unit personnel assigned to work on the incident with the team are not considered team members but additional support.

CIMT Roster Negotiation

Upon receiving an order, the mobilization roster will be finalized based upon incident complexity. The IC shall negotiate the mobilization roster configuration through communications with the ordering AA. The Pre-Mobilization Incident Management Team (IMT) Call is intended to facilitate this communication and convey initial situation and intent, which should drive roster negotiations and approvals of over 75 personnel. It should include an overview of fire activity and resource availability geographically and nationally, to inform overhead and resource allocation, provided by a representative from the hosting GA. This representative may be one of the following:

- GA coordinating group or operations group representative.
- State/regional/equivalent-level Fire Management Officer (FMO) for the host agency.
- Geographic Area Coordination Center (GACC) CIMT Coordinator, if in place.

GA NMAC liaisons are encouraged to participate in roster discussions for awareness on challenges such as personnel availability and/or resource scarcity and to augment situational awareness from a national perspective.

AAs will utilize the *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, *PMS 236*, to guide the negotiation discussion, specifically Part D: Functional Complexity.

- The RCA will inform complexity by functional area and assist in identifying additional Incident Command System (ICS) position needs.
 - Continued use of Wildland Fire Decision Support System (WFDSS) is equally important for those agencies who do so, using the Part D output to guide the negotiation.
- Document the agreed upon mobilization roster in the delegation of authority and on the Pre-Mobilization Incident Management Team (IMT) Call, <https://www.nifc.gov/nicc/logistics/reference-documents>. For rosters above 75, the approved document must be attached in IROC. Identify how further scaling will be communicated and accomplished during the team's assignment.
- For all-hazard incidents, ICs will negotiate the roster with the Regional ESF #4 Coordinator. Refer to the section **IMT Assignments to All-Hazard Incidents** for more information.
- The additional negotiated positions will be immediately added to the roster for mobilization. ICs may provide names of qualified available personnel to fill these additional negotiated positions; these name requests will be honored.
- GA Coordinating/Operations Groups should additionally approve, directly or by proxy/delegation to the GA CIMT Coordinator, the mobilization roster.
- Hosting GA representative will notify the receiving GA of any position shortages.
- When a CIMT is ordered to preposition, ICs will negotiate any positions in addition to the master roster with the ordering GA coordinating group chair or delegate to determine the mobilization roster.

- Rosters for NICC preposition orders will be negotiated between the IC and NICC CIMIT Coordinator based on direction from NMAC.
- To support incident workforce development and succession, assignment of trainees is strongly encouraged.
 - AAs and ICs should negotiate the number and types of trainees; consideration should be given to trainees critical to CIMIT succession and to trainees in positions that are chronically difficult to fill nationally.
 - ICs should utilize trainees in their trainee position, not in a position in which the individual is already qualified.
 - Assignment of regular agency employees (including full time state and local agency personnel) deploying as trainees should be given priority over all other Administratively Determined (AD) trainees.

Mobilization rosters in IROC will be closed at either 75 total positions or at the time of in-briefing. While it is recognized there may be incidents that require large numbers of overhead personnel for safe and effective management, additional personnel should be ordered based upon the specific incident needs rather than by increasing the CIMIT roster beyond the approved configuration of 75 total personnel.

CIMIT National Rotation Process

For 2025, all 41 interagency CIMITs are eligible for mobilization through the national rotation. Additional teams (such as state or local teams) may be integrated appropriately by the GA with NMAC coordination. (See section on Surge Capacity IMTs below.)

- GACCs will ensure their respective CIMITs are available for the national rotation and their roster in IROC meets the mobilization configuration standards.
- The national rotation rotates every seven (7) days on Thursday, effective 0001.
 - All GAs will manage their internal rotations to rotate on Thursday also.
- The national rotation will be posted/reallocated by April 1 annually.
- The national rotation will be identified by GA; each GA will determine which teams fills the order based on internal rotations and availability.
 - GAs are expected to effectively manage workload distribution across all CIMITs to mitigate fatigue, to enable team members to meet home unit responsibilities, to provide experience opportunities to all CIMITs, to meet training and workforce succession goals, and to ensure availability of CIMITs nationally when competition exists.
 - To ensure distribution of assignments and days committed to incidents, NMAC strongly encourages GAs consider utilization of the national rotation.
 - Historical data suggests a median of 3 assignments per calendar year per CIMIT is an optimal goal for NMAC and GAs to manage towards.
- For the months of January through April and October through December, the national rotation will identify two (2) GAs for a 7-day period.
 - IMT rosters may differ from peak season rosters; ad hoc CIMIT rosters are acceptable.
- For the months of May through September, the national rotation will identify a minimum of six (6) GAs for a 7-day period.
 - If necessary, the rotation could restart with the first position within the 7-day period.

- At any time, NMAC may adjust the number of GAs in the national rotation to meet demands.
- Orders will be placed to GAs according to the order of the national rotation. GAs must return a resource order as Unable to Fill (UTF) if no eligible CIMT can meet the date and time needed.
- GAs unable to provide a CIMT when ordered for assignment from the national rotation will be listed as unavailable on the national rotation.
- If the IC determines that the CIMT is underprepared for the incident due to experience or comfort levels of the C&G due to incident complexity, the GA may maintain their place in the national rotation without penalty and the next available GA will be requested to provide a CIMT.
- Prepositioned/staged CIMTs will be considered part of the rotation and will be the first utilized.
 - CIMTs on GACC preposition will be first within the GACC.
 - CIMTs on NICC preposition will be first nationally.
 - CIMTs preposition assignments longer than 7 days will be coordinated with NMAC.
 - Preposition will count as an assignment when the CIMT is assigned 96 hours or longer from the date and time needed.
- Reassignment of a committed CIMT prior to demobilization will be counted as a single assignment.
- The GA will coordinate with the national CIMT Coordinator before reassigning an out-of-area CIMT to another incident.
- Any CIMT mobilized in the previous calendar year whose assignment extends into the next calendar year will not be shown as assigned in the new calendar year.
- If a GA fills a CIMT order but the order is canceled or released within 72 hours, the GA will return to its position on the national rotation for the remainder of its regular rotation period.
- CIMT extensions can be requested by the incident agency through existing approval processes using the appropriate form, <https://www.nifc.gov/nicc/logistics/reference-documents>.
- The CIMT current national rotation and assignment history is maintained throughout the calendar year at: <https://www.nifc.gov/nicc/logistics/overhead>.

Regardless of Preparedness Level, NMAC retains the authority to manage all CIMT assignments or amend the national rotation as necessary.

Southern Area Supplement

Team Rotation:

The Red, Blue and Gold Teams are fully qualified CIMTs and serve on the National Rotation. All three teams serve on a two-week, on-call rotation throughout the year for the Southern Area. The federally sponsored type 3 Gray IMT is not on a set rotation. The availability periods will be determined by the SACG based on activity and team availability.

Team on-call rotation is as follows:

- *Team rotation is a two-week rotation starting at 0001 hours (Eastern Time) Thursday to 2400 hours (Eastern Time) Wednesday.*
- *When the current on-call IMT is mobilized to an incident within the Southern Area and complete transfer of command, the next IMT in rotation will move up as the next available. If the original IMT assignment is less than 14 days in duration and ends before their rotation period ends, that IMT has the option to finish their rotation.*
- *When multiple teams are rostered as available SACG will determine assignments on the basis of efficient mobilization and equitable opportunities.*
- *SACG has the authority to modify the rotation to ensure team assignment equity, both within the Geographic area or for the national rotation.*

The Southern Area IMT rotation is located on the web at:

<https://gacc.nifc.gov/sacc/overhead.php>

NICC CIMT Coordinator

The NICC CIMT Coordinator will manage the national rotation and serve as the NMAC CIMT Coordinator when this NMAC support function is activated. The CIMT Coordinator is responsible for communications with the GAs to ensure transparency in the process and clarity of guidelines.

NICC CIMT Coordinator: (208) 207-2859

NMAC CIMT Coordination Support

When there is increased fire activity in multiple GAs and high demand and limited availability of IMTs, it is necessary to manage assignment of these critical resources nationally. NMAC will activate the NMAC CIMT Coordinator who will gather intelligence and make recommendations to NMAC on the allocation of these critical resources. The following standard practices will apply when this role is activated:

- All requests (including extension requests) for CIMTs and NIMOs must be approved by the NMAC. This applies to all assignments, internal and external to the GA.
- Reallocation of assigned CIMTs within the GA will be done in coordination with the NMAC liaison and the NMAC CIMT Coordinator.
- For emerging incidents posing an imminent threat, internal IMTs (including those on preposition) can be mobilized immediately if the following criteria are met:
 - The incident is new, emerging, and/or the situation has changed dramatically.
 - The consequences of any delay in mobilization are clearly articulable and include a likelihood of life-threatening situations and/or real property damage.
 - An internal CIMT is available to be mobilized immediately. An internal resource would include resources on GA preposition but not those on a national preposition.
 - Notification to the NMAC liaison for the geographic area and the NMAC CIMT Coordinator is required at the time an immediate threat mobilization is proposed. NMAC will provide a decision as soon as possible regardless of time of day or NMAC meeting schedule. This decision will be promptly communicated through the GA's NMAC liaison and the coordination system.

Surge Capacity IMTs

For transparency of national capabilities at all Preparedness Levels, each Geographic Area (GA) will identify annually any CIMTs within their area that may mobilize nationally and report it to the national CIMT Coordinator. Any special mobilization needs, such as supplemental positions or supporting equipment, should also be communicated.

Surge IMTs must meet national standards, including mobilization through IROC. Each GA may establish processes by which the teams mobilize within the GA – either through the GA’s rotation or in a surge capacity – and through the national process at any time of the year to supplement CIMT capabilities, as either a standing team or an ad hoc organization. This must be clearly written in the GA’s mobilization standards and may not conflict with any national rotation business rules. This must also be communicated to the CIMT Coordinator for NMAC awareness annually. While the identified surge teams may include state or local teams, this process does not preclude or supersede the ability for teams and resources to mobilize through compacts, state-to-state mobilizations, or agency-specific agreements, whether they occur through IROC or not.

At Preparedness Level 4, NMAC will request all GAs status surge teams for availability in IROC and communicate this status with the CIMT Coordinator. This includes teams previously identified as standing teams and ad hoc organizations assembled based on extenuating needs. Once statused as available, NMAC has the discretion to prioritize and direct assignment of these teams based upon national priorities.

IMT Assignment to All-Hazard Incidents

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

- Planned events should be managed internally by the respective agency.
- An ESF #4 coordinator will be assigned by the regional ESF #4 coordinator as a representative to the IMT.
- IMTs will be given a letter of expectations and an in briefing packet from the ESF #4 representative.
- The NRF establishes the USFS as the primary link between firefighting and IMT resources and the Department of Homeland Security (DHS) and FEMA by appointing the USFS as the Executive Agent for oversight of ESF #4 missions. During disasters and other major emergencies, the USFS coordinates and staffs ESF #4 to represent federal firefighting assistance (including IMTs) to FEMA and other responding agencies.
- The planned length of assignment should not exceed fourteen (14) days without negotiated approval from the sending geographic area and NICC. A FEMA mobilization under the NRF will be accomplished according to the national call-out procedures. The standard length of assignment of fourteen (14) days may be extended up to thirty (30) days after negotiated approval between the IC, Regional ESF #4 Coordinator and FEMA. Base hours for federal employees, in most cases, are not reimbursed by FEMA. Overtime, premium pay, and travel expenses may be paid by FEMA.

The standards for wildland fire mobilization found herein, to include national rotation process and CIMT configuration, may not apply for all-hazard incident assignments. Rosters will be negotiated appropriately with the ordering authority to be as small as practical for to meet the mission. The Regional ESF #4 Coordinator will participate in the Pre-Mobilization Incident

Management Team (IMT) Call, <https://www.nifc.gov/nicc/logistics/reference-documents>, and document the approved roster on the form for attachment in IROC.

Roster configurations for all-hazard incidents will include 8 Command and General Staff positions plus 12 discretionary positions, for a total of 20 personnel including trainees. ICs are strongly encouraged to include either a Communications Unit Leader (COML) or Communications Technician (COMT) and a Basecamp Manager (BCMG) or Staging Area Manager (STAM) in the discretionary positions.

CIMT Assignments for Suppression Repair

Suppression repair work is limited to the repair of resources, land, and facilities that were damaged as a direct result of suppression actions taken on the incident. Only the most critical suppression repair work should be completed during high preparedness levels. During high preparedness levels firefighting resources are scarce and the deployment and work of these resources should be focused on priority, emerging, and expanding incidents of concern that possess critical values at risk.

NMAC's intent is to return CIMTs to availability and/or reassign CIMTs once wildfire incidents have stopped expanding, reached high containment levels, shifted primarily to suppression repair work, and/or when the complexity of the incident decreases such that it can be managed by a lower complexity incident management organization.

CIMTs should not be used to manage ongoing indirect line construction or other non-suppression work when the need is no longer justified and there is a reduction of fire growth, behavior, and projected spread. Once suppression repair becomes the primary emphasis of work, a CIMT may be reassigned to manage other higher priority incidents.

Agency Administrators may consider limiting suppression repair until both fire activity and preparedness levels have decreased. The Emergency Stabilization and Rehabilitation (DOI) or Burned Area Emergency Response (FS) process should be used for tasks like hazard tree abatement within the burned area.

National Incident Management Organization (NIMO)

There are four (4) National Incident Management Organizations (NIMO). NIMO configuration consists of seven (7) command and general staff positions. Incident Commander Complex (ICCI), Public Information Officer Complex (POIC), Safety Officer Complex (SOFC), Operations Section Chief Complex (OSCC), Planning Section Chief Complex (PSCC), Finance Section Chief Complex (FSCC), and Logistics Section Chief Complex (LSCC). Assignments for NIMO should be designed strategically, as traditional IMT assignments may not be ideal due to the need for additional personnel to support incidents effectively. Appropriate uses for NIMO may include, but are not limited to, Unified Command as a Federal Representative, augmenting Complex Incident Management Teams, Strategic Operational Command over multiple Type 3 organizations, and support for military mobilizations. NIMO rosters will be held by NICC. Timely communication about availability will be provided to NICC by the NIMO Coordinator.

Area Command Team

Orders for Area Command Teams will be placed through established ordering channels using an Overhead Group Request to NICC. Area Command Teams are comprised of six (6) positions: four (4) specific and two (2) trainees, which are the following:

- Area Commander (ACDR)
- Assistant Area Commander, Planning (ACPC)
- Assistant Area Commander, Logistics (ACLC)
- Area Command Aviation Coordinator (ACAC)
- Area Command trainees (2 each)

Depending on the complexity of the interface between the incidents, specialists in other areas such as aviation, safety, information, long-term fire planning, or risk planning may also be assigned.

Southern Area Supplement

When two or more incident management teams are needed in close proximity to each other, the appropriate line officer(s) or agency administrator(s), in consultation with the Southern Area MAC Group, will make a determination on the need to activate an Area Command Team.

All-Hazard Incident Management Teams

Many states, local jurisdictions, and federal agencies have developed All-Hazard IMTs. These IMTs are often sponsored or administered by a state or local emergency management agency and may be qualified at the Type 2 or Type 3 level (based on the FEMA National Qualification System or other recognized qualification system). Many All-Hazard IMTs are comprised of a combination of wildland fire and other response personnel. Several All-Hazard IMTs are capable of interstate response; others are limited to their state or local area.

All-Hazard IMTs which are available through a Cooperative Fire Protection Agreement can be mobilized through the wildland fire mobilization system. Some of these IMTs can be ordered directly through IROC as an Overhead Group Request; “AHMT – Team, All-Hazard,” while others will need to have team or individual member information entered at the time of mobilization. Forest Service Regional ESF #4 Coordinators are the primary wildland fire point of contact for state and local All-Hazard IMTs.

If an All Hazard IMT is mobilized specifically to manage a wildland fire, there must be NWCG-qualified personnel in key incident positions that require prerequisite wildland firefighting experience and qualifications. These positions include:

- Incident Commander or Deputy
- Operations Section Chief
- Safety Officer(s)
- Division Supervisors
- All aviation positions (when using aviation resources)
- Communications Unit Leader (when using command repeater systems)

If the team being mobilized does not have NWCG-qualified personnel in these positions (if utilized), the requesting region or unit must ensure these positions are ordered to work jointly with the All Hazard IMT Command & General Staff.

In addition, some All Hazard IMT’s may not have significant wildland fire experience and/or NWCG qualifications in the Finance, Planning, and Logistics Sections. It is recommended that the Incident Commander and mobilizing Geographic Area identify any additional needs for

NWCG qualified personnel (i.e. ORDM, ITSS, GISS, etc.) to be attached to the All Hazard IMT roster or filled by the host/ordering unit.

Southern Area Supplement

NPS EASTERN ALL-HAZARD TEAM

The Southern Area has one NPS All-Hazard Incident Management Team. The Eastern Incident Management team (EIMT) deploys with a minimum of eight command and general staff members qualified at the Type II All-Hazard level outlined in the DOI Incident Positions Qualification Guide (IPQG). The EIMT is comprised of NPS personnel from the Northeast (NER), National Capitol (NCR), Midwest (MWR) and Southeast (SER) Regions of the National Park Service. To mobilize this team:

- *The request shall go to the Team Coordinator, Therese Picard, Branch Chief of Law Enforcement and Emergency Services for the NER (445-888-5013, therese_picard@nps.gov)*
- *The Team Coordinator will contact the available IC as well as notify the National Park Service Regional Director of the pending deployment.*
- *The IC will identify team members and communicate the team roster to the Team Coordinator.*
- *The Team Coordinator will verify the identified team members via IQCS.*
- *The team roster will be sent to the local dispatch to utilize IROC for the creation and dissemination of the resource orders.*
- *The established EIMT will coordinate all additional resource requests through the same dispatch center.*
- *The EIMT will provide a daily 209 to the Team Coordinator. Requests for copies of the daily 209 will be made through the EIMT Team Coordinator.*

Type 3 Incident Management Teams

The standards for Type 3 IMTs apply to any Type 3 IMT mobilizing across GA boundaries. Internally, a local unit may assign ad hoc Type 3 organizations appropriately configured to the incident.

- Each GA determines their internal rotation and availability periods. Year-round availability of any Type 3 IMT is neither expected nor intended.
- No national rotation will exist for Type 3 IMTs; they will be ordered and filled as needed, following standard ordering processes.
- GAs are encouraged to enact a 7-day unavailability period for standing Type 3 IMTs.
- The minimum roster to mobilize beyond the Type 3 IMT's home GA is the 10 qualified positions as noted below.
- The remaining 25 positions are identified at the full discretion of the IC and may be either qualified or trainee responders. The pre-mobilization calls between the IC and (AA) will assist in right-sizing the roster and configuration needs based on the specific incident.
 - Type 3 IMTs are encouraged to include Medical Unit Leader (MEDL), Communications Technician (COMT), Helibase Manager (HEBM), Geographic Information System Specialist (GISS), and an additional Division/Group Supervisor (DIVS)/Task Force Leader (TFLD) in the organization.

- The maximum mobilization roster size is not to exceed 35 without documentation of approval from the incident AA.
 - Minimum Qualified Positions Required for Mobilization
 - Incident Commander Type 3 (ICT3)
 - Safety Officer Type 3 (SOF3)
 - Public Information Officer Type 3 (PIO3)
 - Operations Section Chief Type 3 (OPS3)
 - Division/Group Supervisor (DIVS)
 - Planning Section Chief Type 3 (PSC3)
 - Logistics Section Leader Type 3 (LSC3)
 - Logistics Unit Leader – Discretionary, any Logistics Unit leader
 - Finance/Administration Section Chief Type 3 (FSC3)
 - Finance Unit Leader - Discretionary, any Finance Unit Leader
 - Minimum Personnel
 - 10
 - Additional Discretionary Positions
 - 25
 - Maximum Personnel
 - Not to exceed 35 unless negotiated and documented
- Type 3 IMTs are not expected to staff for completing strategic planning such as the Incident Strategic Alignment Process (ISAP), to branch operations, or to mobilize with Liaison Officers (LOFR). These tasks imply an inherent level of complexity to necessitate management by a CIMT.
- Roster negotiation process:
 - Upon receiving the order, the IC, AA, local fire management officer, and other appropriate entities will review the *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236 and/or Wildland Fire Decision Support System (WFDSS) decision to discuss incident specifics and negotiate roster size and other details as needed.
 - Rosters above 35 must be based on RCA/WFDSS, specifically Part D: Functional Complexity, and documented on Pre-Mobilization Incident Management Team (IMT) Call, <https://www.nifc.gov/nicc/logistics/reference-documents>, which should be attached in the IROC.
- Suggested business rules for roster management:
 - GA Coordinating/Operations Groups should additionally approve, directly or by proxy/delegation to the GA CIMT Coordinator, the mobilization roster.
 - Rosters above 35 will not be mobilized without written approval from the incident AA.
 - The minimum IMT roster will be used when an IMT is made available for assignment in IROC.

- Required positions for mobilization will preferably not be rostered as Fill on Mob.
- A GA should consider whether a standing Type 3 IMT should be unavailable if the ICT3 or two Command and General Staff (C&G) positions are vacant or designated as Fill on Mob.
- Personnel may work virtually or on-site, as dictated by GA business rules and IC discretion; however, they still count towards the team's total size.
- The same mobilization standards will apply to preposition requests.
- Supporting personnel and functions are not included in the team's mobilization numbers (i.e., drivers, Remote Incident Support Team [RIST], etc.).

Local unit personnel assigned to work on the incident with the team are not considered team members but additional support.

INTERAGENCY BUYING TEAMS (BUYT)

The primary mission of a BUYT is to support the local administrative staff with incident acquisition. BUYTs are ordered by the incident host agency and report to the Agency Administrator or other designated incident agency personnel.

Additional information on BUYT, including responsibilities and coordination, can be found in the following:

- *NWCG Standards for Incident Business Management, PMS 902:*
<https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>
- *National Interagency Buying Team Guide:*
<https://www.nwcg.gov/committees/incident-business-committee>

Southern Area Supplement

There are Three buying teams established in the Southern Area that are also on the national rotation. It is not the purpose of these teams to pay bills already incurred. The buying team's IROC rosters are maintained at the SACC.

The Incident Unit's Administrative Officer will make the determination if an Incident Buying Team is needed for support to the Incident Acquisition Unit.

When no teams are available within the Southern Area, the requests will be placed with NICC.

A Buying Team will normally consist of one Buying Team Leader (BUYL) and six Buying Team Members (BUYM). Alternate Team Leaders and Team Members have been identified and will be mobilized when the primary people are not available. Team Leaders will select these alternates on a case-by-case basis and notify their State Coordination Center and the Regional Buying Team Coordinator.

BUYT Configuration

National Interagency BUYTs are comprised of a leader and six (6) team members. One (1) of the six (6) members may be assigned as an assistant or deputy leader. In addition to the seven (7) member team, personnel from the incident host agency or alternate Buying Team members may

be added as needed, to supplement the primary team. Two (2) members of the team must be Contracting Officers. National Interagency BUYTs will consist of the following positions:

- Two (2) qualified procurement personnel.
- Four (4) personnel support positions.
- One (1) procurement or leader trainee.

Geographic Interagency BUYT's can range in personnel from three (3) to five (5) members, one member shall have delegated procurement authority, i.e., warrant.

- One (1) qualified procurement personnel.
- Two to three (2-3) personnel support positions.
- One (1) trainee.

BUYT Mobilization

Interagency BUYTs will be mobilized according to the national call-out procedures from the Interagency BUYT Rotation managed by NICC. Orders for BUYTs will be placed through established ordering channels using an Overhead Group Request; "BUYT – Team, Buying."

To the extent possible, each Geographic Area should train and make available a minimum of one BUYT that is available for national dispatch.

Geographic Areas will internally mobilize their National or Geographic Area Buying Teams, or ad hoc Buying Teams before requesting a National or Geographic Area Interagency Buying Team from NICC. Requests for Buying Teams will specify National or Geographic Area team in the "Special Needs" of the request. National and Geographic Area BUYTs are mobilized according to national call-out procedures.

BUYTs Rotation Process

- BUYTs will remain on-call for a maximum fourteen (14) days.
- At the time (clock hour and day of week) a BUYT from the BUYT Rotation list is requested, the next eligible BUYT in rotation will be notified and will remain in call status for the next fourteen (14) day period. The next two (2) BUYTs in rotation will also be notified of the schedule change.
- Geographic Areas unable to provide a BUYT when ordered for a national assignment will be listed as unavailable on the BUYT Rotation and will not be considered until the designated Geographic Area slot rotates into position again.
- Geographic Areas with more than one (1) BUYT may decide which "eligible" team responds to a national call. Geographic Areas must pass if no "eligible" BUYT can meet the needed date/time of the request.
- BUYTs will be considered unavailable for a national assignment if more than two (2) procurement or support positions are to be filled with a substitute.

NMAC retains the authority to adjust the BUYT Rotation list when necessary to achieve team experience objectives or for other reasons.

The national rotation and current assignment history can be found at:

<https://www.nifc.gov/nicc/logistics/overhead>

PAYMENT TEAMS

National Park Service Payment Teams are no longer ordered on a rotational basis.

Before a Payment Team is ordered to audit and process DOI incident invoices, the ordering unit should contact one of the individuals listed below:

| | | |
|-----------------|----------------|--|
| Julie Bennett | (775) 315-0465 | julie_bennett@nps.gov |
| Stephanie Auten | (806) 275-0538 | stephanie_auten@nps.gov |

Once the configuration of the team is determined, requests for Payment Teams will be placed through established ordering channels using an Overhead Group Request; “PAYT – Team, Payment.” Payment team leaders and members will be ordered by the jurisdictional unit as THSPs.

REMOTE INCIDENT SUPPORT TEAM (RIST)

The Remote Incident Support Team uses remote and virtual ICS qualified personnel to supplement incident management teams, local units, dispatch centers, multi-agency coordination groups, and/or coordination centers when onsite personnel are limited. Support priority is provided to Type 3 IMTs but assistance to higher complexity incidents, units, or organizations will be provided based on need and capacity of the RIST. Incident support is focused on Planning, Situation, Finance, Public Information, and Expanded Dispatch functional areas. RIST support is limited to wildland fire only; All hazard and non-wildland fire situations are currently not supported.

As fire activity increases, virtual or remote RIST support personnel are placed onto a National or Geographic Area resource order in a call-when-needed status. Resources charge time worked to incident codes but may occasionally utilize a national/geographic support code depending on arrangements established with each geographic area. Personnel may transition to a full-time work schedule and may be supporting multiple incidents. Support is available year-round with increased capacity during the months of May through October. In-season incident support begins immediately upon request while out-season support may have increased mobilization time depending on resource availability.

Program Management

The RIST is overseen by a permanent Remote Incident Support Organization comprised of a Program Manager and Deputy Program Manager. This organization works closely with the NICC, Geographic Areas, Incident Management Teams, and local units to develop and refine RIST Operations.

RIST Configuration

The RIST is a flexible organization that expands, and contracts based on fire activity and resource need nationally. The following leadership and support positions are mobilized during periods of increased activity:

RIST Coordinator (RISC) – The RISC position is typically filled by a member of the permanent RIS Organization. This individual directs RIST Operations, ensuring that RIST personnel have what they need to be successful. They are often the initial point of contact for IMTs, Local Units and Coordination Centers requesting RIST Support. As fire activity increases, a deputy RISC may be utilized to assist with internal RIST Operations and communication.

RIST Leaders (RISLs): RISLs work closely with remote/virtual support specialists to implement incident support within their functional area. RISLs also provide supervision to support staff. RISLs will be brought onto the RIST resource order as incident needs arise. Current RISL positions include:

- Planning RISL
 - Recommended RISL Quals: PSCC, PSC1, PSC2, PSC3, or RESL
 - Supervises the following Remote/Virtual Support Positions:
 - PSC, RESL, SCKN, DMOB, DOCL, TNSP, HRSP
- Situation RISL
 - Recommended RISL Quals: PSCC, PSC1, PSC2, PSC3, SITL, or GISS
 - Supervises the following Remote/Virtual Support Positions:
 - SITL, GISS
- Finance RISL
 - Recommended RISL Quals: FSCC, FSC1, FSC2, FSC3, TIME, or PROC
 - Supervises the following Remote/Virtual Support Positions:
 - PTRC, EQTR, COMP, PROC, COST
- Information RISL
 - Recommended RISL Quals: PIOC, PIO1, PIO2, or PIO3
 - Supervises the following Remote/Virtual Support Positions:
 - PIOF, THSP-ASL, THSP-CART
- Expanded Dispatch RISL
 - Recommended RISL Quals: CORD, or EDSP
 - Supervises the following Remote/Virtual Support Positions:
 - EDSP, EDSD, EDRC, ORDM

Functional Area Support Positions (As Needed) – Any ICS qualification can mobilize into the RIST provided the position falls within the RIST scope of work and can effectively provide support in a remote or virtual capacity.

Requesting RIST Support

To request support from the RIST, call the RIST Coordinator number to discuss the incident support type, duration, and contact information. Resources are encouraged not to place an order through a dispatch center, as RIST personnel are already on resource orders. RIST Coordinators will communicate with the local dispatch center to ensure all are informed.

RIST Coordinator: (480) 608-2175

Additional support information and communication products are found at: <https://linktr.ee/ristinfo>.

BURNED AREA EMERGENCY RESPONSE TEAM (BAER)

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. BAER teams are an integral part of wildfire incidents.

Department of Interior (DOI) BAER

The DOI maintains one National BAER Team to assist field units plans for complex post-fire emergency stabilization. The National BAER Team is scalable in long and short configurations. The full National BAER Team is dispatched to more difficult incidents involving extreme risks to human life and critical federal assets. Potential floods, mud and debris flows, watershed/municipal water supplies, urban interface, and complex and/or multiple jurisdictions are the dispatch prioritization criteria factored into the mobilization decision. Less complex incidents will use local, regional, interagency, and contracted ad hoc BAER teams. Bureau coordinators maintain rosters of BAER personnel for less complex incidents.

DOI National BAER Team Configuration

The initial call-out of the DOI National BAER Team may consist of the following thirteen (13) positions:

- BAER Team Leader
- Deputy BAER Team Leader
- BAER Environmental Specialist
- BAER Documentation Specialist
- BAER Geographic Information Specialist (GIS) x 2
- BAER Hydrologist
- BAER Soil Scientist
- BAER Geologist
- BAER Biologist
- BAER Forester
- BAER Cultural Resource Specialist
- BAER Botanist

DOI Burned Area Emergency Response Team Mobilization Process

The ordering unit must contact their agency Regional/State BAER Coordinator before placing an order for the National BAER team.

During National Preparedness Levels 1-3, the ordering unit's Agency Administrator will coordinate any potential full National BAER Team assignment with the concurrence of the agency National BAER Coordinator and the National Interagency BAER Team Leader, after contacting their agency regional/state BAER coordinator.

During National Preparedness Levels 4-5, full National BAER Team assignments will be coordinated through the National BAER Coordinators with the concurrence of NMAC, after contacting their agency regional/state BAER coordinator.

NICC will notify the National BAER Coordinator-in-charge for any National BAER Team call-out (in order of contact):

| | | | |
|-----|-----------------|----------------|--|
| FWS | Lou Ballard | (208) 387-5584 | lou_ballard@fws.gov |
| NPS | Jennifer Gibson | (458) 231-4342 | jennifer_gibson@nps.gov |
| BIA | Cameron Paulk | (406) 672-0112 | cameron.paulk@bia.gov |

BLM

Jake Ferguson

(208) 373-4084

jferguson@blm.gov

National Interagency BAER Team resources are mobilized through established ordering channels in IROC using an Overhead Group Request, “BAER – Team, Burned Area Emergency Response.” The core strategic full national team will consist of thirteen positions and is organized per a National Standard Operating Guide. Dispatch of the full national team will be coordinated using Team Dispatch Prioritization criteria in consultation with the national coordinators. The National BAER Team is scalable in long and short configurations and may also be ordered as command and general staff or ordered as individual resources.

USDA Forest Service BAER

The USDA Forest Service (FS) maintains BAER teams at the local units. BAER personnel are dispatched at the local unit.

NATIONAL FIRE PREVENTION AND EDUCATION TEAMS (NFPET)

The mission of National Fire Prevention and Education Teams (NFPETs) is to provide unit and agency managers with skilled and mobile personnel which have the ability to supplement or enhance ongoing local wildfire prevention and education activities, where hazard or risk is, or is expected to be, elevated above normal.

Ordering NFPETs for normal, routine, or project work should be discouraged.

Teams are available to support units on-site as well as virtually. Depending on the needs of the ordering unit, some team members may work virtually in support of the team that is on-site.

Teams are highly effective in their ability to reduce unwanted human-caused wildland ignitions and are equipped to rapidly complete on-site prevention assessments and plans, initiate implementation of such plans, and to begin immediate prevention and education activities.

Southern Area Supplement

Several Fire Prevention Teams have been identified in the Southern Area. Requests for Teams will be filled at the GACC level.

Team composition can be determined on a case-by-case basis to meet the needs of the assignment. Any agency-specific constraints or requirements should be specified at the time the order is placed. Once a team leader is identified, he or she will discuss the scope of the job with the ordering unit, and the size of the team order may be adjusted at that time.

NFPET Configuration

A basic team is composed of three (3) personnel with these minimum qualifications:

- PETL – Fire Prevention Education Team Leader
- PETM – Fire Prevention Education Team Member
- PIO2 – Public Information Officer Type 2

Actual team composition may include additional support positions, as determined jointly by the team leader and the ordering unit, on a case-by-case basis, based on the team’s anticipated tasking.

The assignment of PETL and PETM trainees is encouraged. If the use of trainees is authorized by the ordering unit, priority for assignment is to be given to trainees selected by the team's NFPET Geographic Area Coordinator or the ordering unit's Geographic Area priority trainee program, where applicable.

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels in IROC using an Overhead Group Request; "FPET – Team, Fire Prevention/Education."

The NFPET Geographic Area Coordinators listed below will work with Geographic Area Coordination Centers to fill team orders.

NFPET Coordinators

| Geographic Area | Geographic Area Coordinator | Alternate |
|----------------------|--|---|
| Great Basin | Dennis Fiore Phone: (971) 420-7050 dennis.fiore@usda.gov | Jennifer Hansen Phone: (435) 289-8966 jehansen@blm.gov |
| Eastern | Raymond Parrish Cell: (414) 323-0859 raymond.j.parrish@usda.gov | N/A |
| Northern Rockies | Chris Johnson Phone: (406) 529-7751 christopher.johnson5@usda.gov | N/A |
| Northwest and Alaska | Jacob Gear Phone: (541) 589-4669 jacob.gear@usda.gov | Stacy Long Phone: (541) 410-5311 stacy.lacey@usda.gov |
| California | Joe Labak Phone: (951) 202-0627 joseph.labak@usda.gov | Barbara Geringer-Frazier Phone: 202-577-4827 Barbara.geringer-frazier@usda.gov |
| Rocky Mountain | James White Phone: (970) 420-2726 james.a.white@usda.gov | Sam Strain Phone: (224) 622-1492 samuel.strain@usda.gov |
| Southern | E.J. Bunzendahl Phone: (859) 556-2347 elizabeth.bunzendahl@usda.gov | N/A |
| Southwest | Matthew Engbring Phone: (928) 326-3753 matthew.engbring@usda.gov | Francisco Salazar Phone: (505) 842-3897 Alternate: (505) 239-2668 francisco.Salazar@usda.gov |
| National | Zach Ellinger Phone: (503) 798-5499 zellinger@blm.gov | Stacey Grimes Phone: 503-307-2256 stacey.grimes@usda.gov |

COMMUNITY MITIGATION ASSISTANCE TEAMS (CMAT)

Community Mitigation Assistance Teams help communities build sustainable local capacity for wildfire mitigation. This can be accomplished during high fire risk periods before, during or after a wildfire when awareness of the need for risk reduction and the likelihood of action is highest.

The team works collaboratively with community partnerships to address immediate and long – term wildfire risk challenges and integrates community fire adaption and resilient landscapes concepts outlined in the *National Cohesive Wildfire Management Strategy* found at:

<https://www.forestsandrangelands.gov/strategy/thestrategy.shtml>

CMAT Configuration

- Teams number 3 to 8 people depending on community need and deployment training opportunities.
- Teams are comprised of a team lead, mitigation specialists and may include trainees. Additional support positions may be required and will be jointly determined by the team lead and the ordering unit.
- Team members represent federal, state, local government and non-government partners who specialize in effective community wildfire risk reduction.
- Team members are name requested as THSP - CMAT through established ordering channels.

Requesting a CMAT

To request a CMAT, complete the request form found on the USDA Forest Service, Community Mitigation Assistance Team website located at:

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

FIRE AND AVIATION SAFETY TEAM (FAST)

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

- Guidance to ensure fire and aviation programs are conducted safely.
- Assist with providing immediate corrective actions.
- Review compliance with Occupational Safety and Health Administration (OSHA) abatement plans, reports, reviews, and evaluations.
- Review compliance with Interagency Standards for Fire and Fire Aviation Operations.

FASTs can be requested through the GACC to conduct reviews at the state/regional and local level. If a more comprehensive review is required, a national FAST can be ordered through NICC.

FASTs will be chartered by their respective Geographic Area Coordinating Group (GACG), with a delegation of authority, and report back to the GACG.

FAST reports include an executive summary, purpose, objectives, methods and procedures, findings, recommendations, follow-up actions (immediate, long-term, and national issues), and a letter delegating authority for the review. FAST reports should be submitted to the GACG, with a copy to the Federal Fire and Aviation Safety Team (FFAST) Chair within thirty days.

FAST Configuration

FASTs include a Team Leader, who is either an Agency Administrator or Fire Program Lead with previous experience as a FAST member; a Safety and Health Manager; and other individuals with a mix of skills from Fire and Aviation Management.

FAST Mobilization Process

FASTs are requested through established ordering channels to the GACCs, for reviews at the local, State/Regional or Geographic Area level. If a more comprehensive review is required, a National FAST can be ordered through NICC. FASTs are ordered using an Overhead Group Request; “FAST – Team, Fire and Aviation Safety.”

AVIATION SAFETY AND TECHNICAL ASSISTANCE TEAM (ASTAT)

ASTATs enhance safe, efficient, and effective aviation operations. An ASTAT provides assistance to unit and aviation managers, flight crews, and incident management teams for increasing, ongoing or decreasing incident aviation activity.

ASTATs assist and review helicopter and/or fixed-wing operations on wildland fires. During high levels of aviation activity, it is advisable to request an ASTAT.

ASTATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority, which establishes the roles of the team and its expectations. The teams will provide daily feedback to the person(s) identified in the delegation of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

If an ASTAT cannot be filled internally, the request may be placed with NICC through established ordering channels using individual overhead requests.

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Orders for ASTATs will originate at SACC or hosting unit/agency, Teams require 24 hours for mobilization.

ASTAT Configuration

The following configuration, or a similar combination of positions based upon the needs of the ordering unit, will be used when ordering an ASTAT.

- THSP – Aviation Safety Manager
- THSP – Operations Specialist (helicopter and/or fixed-wing)
- THSP – Pilot Inspector
- THSP – Maintenance Inspector (optional)
- THSP – Avionics Maintenance Inspector (optional)

- ACDP – Aircraft Dispatcher (optional)

SERIOUS ACCIDENT INVESTIGATION TEAMS (SAIT)

SAITs are mobilized to investigate serious wildland fire accidents. Serious wildland fire accidents are defined in the *Interagency Standards for Fire and Fire Aviation Operations (NFES 2724)*

Team members ordered through established channels will be mobilized as THSPs. Requests for SAIT members will be placed using individual overhead requests.

Normal SAIT Configuration is as follows:

- THSP – Team Leader
- THSP – Chief Investigator
- THSP – Advisor/Safety Manager
- THSP – Interagency Representative
- THSP – Subject Matter Expert (experienced in specialized occupation)
- THSP – Public Affairs Officer

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SOUTHERN AREA FIRE ACCIDENT INVESTIGATION TEAMS, COORDINATED RESPONSE PROTOCOL TEAMS and/ or FACILITATED LEARNING ANALYSIS TEAMS
SACC will follow the following mobilization procedures for mobilizing a Southern Area Accident Investigation Team(s):

- *The Duty Coordinator at SACC will contact the Team Leader on the roster to check availability.*
- *If the Team Leader of the first team on the list is not available, the Coordinator will check with the other Team Leader.*
- *Once a Team Leader is available SACC will mobilize that team. When the Team Leader accepts the assignment, he/she will notify SACC if a Deputy Team Leader or Technical Specialists will be mobilized with the Team.*
- *It will be important for SACC to work closely with the Team Leader to ensure the necessary positions are filled for the Team.*
- *The Team Leader will ensure that the field unit has complied with Master Agreement provisions regarding Union notification.*
- *Coordinated Response Protocol Teams are not mobilized through the dispatch coordination system.*

CASUALTY ASSISTANCE PROGRAM - CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

A critical incident is any unexpected, traumatic event that affects an individual's feelings of personal safety, their ability to perform daily activities, and their ability to concentrate on their normal job duties. Simply put, a critical incident is a traumatic event (or perceived life-threatening event) that has enough power to overwhelm an individual's or organization's ability to cope. A critical incident is not defined by the event itself; it is defined by the individual's and/or the organization's reaction to what occurred.

Critical Incident defined as:

| | |
|---|---|
| <i>Line of Duty Death</i> | <i>Shelter Deployment</i> |
| <i>Off Duty Death (in some instances)</i> | <i>Exposure to fatalities and injuries</i> |
| <i>The suicide of a co-worker or colleague</i> | <i>Disaster recovery work</i> |
| <i>Aviation accident</i> | <i>A significant event involving children</i> |
| <i>Entrapment</i> | <i>Acts of Terrorism</i> |
| <i>Burn-Over</i> | <i>Threats of Violence and to personal safety</i> |
| <i>Shooting</i> | <i>Serious accident of injury</i> |
| <i>Any event that is charged with profound emotion.</i> | |

Regardless of which unit has management and control, CISM should be offered to personnel following a critical incident situation. Critical Incident Peer Support interventions are most effective when applied 24-72 hours (sometimes longer) following a critical incident. It is important for personnel to operationally disengage and often reconnect with family or other support before participating in CISM services.

Requesting Services for US Forest Service

Requests for CISM support should be made by the Agency Administrator or designee (from the local unit where the incident occurred) utilizing the new Casualty Assistance Hotline (202-205-1455). The on-line CAP Coordinator will notify the current CISM Coordinator. A general overview of the situation is required and the CISM Coordinator or the assigned CISM Group Leader will work with the local unit to facilitate placing resource orders as needed via a roster from the CISM Coordinator or CISM Group Leader.

Information Required When Ordering

- 1. Requesting Party*
- 2. Requesting Agency*
- 3. Date and time of Incident*
- 4. Fire/Non-Fire*
- 5. Description of Incident*
- 6. Location*
- 7. Number of Personnel Affected*
- 8. Desired day, time, and location for support services*
- 9. Name, Phone number, and location of main contact for on-site coordination*

When the “incident” host agency is the United States Forest Service, contact Dale Snyder for CAP Coordination at 936-465-5173. Requests for these teams will be coordinated through the SACC.

Requesting Services for National Park Service

When the “incident” host agency is the National Park Service, contact the Emergency Incident Coordination Center (EICC) at 540-999-3412 and they will immediately contact the NPS CISM Program Coordinator for assistance.

**NATIONAL FEDERATION OF FEDERAL EMPLOYEES (NFFE) UNION
REPRESENTATIVE – (The following applies to Forest Service only)**

Article 28.2 and Article 28.3 of the Master Agreement between the Forest Service and the National Federation of Federal Employees (NFFE), Forest Service Council, states:

2. The provisions of this Article apply to all employees assigned to incidents regardless of whether they are firefighters. Fire duties need not be reflected in a militia employee's position description unless criteria contained in Article 14.1 are met.

3. Union Representation at Incidents*

a. Union officials or their designees have the right to represent Bargaining Unit employees at all incidents. The Union may designate a sufficient number of representatives to assure up to 24-hour coverage, based on representational need, at any incident where Forest Service employees are present.

b. When a Human Resources Specialist (HRSP) is dispatched to an incident with Forest Service employees, the CVP or designee will be notified. Notification to the Union will be within 24 hours after the HRSP is dispatched. That notification will inform the CVP or designee of the location of the incident and the name of the Incident Commander. The IC will be notified of the name and contact information of the CVP or designee and that information will be posted at the incident command post and in the daily Incident Action Plan (IAP).

c. The need for an onsite Union representative(s) will be based upon anticipated or actual representational workload as determined by the appropriate Council Vice President (CVP). If the appropriate CVP or designee determines a need to send a Union representative(s) to an incident command post, they will contact the Incident Commander (IC). The IC or designee will make arrangements for dispatch of the specified Union representative(s) designated by the CVP or designee to the incident. When a representative is dispatched, dispatch will be through the normal incident dispatch procedures. Initially, one Union representative may be dispatched. Based on anticipated or actual representational workload, as agreed upon by the CVP or designee and Incident Commander, additional Union representatives may be dispatched.

d. Union representative(s) will check in with the IC or designee on arrival and departure.

e. When assigned in official capacity as a Union representative, overtime and compensatory time are not authorized.

f. When a dispute arises from a situation on an incident, the timeline for raising that issue to the appropriate official under Article 9 will not start until the day after the employee returns to their official duty station. If the grievant is dispatched to another incident or temporary duty assignment that prevents them from preparing and presenting a grievance in a timely manner, the time limit will be extended as stated in the first sentence of this paragraph.

For additional information on the master agreement see

<https://www.usda.gov/sites/default/files/documents/fs-nffe-master-agreement-2024-06-04.pdf>

The NFFE Council R8 Vice President designated representative in these matters is:

Genny Kotyk – George Washington & Jefferson National Forest

Phone: 330-410-9361

Email: genny.e.kotyk@usda.gov

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) UNION REPRESENTATION – (The following is included for INFORMATION ONLY for Department of Interior Agencies)

The Southern Area also includes the American Federation of Government Employees (AFGE) Union. Officers of AFGE Locals in the Southern Area have the right to represent all AFGE bargaining unit employees at all incident camps. The AFGE Union President or designee and the Agency Administrator, or designee, will jointly determine the actual representation needed on a case-by-case basis.

When AFGE Union representation is determined to be appropriate, the Union will contact the Regional Employee Relations Officer, or designee, and notify the incident personnel (Incident Commander or Finance Chief) of dispatch and expected times of arrival of the designated AFGE Union Representative.

Upon request, State Coordination Centers will provide to the Union the names of all employees assigned, the location of the incident and names of the Incident Commander.

If requested by the AFGE Union, the Incident Commander will be notified of the name, electronic address, and other contact information of the AFGE President or designee of AFGE Locals.

It shall be the responsibility of all employee bargaining unit members to know the telephone number and electronic addresses of appropriate Union Officials of AFGE Locals in the event an AFGE representative has not been assigned to the incident. Facilities will be made available to employees to contact the Union when needed.

AFGE Union Representative(s) will check in with the Finance Section Chief upon arrival at the incident and will inform the Finance Chief or Comptroller prior to departure.