

## MOBILIZATION

Southern Area State Coordination Centers will fill orders from the most logical source available at the time of need. This choice will be made based on urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on the other units, closest forces, consideration of the integrity of the overall program, and, above all, safety. This will be accomplished while adhering to the resource mobilization priorities as set by the SACG.

For initial attack, the closest forces concept applies.

For extended attack on Forest Service incidents, contract resources will be ordered using Dispatch Priority Lists (DPLs), when available. Other agencies may utilize contract resources on the DPLs.

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.

State Coordination Centers are responsible for ensuring that resources mobilizing outside of the GACC are following NWCG standards.

## AVAILABILITY

IROC will be maintained to reflect the status of all overhead resources and crews.

## NAME REQUESTS

Refer to the National Interagency Mobilization Guide, Chapter 20. SACC will review and approve, or deny, all name requests. The ordering office **MUST** confirm availability for the individual being requested prior to placing the request. Name Requests for national resources generally will not be honored. When placing a name request with NICC, the COD will give the COD at NICC a courtesy call. However, name requests can be denied at any level.

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

**DETAIL REQUESTS**

Requests from State Coordination Centers for resources to respond to extended assignments (greater than 14 days), non-suppression incidents (for example, homeland defense, etc.) and preparedness will include a completed detail request form. This form is a supplemental information worksheet to the standard resource order form and can be found on the SACC website.

The form will provide the prospective detailer complete information on the requesting unit's needs. All individuals filling detail requests from the Southern Area should have access to the completed detail request form before travel is commenced.

The sending and receiving units will work directly with each other to address and resolve administrative and personnel matters.

Travel itineraries will be relayed through normal dispatch channels.

**DEMOBILIZATION**

Emphasis will be placed on having personnel home no later than 2200 hours local time during demobilization. Occasionally, the availability of large transport aircraft will dictate time frames during demobilization.

Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels.

SACC Coordinator On-Duty (COD) will advise the State Coordination Centers and Incident Commanders of any geographic area or national priorities to be included in the demobilization plan(s). At PL 4 or 5, demobilizations will be given to the dispatch center 48-hours prior to demobilization for reassignment if applicable.

## MOBILIZATION CENTERS

Primary mobilization centers in the Southern Area are in Knoxville, Tennessee; Tampa, Florida; and Ft. Smith, Arkansas. Other centers may be activated on an ad-hoc basis to deal with specific incidents. These centers are an extension of SACC and will be activated as recommended through the SACC Center Manager and managed by the Host Unit. SACC will coordinate with the State Center in which the mobilization center is located for coordination of resource mobilization.

Early notification must be given to the unit hosting the mobilization center. SACC will coordinate arrival times with the hosting unit before the resources are ordered. Upon concurrence that the Mobilization Center can be supported by the host unit, the host unit will generate an incident order identified by the name of the location of the Mobilization Center and will include the appropriate accounting code for activation.

The Mobilization Center Manager will coordinate the facilities, supplies and staffing needs according to the operating plan. SACC will coordinate with the Mobilization Center Manager on incident priorities.

(The following applies to Forest Service incidents only)

- Mobilization Center Managers should evaluate the need for a Human Resource Specialist (HRSP) in Mobilization Centers with less than 300 people.
- A Human Resource Specialist will be assigned to the mobilization center when 300 or more people are at the center.

## OVERHEAD WITH CREWS

### **Interagency Resource Representative:**

An Interagency Resource Representative will be assigned to all Geographic Areas that have four or more Southern Area crews committed to incidents. All Southern Area IARR's are ordered by SACC and are responsible to report directly to the SACC Center Manager or the Area Representative if the position has been activated.

As a representative of the agencies located within the Southern Area, the IARR acts as a liaison between area resources and the Incident Command Teams, the Southern Area Coordination Center, host Agency Administrator/Fire Management organization and represent the interests of the sending area in relation to the sending area resources.

Duties of the Southern Area IARR consist of, but are not limited to assisting Incident Management Team/host Geographic Area Coordination Center in giving oversight to:

- R&R issues
- Pay issues
- Accident/Injury Incidents
- Crew Replacement
- Crew Performance
- Cultural issues
- Tracking of lengths of assignments

The IARR will report at least daily to the SACC Center Manager or the Deputy Center Manager. The IARR will submit daily reports to SACC at the end of each day. They will maintain regular contact with Crew Representatives assigned to Southern Area crews, Crew Bosses, other IARR's, and single resources from the Southern Area. Southern Area IARR's may be requested to provide the Demobilization Unit and host Coordination Center with assistance related to demobilization of crews. They will also attend IMT briefings, strategy, and planning sessions, when feasible, to keep current on incident plans. At the end of their assignment, IARRs are responsible to submit a copy of their OF-288 to the SACC Center Manager or the Coordinator on Duty.

**Area Representative:**

An Area Representative will be assigned by the SACC Center Manager when three or more IARRs have been assigned to out-of-GACC incidents or at the discretion of the SACC Center Manager and will represent the Southern Area at the receiving Geographical Area Coordination Center (or other agreed-upon location). All IARRs assigned to that area will report through the designated Area Representative to the Southern Area Coordination Center. Each Area Representative will be tracked on a GA-SAC resource order.

**INTERAGENCY WILDLAND FIRE MODULES**

Refer to the National Interagency Mobilization Guide, Chapter 20. 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.

**SMOKEJUMPERS**

Refer to National Interagency Mobilization Guide, Chapter 20.

**HELICOPTER MODULE**

Refer to National Interagency Mobilization Guide, Chapter 20. 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.

**NON-STANDARD OVERHEAD GROUPS**

The generic overhead catalog items "module fuels" or "module suppression" will be used to order non-standard overhead groups. Refer to the National Interagency Mobilization Guide, Chapter 20.

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.

| <b>2 Person Saw Module</b>             | <b>Sawyer</b>   | <b>Swamper</b>   |
|--|---|--|
| <b>Personnel</b>                       | 1 sawyer (FAL2, Faller Intermediate, minimum)   | 1 swamper (FFT2)   |
| <b>Required Training/Certification</b> | RT-130, WCT (Arduous), S-212 or RT-212, CPR, First Aid with Blood borne Pathogens training.   | RT-130, WCT (Arduous), CPR, First Aid with Blood borne Pathogens training. |
| <b>Tools &amp; Equipment</b>           | 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 |  |
| <b>Personal Gear</b>                   | Arrive with: Crew first aid kit, personal first aid kit, headlamp, 1 quart canteen, web gear, sleeping bag, tent  |  |
| <b>Communications</b>                  | Programmable Radio  |  |
| <b>Logistics</b>                       | Self-sufficient recommended (at least for first 72 hours)   |  |
| <b>Transportation</b>                  | AOV preferred (4x4 recommended)   |  |

**COMMUNICATIONS COORDINATOR**

Refer to the National Interagency Mobilization Guide, Chapter 20.

**INCIDENT METEOROLOGIST**

Refer to the National Interagency Mobilization Guide, Chapter 20.

The Southern Area Coordination Center will coordinate the assignment of Incident Meteorologists (IMET) and IMET trainees with Larry VanBussum who is located at the National Weather Service Office located in Boise, ID.

If an IMET is requested, and one is not available by the local NWS Forecast Office or if the National Preparedness Level is at 4 or higher, the request will be placed up to SACC. SACC will contact the NWS National Weather Operations Coordinator (NFWOC) (Larry VanBussum or acting) in Boise, ID by calling 877-323-4638.

IMETs will coordinate with their State Coordination Center to ensure that their availability is properly status in IROC.

**CACHE SUPPORT POSITIONS**

Refer to the National Interagency Mobilization Guide, Chapter 20.

**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.

**AIR RESOURCE ADVISORS (THSP-ARA)**

THSP-ARA are ordered in IROC as a Technical Specialist, document in special needs “THSP: Air Resource Advisor”. Air Resource Advisors are specialists in smoke management and air quality. An ARA is recommended when an incident has smoke management objectives and smoke is expected to impact communities or sensitive populations for an extended period of time. Requests for THSP-ARA resources should be coordinated with the lead for the program, [Peter.Lahm@usda.gov](mailto:Peter.Lahm@usda.gov) and the ARA order line at 661-438-1272. Pete will assist in obtaining the closest available resource and in coordinating with the Wildland Fire Air Quality Response Program. For further information, refer to Wildland Fire Air Quality Response Program website: <https://wildlandfiresmoke.net/>

## INCIDENT MANAGEMENT TEAMS

The Southern Area has two type 1 incident management teams, one type 2 incident management team, and one type 3 incident management team that are federally sponsored. The State of North Carolina sponsors two Type 2 teams and Texas sponsors one type 2 team that meets NWCG standards and may be available for internal and external assignment. The State of Florida sponsors two type 1 IMT and two type 2 incident management teams that meet NWCG standards and will be available for internal and external assignment.

SACC, acting for the Southern Area Coordinating Group, will be the focal point for maintaining current information on federally sponsored type 1 teams, type 2 teams, and type 3 team's status regarding rotation, on-call period, and availability.

### Team Rotation:

The Red and Blue Teams are both fully qualified type 1 teams and serve on the National Type 1 Team rotation. The Southern Area's rotation includes the two type 1 as well as the type 2 team. All three teams serve on a two-week, on-call rotation throughout the year for the Southern Area. The federally sponsored type 3 team is not on a set rotation. The availability periods will be determined by the SACG based on activity and team availability.

During the first week of the Gold Team's (type 2) rotation, the Blue Team is up on rotation for any potential Type 1 mobilizations. During the second week of the Gold Team's rotation, the Red Team is up on rotation for any potential Type 1 mobilizations.

Team on-call rotation is as follows:

- Team rotation is a two-week rotation starting at 0001 hours (Eastern Time) Monday to 2400 hours (Eastern Time) Sunday.
- 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.

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

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

### Federally Sponsored Team Mobilization:

Requests for the teams are made by using field units through State Coordination Centers to SACC.

SACC will normally request 50 members for mobilization of either Team (long) to facilitate trainees and apprentices for the development of future Southern Area Incident Management Teams.

For out-of-area assignments, Refer to the National Interagency Mobilization Guide, Chapter 20.

For non-fire assignments (particularly FEMA missions), the IC will negotiate the team configuration with the ordering entity.

When a team is ordered, the SACC Coordinator-on-Duty (COD) will contact the Incident Commander (IC) first and provide information on the incident. The IC and the COD will then finalize the team roster of positions to be mobilized.

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.

### **Team Ordering Considerations:**

When deciding whether to order a Short, Standard, or Negotiated Incident Management Team (IMT) unit Agency Administrators and/or Fire Management Officers are encouraged to contact their respective Agency Fire Director or SA MAC rep and the Incident Commander on rotation. This will aid in determining the needs of the incident and help the incoming team meet the expectations of the ordering unit. The cost of using a Southern Area Interagency Type 1 or Type 2 IMTs will be very similar.

### Short Team

A short team configuration is 9 positions.

|                            |                                |                         |
|----------------------------|--------------------------------|-------------------------|
| Incident Commander         | Operations Section Chief       | Logistics Section Chief |
| Safety Officer             | Operations Section Chief       | Finance Section Chief   |
| Public Information Officer | Air Operations Branch Director | Planning Section Chief  |

Advantages:

- A short team is most effective for work forces needing skilled extended monitoring, short duration, or special events.
- Costs are less than a standard team.



Disadvantages:

- Does not increase the effectiveness over a type 3 team
- Delays in providing the needs of the incident and firefighters due to lack of unit leader positions being staffed.
- Does not aid in successional staffing needs.
- If the event escalates there will be a 2-3 day delay for the team to be at full strength while additional positions are mobilized.

### Standard Team

A standard team configuration is 60 positions. Includes a full complement of trainees

|                                 |                                |                                   |
|---------------------------------|--------------------------------|-----------------------------------|
| Incident Commander              | Logistics Section Chief (2)    | Planning Section Chief (2)        |
| Deputy Incident Commander       | Communications Unit Leader     | Resource Unit Leader (2)          |
| Liaison Officer                 | Ordering Manager               | Status Check-in Recorder          |
| Public Information Officer      | Ground Support Unit Leader     | Situation Unit Leader             |
| Safety Officer                  | Medical Unit Leader            | Computer Specialist               |
| Operations Section Chief (3)    | Facilities Unit Leader         | GIS Specialist                    |
| Division Supervisor (4)         | Supply Unit Leader             | Fire Behavior Specialist          |
| Structure Protection Specialist | Receiving/Distribution Manager | Demobilization Unit Leader        |
| Air Operations Branch Director  | Security Manager               | Training Specialist               |
| Air Support Group Supervisor    | Finance Section Chief (2)      | Trainees (up to 10)               |
| Air Tactical Group Supervisor   | Cost Unit Leader               | 420/520 Candidates (up to 6)      |
| Helibase Manager                | Time Unit Leader               | IC Discretion (up to 6 Positions) |
|                                 | Comp/Claims Specialist         |                                   |

Advantages:

- Able to meet the demands of most incidents.
- Provides efficient staffing to all functional areas.
- A standard configuration team provides the best avenue for long term Southern Area Incident Management Succession.
- Achieves the trainee being present during the initial stages of the incident to get the most out of the experience.

- Type 3 teams that are struggling with 15-25 personnel often indicate a standard team is needed.

Disadvantages:

- Higher cost than a short or negotiated team. However, the overall benefits to the incident can result in a lower final cost due to effectiveness of the Standard IMT.

Negotiated Team

When considering negotiating team size, factors such as duration, 24-hour staffing, staffing and effectiveness of the existing type 3 team, expected fire growth, weather, jurisdictions, and safety are all critical to the process.

Advantages:

- Gets the desired positions for the incident.
- Can prevent duplication of skills.
- Can allow for integration of existing management organization.

Disadvantages:

- If conditions change, it takes 2-3 days for a negotiated team to reach standard configuration.
- Resource order for the team has to be modified and will delay the mobilization.
- Does not aid in successional staffing needs.

**NATIONAL AREA COMMAND TEAMS**

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.

**NATIONAL INCIDENT MANAGEMENT ORGANIZATION TEAMS (NIMO)**

Refer to the National Interagency Mobilization Guide, Chapter 20.

## INCIDENT SUPPORT TEAMS

### BUYING TEAMS

Buying Teams support the wildland fire procurement effort through the local administrative staff and are authorized to procure a wide range of services, supplies, land, and equipment rentals. In addition, the Buying Team Leader has the responsibility of coordinating property accountability with the Supply Unit Leader.

There are two 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.

### REVIEW, AUDIT, PROCESS TEAM (RAP)

The National Park Service RAP Teams will no longer be ordered on a rotational basis. Instead, before a RAP Team is ordered to audit and process DOI incident invoices, the ordering unit should contact:

Danica Colley, 208-387-5296 or 208-320-1425 or [danica\\_colley@nps.gov](mailto:danica_colley@nps.gov)

Once the configuration of the team is determined, requests for RAP Teams will be ordered by the jurisdictional unit as THSPs and the order placed through established ordering channels using an Overhead Group Request.

### PAYMENT CENTERS

Albuquerque Service Center - Forest Service  
Casual Payment Center – Department of Interior

Currently, the Albuquerque Service Center is the only payment center that processes Emergency Firefighter Payments for the US Forest Service regardless of geographic area. The payment center for the Department of Interior is the Casual Payment Center in Boise, ID.

## DEPARTMENT OF INTERIOR - BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS

Refer to the National Interagency Mobilization Guide, Chapter 20.

The Southern Area currently has no BAER Teams. All orders for BAER Teams will be placed through SACC into NICC.

## 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:

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

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

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 (503-808-2063). 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 Todd Lerke for CIPS Coordination at 505-362-4761. Requests for these teams will be coordinated through the SACC.

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.

#### Costs

The costs for CISM services in fire operations are to be charged to the fire incident’s management code. Non-fire incidents will be charged to a regional critical incident response code.

#### **WILDLAND FIRE PREVENTION AND EDUCATION TEAMS**

Refer to the National Interagency Mobilization Guide, Chapter 20. Several Fire Prevention Team members 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.

#### **WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)**

Refer to the National Interagency Mobilization Guide, Chapter 20. These requests may be initiated at the Unit or Regional level.

#### **AVIATION SAFETY ASSISTANCE TEAMS (ASAT)**

Aviation Safety Assistance Teams (ASAT) enhances safety, efficiency, and effectiveness of aviation operations. ASATs provide assistance to unit and

aviation managers, flight crews and Incident Management Teams for increasing, on-going or declining incident aviation activity. Orders for ASATs will originate at SACC or hosting unit/agency. If a team cannot be filled internally, it will be placed to NICC through the established ordering channels.

Teams require 24 hours for mobilization.

During widespread fire aviation activity throughout the Southern Area, a centralized location for the formation, briefing, and debriefing of ASATs may be established. The hosting unit/agency will coordinate with the team lead on a predetermined location.

ASATs 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.

### **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.

**LAW ENFORCEMENT**

The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

**Security Specialist 1 (SEC1):**

A Security Specialist 1 is a qualified Peace Officer, Law Enforcement Officer, or Commissioned Officer. Security Specialist Level 1 (SEC1) is authorized or equipped to make arrests or serve warrants and is agency certified.

Peace Officers, Law Enforcement Officer, and Commissioned Officers who fill the Security Specialist 1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies and ATA policies. FAA policies (Title 49 CFR& 1544.219).

The following is a comparison of equivalent ratings amongst agencies. However, when ordering, ensure that the individual is certified at the level specified (for example, Security Specialist 1):

- SEC1: Law Enforcement Officer - FS or DOI:
- BIA: Commissioned Law Enforcement Officers
- NPS: Commissioned Law Enforcement Officers
- FWS: Commissioned Law Enforcement Officers
- BLM: Commissioned Law Enforcement Officers

**Security Specialist 2 (SEC2):**

A Security Specialist 2 has, at a minimum, Forest Service Level 2 Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.

Security Specialist 2 (SEC2) is not authorized or equipped to make arrests or serve warrants, but is agency certified.

The Southern Area Multi Agency Coordinating Group requires that Security Managers (SECM) who are supervising personnel with defensive equipment on Southern Area incidents will be qualified to carry defensive equipment.

**HUMAN RESOURCE SPECIALIST (The following applies to Forest Service incidents only)**

A Human Resource Specialist will be assigned to incident base camps when 300 or more people have been assigned to the Incident. Incident Commanders should evaluate the need for the position in camps with less than 300 people.

The Human Resource Specialist is responsible for:

- Monitoring for inappropriate behavior.
- Providing awareness/education on expectations for mutual respect and a harassment free work environment.
- Initiating corrective action to resolve and/or prevent problems.
- Preparing reports on activities related to inappropriate practices or conditions through the Incident Commander and/or other regular lines of authority.
- Matters that cannot be resolved during the incident will be relayed to the host Incident unit for final resolution.

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

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

“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. “

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.

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

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 CVP or designee will be notified. Notification to the Union will be within 24 hours after staffing reaches 300. 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.

If there is a serious accident, burn over, or fatality on any incident in which Forest Service employees are potentially involved, the CVP or designee will be notified as soon as practicable within 24 hours. If the CVP or designee cannot be contacted, the FSC President will be contacted.

If no representative(s) is dispatched to the incident, the CVP's or designee's name and contact information will be conspicuously posted at the incident command post. If the need arises for an employee to contact the CVP, facilities will be made available to make this contact.

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

When a dispute arises from a situation on an incident, the timeline for raising that issue to the appropriate official under 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.fs.usda.gov/sites/default/files/fs\\_media/fs\\_document/2019\\_NFFE\\_MA\\_FINAL.pdf](https://www.fs.usda.gov/sites/default/files/fs_media/fs_document/2019_NFFE_MA_FINAL.pdf)

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

Derrick Miller – Francis Marion & Sumter National Forests

Office: 803-561-4056

Cell: 803-766-9023

**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 Forest Supervisor, 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 National Forest 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 National Forest 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.

### **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.

**AIRSPACE COORDINATOR (ASCO)**

The position may function at either the local or Coordination Center level. The SACC Center Manager will activate the position at SACC when aviation activity warrants.

**COMMUNICATIONS COORDINATOR**

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). COMC will coordinate with the SACC Aircraft Desk and the Supplies Desk as needed. COMC will be an advisor to the SACC Center Manager or when a MAC Coordinator is assigned.

For Communications Coordinator (COMC) Duties and Responsibilities refer to the National Interagency Mobilization Guide, Chapter 20.

**INCIDENT BUSINESS ADVISORS (IBA1, IBA2)**

Incident Business Advisors (IBA1, IBA2) work under the direction of an Agency Administrator or Line Officers or their designated representatives. When the decision is made to order the position, the Resource Order will be placed with SACC.

**MAFFS COORDINATOR**

SACC Center Manager may activate a MAFFS Coordinator when activity warrants. MAFFS Coordinator will serve as an assistant to the SACC Aviation Coordinator. MAFFS Coordinator will assist the MLO's/AMLO's and be the focal point for the Southern Area during MAFFS activation.

A person with knowledge and experience of MAFFS activation will fill this position.

**NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) POSITIONS**

Refer to the National Interagency Mobilization Guide, Chapter 20.

**INCIDENT QUALIFICATIONS AND CERTIFICATIONS SYSTEM (IQCS) POSITION CODES**

Refer to the National Interagency Mobilization Guide, Chapter 20.

**EASTERN ALL-HAZARD TEAM**

The Southern Area has one NPS All-Hazard Incident Management Team. The Team consists of eight team members and one trainee. The Eastern Regional All-Hazard Team is comprised of NPS personnel from the Northeast, National Capitol, and Southeast Regions of the National Park Service. To mobilize a team:

- The request shall go to the Team Coordinator, James Purcell (404-561-9121) SER Emergency Services Coordinator. The Team Coordinator will contact the available IC.
- The IC will identify team members and communicate the Team Roster to the Team Coordinator.
- The Regional Coordinator after receiving the names of the team members will relay the information to the Park or responsible dispatch office for processing the appropriate name requests through the dispatch channels.