

**SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
USFS AGREEMENT #24-IA-11083150-004**

**SOUTHERN AREA COORDINATION CENTER OPERATING PLAN**

**FOR INTERAGENCY AGREEMENT  
NUMBER**

**24-IA-11083150-004**

**Between**

**THE UNITED STATES DEPARTMENT OF AGRICULTURE**

**Forest Service**

(Region 8) UEI: G2EGL5TJE6N3

**THE UNITED STATES DEPARTMENT OF THE INTERIOR**

**National Park Service**

(Region 1, Region 2, Region 3/4/5, Region 6/7/8) UEI: ZK1LYM6WE3C4

**Fish and Wildlife Service**

(Region 2, Region 4, Region 5) UEI: MYTDK1R5BBQ6

**Bureau of Indian Affairs**

(Southern Plains Region, Eastern Region, Eastern Oklahoma Region) UEI: FAEQN3LV59K3

**Bureau of Land Management**

(Eastern States) UEI: LWKLJKSQNA8

This Operating Plan is hereby made and entered into by and between the parties pursuant to the Master Interagency Agreement (FS Agreement # **24-IA-11083150-002**) signed and dated **03/01/2024**. This Operating Plan, inclusive of any referenced attachments or exhibits, is tiered to the Agreement. A formal modification to the Agreement is unnecessary but shall not contradict the Agreement.

**I. PURPOSE**

This is the Southern Area Coordination Center Operating Plan applicable to all signatory parties within Southern Area. Its purpose is to set forth agreed upon services to be provided to the federal and state wildland fire management agencies within the Southern Area, through the Southern Area Coordination Center (SACC) and responsibilities of each participating member in the operation of the SACC.

**II. ADMINISTRATIVE OVERSIGHT**

The Southern Area Coordination Center is managed by the Southern Area Coordinating Group (SACG). The SACG will provide direction and guidance to the SACC as needed.

**III. SERVICES**

A. SACC will conduct, but is not limited to, the following activities:

1. Establish incident priorities and resource allocation during periods of competition or depletion of resources. The Center Manager or Acting will manage prioritization and allocation at lower preparedness levels and will be assisted by the Southern Area Multi-

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- Agency Group during higher preparedness levels.
  - 2. Develop and implement a system for maintaining cost effective and timely coordination of interagency emergency response for wildland fire and all hazard incidents. This will be accomplished by identifying, positioning and utilizing established procedures and resources to meet anticipated and existing wildland fire and all-hazard incident needs through the use the closest available resources regardless of location and agency affiliation.
  - 3. SACC will establish standard procedures, which guide the operations of multi-agency logistical support activity in the Southern Area. These procedures will be described in the Southern Area Interagency Mobilization Guide prepared annually by SACC and approved by the SACG. This guide is intended to facilitate the interagency mobilization and coordination of resources, ensuring that the most timely and cost effective incident support services are provided.
  - 4. When staffed, SACC will provide daily weather and intelligence briefings, situation reporting and will keep the SACC website current and accurate.
  - 5. SACC will track, roster and mobilize the Southern Area Incident Management Teams.
- B. All federal and state wildland fire management members in the Southern Area will:
- 1. Provide SACC with accurate status of agency resources in the Interagency Resource Ordering Capability system (IROC)
  - 2. Advise SACC if restrictions must be placed on member resources due to wildland fire member policy.
  - 3. Provide appropriate funding codes for all requested resources.

**IV. INTERAGENCY RESOURCES**

- A. The Southern Area Interagency Mobilization Guide is considered part of this Operating Plan and outlines interagency resource movement and commitment.

**V. SOUTHERN AREA MULTI-AGENCY COORDINATING GROUP (SAMAC)**

- A. The Southern Multi-Agency Coordination Group will be activated by the SACG and may meet on a daily basis to establish priorities and provide direction to SACC at a PL-3 or greater.
- B. The Southern Multi-Agency Coordination Group consists of a representative from the following: Forest Service, the US Fish and Wildlife Service, the National Park Service, the Bureau of Indian Affairs, and the Southern Group of State Foresters (SGSF).
- C. Delegated Authorities include:
- 1. Establish priorities of fire and all-hazard management activities.
  - 2. Direct, control and allocate regional and national resources within the Southern Area
  - 3. Implement decisions of the NMAC/SACG.
  - 4. Develop geographic area strategies, including safety, risk management, and contingency plans.
  - 5. Provide financial management coordination and oversight.
  - 6. Provide for internal and external communication protocols.

**VI. ADMINISTRATION**

The SACC is an interagency effort and the Center Manager or acting Center Manager will:

- A. Be delegated authority for day-to-day operational needs, including supervision.

**SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
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- B. Initiate Performance Evaluations/Appraisals, Individual Development Plans, and Travel and Training Plans of employees within the office in conjunction with the supervisor of record.
- C. Meet bi-annually (or as often as needed) with the official supervisor of record and the employee for Performance Evaluations/Appraisals.
- D. Additional meetings may be called by any party to this Agreement after consultation with other parties, at such time and place as agreed upon to discuss any problems arising under this Agreement.

**VII. FUNDING (Attachment A)**

- A. SACC will operate on an annual budget supported and approved by SACG.
- B. The current fiscal year budget and the proportionate agency costs are outlined in the SACC Financial Plan.
- C. The SACC Financial Plan will be approved for a five year period, providing an annual. The next fiscal year budget will be submitted to and approved by SACG prior to March 15<sup>th</sup> annually.
- D. The plan will include salary, fixed costs and non-fixed cost for SACC operations. The agreed upon percentage share will be applied to the total planned budget for each agency.
- E. The SACC Center Manager is responsible for tracking the reimbursable funds of each agency. At the end of the fiscal year the Center Manager will reconcile the budget with each agency based on the actual amount spent.
- F. The Center Manager is responsible for reviewing the budget periodically to determine if adjustments are needed. Requests for additional funds will be presented to the SACG for final decision.
- G. Financial obligations of each contributing agency are payable at end of each fiscal year for the upcoming year.
- H. Transfer of funds will be conducted using the Interagency Agreement (IA) mechanism.
- I. Specific contribution amounts and breakdowns are listed in the SACC Financial Plan.

**VIII. AGENCY OFFICERS**

SACG members are delegated responsibility for carrying out this Agreement by their administrators. Those individuals will review, modify, and approve the Operating Plan by close of business at the annual winter SACG meeting.

**SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
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**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the last date written below:

**USDOJ FISH AND WILDLIFE SERVICE  
REGION 4**

**for**

**USDOJ FISH AND WILDLIFE SERVICE  
REGION 2**

**USDOJ FISH AND WILDLIFE SERVICE  
REGION 5**

*Daffny Pitchford*

Digitally signed by DAFFNY  
PITCHFORD  
Date: 2023.11.30 14:04:58 -05'00'

Acting Regional Director

Date: 11/30/2023

**SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
USFS AGREEMENT #24-IA-11083150-004**

**USDOI NATIONAL PARK SERVICE  
REGION 1**

**USDOI NATIONAL PARK SERVICE  
REGION 2**

**USDOI NATIONAL PARK SERVICE  
REGION 3/4/5**

**USDOI NATIONAL PARK SERVICE  
REGION 6/7/8**

**MARK FOUST** Digitally signed by MARK FOUST  
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Regional Director, Interior Region 2

Date: \_\_\_\_\_

SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
USFS AGREEMENT #24-IA-11083150-004

USDOJ BUREAU OF INDIAN AFFAIRS  
SOUTHERN PLAINS REGION

  
\_\_\_\_\_  
Regional Director

Date: FEB 21 2024

SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
USFS AGREEMENT #24-IA-11083150-004

USDOJ BUREAU OF INDIAN AFFAIRS  
EASTERN REGION


  
\_\_\_\_\_  
Regional Director

Date: 04/27/23

**SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
USFS AGREEMENT #24-IA-11083150-004**

**USDOJ BUREAU OF INDIAN AFFAIRS  
EASTERN OKLAHOMA REGION**

**EDDIE  
STREATER**

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STREATER  
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Regional Director

Date: \_\_\_\_\_



**USDOJ BUREAU OF LAND MANAGEMENT  
EASTERN STATES**



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Associate State Director

Date: 2023 NOV 30

**SOUTHERN AREA COORDINATION CENTER OPERATING PLAN  
USFS AGREEMENT #24-IA-11083150-004**

**USDA FOREST SERVICE  
REGION 8**

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Director, Grants and Agreements

Date: \_\_\_\_\_

**VICKI TAYLOR** Digitally signed by VICKI TAYLOR  
Date: 2023.10.20 12:10:23 -05'00'

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U.S. Forest Service Grants and Agreements

Date: 10/20/2023

**SOUTHERN AREA COORDINATION CENTER (SACC)  
FY 2024-2028  
ANNUAL FINANCIAL PLAN**

- I. The SACG has agreed to fund the Southern Area Coordination Center following the outlined process. This financial plan outlines the annual costs for FY 2024 – 2028 and may be modified if any there are any drastic changes in costs.
- II. **Salary:**
  - a. Currently the following positions are funded by the SACG
  - b. The Southern Group of State Foresters provide contributions toward salary cost by providing 33% of the USFS salary cost through regionally administered grants.

| Position                                | Agency   | Comments                    |
|---|----------|-----------------------------|
| Center Manager, GS-13                   | USFS     |                             |
| Deputy Center Manager, GS-12            | FWS/USFS | USFS position funded by FWS |
| Meteorologist, GS-12                    | NPS      |                             |
| Meteorologist, GS-12                    | FWS      |                             |
| Assistant Area Coordinator, GS-11       | BIA      |                             |
| Logistics Management Specialist, GS-11  | NPS      |                             |
| Operations Coordinator, Aviation, GS-11 | USFS     |                             |
| Intelligence Coordinator, GS-11         | USFS     |                             |
| Program Assistant, GS-7                 | USFS     |                             |

- III. **Fixed costs**
  - a. Fixed costs include: the GSA lease, GSA's DHS/ Federal Protective Service, ComCast Cable and WIFI Bundle, On-call Service.
- IV. **Variable Costs**
  - a. Variable Costs include: Printing, Conferences, workshops, Supplies, Equipment, Copier and Equipment Maintenance, Postage, etc.
- V. **Totals**

|               | USFS    | State   | FWS     | BIA     | NPS     | BLM    | Total     |
|---------------|---------|---------|---------|---------|---------|--------|-----------|
| Salary        | 253,636 | 124,924 | 246,000 | 108,540 | 261,881 |        | 994,981   |
| Fixed cost    | 215,488 |         | 27,000  | 13,474  | 27,000  | 13500  | 296,462   |
| Variable Cost | 55,000  |         | 7,000   | 3,450   | 7,000   |        | 72,450    |
| Current Total | 524,124 | 124,924 | 280,000 | 125,464 | 295,881 | 13,500 | 1,363,893 |
| Percentage    | 38.43%  | 9.16%   | 20.53%  | 9.20%   | 21.69%  | 0.99%  | 100.00%   |

**Based on the agreement of the SACG the following Interagency Agreement will be executed:**

The NPS will transfer \$34,000.00 to the USFS annually in March/April for the upcoming fiscal year.  
The FWS will transfer \$150,000.00 to the USFS annually in March/April for the upcoming fiscal year.  
\*This includes \$116,000 for the Deputy Salary and \$34,000 for the fair share cost.  
The BIA will transfer \$16,924.00 to the USFS annually in March/April for the upcoming fiscal year.  
The BLM will transfer \$13,500.00 to the USFS annually in March/April for the upcoming fiscal year.

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Interior Region 2  
National Park Service

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Date

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Interior Regions 2 & 4  
Fish and Wildlife Services

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Date

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Southern Region  
USDA Forest Service

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Date

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Southern Plains Region  
Bureau of Indian Affairs

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Date

  
Eastern Region  
Bureau of Indian Affairs

  
Date

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Eastern Oklahoma Region  
Bureau of Indian Affairs

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Date

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Eastern States  
Bureau of Land Management

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Date

23-IA11083150-112

FA-OP SACC Fair Share BIA

#### STATEMENT OF WORK

The Southern Area Coordination Center (SACC) provides a variety of incident management services in support of fire and all hazards that affect its partners in the Southern Area. The Southern Area Coordination Group (SACG) has agreed to fund the Southern Area Coordination Center. As a member of SACG, the BIA agrees to, on a yearly basis, contribute a percentage of the SACC annual operating costs, this includes fixed and variable costs.

Through this agreement, BIA reimburses the USFS for SACC services, supplies, equipment, and/or any administrative services provided, and/or resources requested under the SACC Fair Share Program. Refer to attached SACC FairShare Financial Plan.

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Interior Region 2  
National Park Service

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Date

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Interior Regions 2 & 4  
Fish and Wildlife Service

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Date

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**JOCELYN**  
**LITTLECHIEF**

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JOCELYN LITTLECHIEF  
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**01/31/2024**

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Date

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Southern Plains Region  
Bureau of Indian Affairs

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Eastern Region  
Bureau of Indian Affairs

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Eastern Oklahoma Region  
Bureau of Indian Affairs

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Eastern States  
Bureau of Land Management

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Southern Region  
USDA Forest Service

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Interior Region 2  
National Park Service

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Interior Regions 2 & 4  
Fish and Wildlife Service

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Southern Plains Region  
Bureau of Indian Affairs

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Eastern Region  
Bureau of Indian Affairs

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Eastern Oklahoma Region  
Bureau of Indian Affairs

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Eastern States  
Bureau of Land Management

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Southern Region  
USDA Forest Service

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Date

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Interior Region 2  
National Park Service

**ANTHONY  
CARVER** Digitally signed by  
ANTHONY CARVER  
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Interior Regions 2 & 4  
Fish and Wildlife Service

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Southern Plains Region  
Bureau of Indian Affairs

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Eastern Region  
Bureau of Indian Affairs

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Eastern Oklahoma Region  
Bureau of Indian Affairs

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Eastern States  
Bureau of Land Management

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Southern Region  
USDA Forest Service

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Interior Region 2  
National Park Service

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Interior Regions 2 & 4  
Fish and Wildlife Service

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Southern Plains Region  
Bureau of Indian Affairs

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Eastern Oklahoma Region  
Bureau of Indian Affairs

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**10/26/2023**

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Eastern States  
Bureau of Land Management

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Southern Region  
USDA Forest Service

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Interior Region 2  
National Park Service

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Interior Regions 2 & 4  
Fish and Wildlife Service

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Southern Plains Region  
Bureau of Indian Affairs

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Eastern Region  
Bureau of Indian Affairs

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Eastern Oklahoma Region  
Bureau of Indian Affairs

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Eastern States  
Bureau of Land Management

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Southern Region  
USDA Forest Service

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Date