



2025
Crew Management Handbook
Type 2, Type 2IA, and Camp Crew



2025
Southwest Firefighters (SWFF) Type 2, Type 2IA, and Camp Crew
Crew Management Handbook

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**2025 SOUTHWEST FIREFIGHTERS (SWFF) TYPE 2, TYPE 2IA, & CAMP CREW
CREW MANAGEMENT HANDBOOK**

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CHAPTER 10

OVERVIEW

10.1 Policy and Scope

This document is effective in March 2025 and will remain in effect until it is revised.

The purpose of this handbook is to provide direction for the management and administration of Southwest Firefighter (SWFF) Type 2, Type 2IA, and camp crews. A separate document, "Southwest Area Standards and Guidelines", covers more specific standards and guidelines for persons hired under the [AD Pay Plan](#). This document does not cover state Department of Corrections inmate Type 2 crews.

SWFF activities represent a cooperative effort between USDI Bureau of Indian Affairs, USDI Bureau of Land Management, USDI Fish and Wildlife Service, USDI National Park Service, USDA Forest Service, Arizona Department of Fire and Forestry Management, and New Mexico Forestry Division. This plan sets the policy and guidelines for SWFF management as agreed by these agencies and ensures that the crews and management will meet the National Wildfire Coordination Group (NWCG) requirements. Updates to this handbook will be completed by April 1st of each year.

10.2 Authority

The authority, which establishes these standards, is covered by the current Memorandum of Understanding of the Southwest Coordinating Group (SWCG). The [Southwest Coordination Center](#) (SWCC) and [National Interagency Coordination Center](#) (NICC) will manage SWFF Type 2, Type 2IA, and Camp Crew mobilization in accordance with the SWCC and NICC Mobilization Guides.

The [NWCG Standards for Interagency Incident Business Management](#) will provide uniform application of interagency policies and guidelines. Agencies will follow the directions set forth in this handbook in all incident business management functions except where specific agency legal mandates, policies, rules, or regulations direct otherwise. The US Forest Service (USFS) and the Department of Interior (DOI) [Administratively Determined Pay Plan](#) for emergency workers and other governing regulations will be adhered to.

10.3 Objectives

- A. To establish a system to ensure that the Southwest has fully trained and NWCG qualified Type 2, Type 2IA, and camp crews.
- B. To ensure the standardization of policies and guidelines for SWFF Type 2, Type 2IA, and camp crews.
- C. To provide administrative and supervisory direction for the management of SWFF Type 2, Type 2IA, and camp crews.
- D. To provide consistency and equity in management of the SWFF program for Type 2, Type 2IA, and camp crews.

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CHAPTER 20

ORGANIZATIONAL RESPONSIBILITIES

20.1 Administration

The current SWFF crew configuration is included in the current [Interagency Standards for Fire and Fire Aviation Operations Handbook](#) (Red Book). The Type 2 Crew Committee will annually review and update the SWFF Crew Management Handbook.

The following standards for national mobilization will be met by and adhered to by each SWFF organization:

Minimum Standards	Type 2 with IA Capability	Type 2
Fireline Capability	Initial Attack - Can be broken up into squads, fireline construction. Ignition operations to qualification/capability level.	Initial attack, Fireline construction. Ignition operations to qualification and capability level.
Crew Size	Minimum of 18	
Leadership Qualifications	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Language Requirements	All senior leadership, including squad leaders and higher, must be able to read and interpret the language of the crew as well as English	
Experience	60% 1 season	20% 1 season
Full Time Organized Crew	No	No
Communications	4 programmable radios	4 programmable radios
Sawyers	3 agency qualified*	None
Training	Basic firefighter training and/or Annual Fireline Safety Refresher Training prior to assignment	Basic firefighter training and/or Annual Fireline Safety Refresher Training prior to assignment
Logistics	No purchasing authority**	No purchasing authority
Maximum Weight	5,300 lb	
Dispatch Availability	Available nationally	Variable
Production Factor	0.8	0.8
Transportation	Transportation needed	Transportation needed
Tools & Equipment	Equipped unless traveling by air.	Equipped unless traveling by air.
Personal Gear	Arrives with: Crew first aid kit, personal first aid kit, headlamp, 1-quart canteen, web gear, sleeping bag	
Personal Protective Equipment (PPE)	Arrives with: Hardhat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection, 6 pairs of chaps	Arrives with: Hardhat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection

*IA crews will carry three purged chainsaws unless ordered otherwise. Minimum agency qualified sawyer composition – 2 Basic Faller (FAL3) and 1 Intermediate Faller (FAL2).

**The ordering unit may request the crew to be self-sufficient.

20.1.2 Home Unit

Home units have the responsibility for recruitment, hiring, training, and administrative matters relating to SWFF Type 2, Type 2IA, and camp crews. Home units are required to ensure that their crews meet the minimum standards found in this handbook. Home units may establish their own approved Annual Operating Plan (AOP) to meet SWFF standards and guidelines. Home unit AOPs must meet or exceed the standards in this Handbook.

Home units are responsible for maintaining records regarding the qualifications, performance, training and experience of each SWFF member under their jurisdiction. Bureau and Tribal SWFF program managers should refer to the Tribal Shares document for a description of which documents are governed by inherent federal function. Fire Management Programs managed by tribes under Compact or Cooperative Agreement must still comply with the [Federal Wildland Fire Qualification](#) and [Supplement](#).. Refer to [Red Book](#) Chapter 6: Tribal Contracts/Compacts for discussion of Inherent Federal Activities.

Home units will designate trainees for Squad Boss and Crew Boss positions. If designated by an agency, this information may be provided to the assigned Crew Representative

Home units may establish SWFF crew associations. Home units may delegate certain responsibilities to these associations, so long as the delegations do not conflict with inherent federal function.

20.1.3 Servicing Dispatch Centers

Servicing dispatch centers (SDCs) will be used within the Southwest area for operating the Interagency Resource Ordering Capability (IROC) for mobilization, demobilization, and, at times, logistic support of crews. SDCs will notify SWCC of availability, commitment, and release of all SWFF crews within the zones.

SDCs and home units shall maintain in-house crew management systems that insure rotational call-up of crews within the zone.

20.1.4 Southwest Coordination Center (SWCC)

SWCC is the Geographic Area Coordination Center (GACC) and the focal point of resource assignment to incidents. It will assist in the mobilization and demobilization of crews.

It is at the discretion of SWCC whether to assign an Interagency Resource Representative (IARR) to Type 2IA, Type 2, and Camp Crews. The IARR works for SWCC, and IARR services may also be requested as necessary from the respective Agencies (SWCG/Duty Officers). The IARR assists the crews and serves as an advisor on matters that relate to SWFF Type 2IA, Type 2, and Camp Crews. The IARR serves as liaison between crews, the Incident Management Team (IMT), SWCC, applicable Duty Officers, the agency hosting the incident, and the home unit.

Appendix C within this document, IARR Information Packages, and the current [IARR Handbook](#) have additional information for the IARR's role and responsibilities.

20.2 Crew Management

20.2.1 Fire Suppression Crews

A. Fire Crew Composition

Refer to the table in Section 20.1 for crew composition of Type 2IA and regular Type 2 crews. Crew size, including the crew representative and any trainees, will generally consist of 18-20 persons. If the crew is going to exceed 20 personnel, the sending unit Fire Staff must provide justification to the SWCC. When total crew size drops below 16, the crew may, at the discretion of the Incident Management Team (IMT), be returned home. In no instance will a crew consisting of less than 18 persons be dispatched to an incident.

Persons hired under the Administrative Determined (AD) authority will be paid at the rate consistent with their position as defined in the minimum crew standards and documented on the resource order.

B. Crew Representative/Agency Representative (CREP/AREP)

It is the discretion of the sponsoring agency on whether to assign a CREP to a Type 2 crew(s) and/or Type 2IA crew(s). The CREP is responsible for the administrative and logistical matters pertaining to their assigned crew(s). The CREP assigned will remain with the crew(s) and not accept other incident assignments (Agency specific).

C. Crew Boss, Single Resource (CRWB)

A qualified Crew Boss will accompany each SWFF crew. The Crew Boss is directly responsible for work effectiveness, safety, conduct, welfare, organization, briefings, and discipline of the crew at all times.

The Crew Boss will join the crew at the assembly point and accompany the crew to that same location on return. The Crew Boss will complete the Crew Boss Mobilization Checklist, Appendix E, Crew Boss Information Package. When an opportunity arises, a Crew Boss trainee may be assigned.

D. Firefighter Type 1 / Squad Boss (FFT1)

Each SWFF crew will have three Squad Boss qualified personnel (regular Type 2 crew) or three personnel qualified as FFT1 and ICT5 (Type 2IA crew). Squad Bosses/ICT5s serve as working leaders, working for the CRWB, and are responsible for the work effectiveness, safety, conduct, welfare, leadership and discipline of their assigned squad.

Squad Bosses will join the crew at the assembly point and accompany the crew to that same location on return. Each Squad Boss may take one trainee.

E. Firefighter Type 2 / Crew Member (FFT2)

Each crew member will join the crew at the assembly point and accompany the crew to that same location on return.

20.2.2 Camp Crews

A. Camp Crew Composition

A camp crew is composed of one (1) Camp Crew Boss and five (5) to nine (9) Camp Help.

B. Camp Crew Boss (CACB)

Each camp crew will have one CACB. The CACB must meet all [agency-specific requirements for competency](#). Future CACBs will be evaluated by a qualified CACB, and an evaluation form will be submitted for any new CACB being recommended for the position. The Camp Crew Boss will report to the Logistics Section Chief/Facilities Unit Leader.

C. Camp Help (CAMP)

CAMP work as members of the camp crew and are used to support camp functions.

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CHAPTER 30

QUALIFICATIONS AND TRAINING

30.1 Physical Requirements

Everyone involved in the SWFF program participating on a Type 2 or Type 2IA Crew at the arduous level must complete a comprehensive baseline medical exam, with subsequent periodic exams every three years. Those who receive a rating of qualified or qualified with a risk mitigation waiver must complete a self-certification each year that an exam is not required. They must receive a qualification certification prior to attempting the arduous work capacity test. Refer to specific agency ([DOI](#), [USFS](#), etc.) for their requirements.

Work capacity test requirements are:

A. Type 2 and Type 2IA Wildland Fire Crews

Candidates must meet the arduous fitness requirement. However, the Crew Representative (CREP) fitness standard is at the moderate fitness requirement.

Refer to specific agency (Red and Blue Book) guidelines on Work Capacity Test and retake policy.

Fitness ratings for DOI crews can be found in the “Wildland Fire Qualification System Guide” (PMS 310-1). USDA crew fitness ratings are found in the Forest Service Fire & Aviation Qualification Guide (FSFAQG). The above fitness tests are minimum standards. Each home unit at their discretion and approval process can require fitness tests beyond the above minimum standards.

30.2 Training Requirements

Federal agencies are mandated by agency policy to use the Incident Qualification and Certification System (IQCS) to generate an “incident qualifications card” for personnel participating in incident mobilization. The training requirements for all positions on Type 2IA and Type 2 crew can be found in the [Wildland Fire Qualifications Guide PMS 310-1](#), while Camp Crew Boss and Camp Help training requirements can be found in the [Federal Wildland Fire Qualifications Supplement](#) as well as the [Administratively Determined Pay Plan for Emergency Workers](#).

30.2.4 Training required for Fallers

If the IMT desires, and qualified personnel are available on the SWFF crew, the crew can be provided and use chainsaws as well as the appropriate PPE on the incident. Fallers will be required to follow the training and certification requirements of the PMS 310-1 and the sponsoring agency.

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CHAPTER 40

RECRUITMENT

40.1 SWFF Application

All applicants should understand that they are employed by the federal government while in paid status when in training, traveling to an assignment, while on assignment, and while traveling back from assignment. This means that all paid firefighters are subject to federal laws and policies when working, including Equal Employment Opportunity law and laws and policies regarding behavior in the workplace, drug-free workplace, weapons at the workplace, etc.

Information on application forms is used to determine and certify qualifications of the individual firefighters. Applicants must certify that all the information is correct to the best of their knowledge and authorize the release of medical information to verify physical fitness and qualifications for firefighting and camp duties. If the applicant provides false information on the application, they may be released from the program.

40.2 Enrollment

40.2.1 Candidates for SWFF crews must meet the following:

- A. Must be a minimum of 18 years of age.
- B. Minimum physical Fitness standards as established by agency policy.
- C. Minimum training requirements for the position before assignment.
- D. Agency security requirements.
- E. Have proper clothing and footwear.

40.2.2 Recruitment

- A. Home units will establish their own schedule for recruiting, training, and fitness testing as applicable.

40.3 Equal Employment Opportunity (EEO)

The Civil Rights Act of 1964, Title VII EEO and as amended prohibits discrimination against people based on race, color, national origin, age, disability, gender identity, religion, reprisal, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program. It includes sexual misconduct, horseplay, inappropriate touching, racial jokes, bullying, discrimination, harassment and any behavior that jeopardizes the safe and respectful environment each employee and citizen deserves. Any display of this kind of behavior is unacceptable.

EEO practices will be followed during all phases of crew management, including selection, hiring, training, use, and evaluation of crew personnel. There will be zero-tolerance policy for any form of harassment in the workplace.

If an individual wishes to file an employment complaint, they must contact the agency's EEO Counselor within 45 days of the date of the alleged discriminatory act or event.

40.4 Employee Common Identifier (ECI)

The Employee Common Identifier (ECI) is a unique 10 Digit number generated for each casual employee in the Federal Personnel Payroll System (FPPS systems). To address Personal Identification Information (PII) concerns, the use of the ECI will replace the collection of Social Security Number (SSN) where applicable. ECIs will be the only identification number used in I-SUITE and/or e-ISUITE. The Hiring Units will be responsible for obtaining Employee Common Identifier (ECI) from the Casual Payment Center and relaying ECI information to the appropriate entities, placing on the appropriate documents, etc.

******The procedures may vary by agency, check with the appropriate agency, the Department of the Interior (DOI), and/or the Forest Service Incident Finance for the applicable procedures.

40.5 Transferring of IQCS Records

Administratively Determined employees who physically relocate and request a change in their agency/unit sponsorship will submit an official request to the new agency/unit to have their IQCS records transferred. The Fire Management Officer (FMO)/Account Manager at the new location will coordinate with the FMO/Account Manager from the prior sponsoring unit. When the request is approved, the IQCS record will be transferred from the previous sponsoring to the new location where a new training officer, account manager, and certifying official will be updated. Physical/hardcopy IQCS records will no longer be maintained or transferred between hiring units. All relevant records and paperwork are to be digitized (scanned) and uploaded to IQCS as of 2024.

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CHAPTER 50

RESPONSIBILITIES AND MOBILIZATION

50.1 Servicing Dispatch Center (SDC) Responsibilities

The SDC will maintain a list of crews available and update their list daily. Home units shall keep the SDC informed of crew status including availability status and whether they are available locally, regionally, or nationally.

The SDC is responsible for:

- A. Maintaining a crew rotation list. Consider closest forces and time restrictions when appropriate.
- B. Contacting the designated unit for a crew.
- B. Operation of the [Interagency Resource Ordering Capability \(IROC\)](#). SDC provides date and time needed, reporting location, and mobilization arrangements.
- D. Assist with mobilization and demobilization of crews.
- E. The home unit may request assistance from SDC with obtaining meals, lodging and transportation for crews.

50.2 Home Unit Responsibilities

Home units will be responsible for administration, timekeeping, accident reports, record-keeping, recruiting, training, IQCS input and maintenance, outfitting, assembling, and mobilization of crews. The home unit may be asked to assist with demobilization of crews by the Servicing Dispatch Center (SDC).

Home units are responsible for:

- A. Maintaining emergency contact information for each crew member in the event a crew member is fatally injured, seriously injured, or hospitalized.
- B. Issuing government equipment, providing meals, if necessary (including sack lunches), transportation, and crew supervision.
- C. Ensuring all personnel have a current incident qualifications card and government or agency issued photo ID card that is acceptable by Transportation Security Administration (TSA). TSA's website indicates the ID card must have name, date of birth, gender, expiration date, and a tamper-resistant feature in order to be allowed to go through the checkpoint and onto a flight.

[TSA Acceptable Identification](#)

- D. All Crew Time Reports (CTRs) must be initiated and the beginning time posted when the crew is assembled. Refer to the [Interagency Incident Business Management Handbook](#) for time-keeping regulations.
- D. If required overhead positions (Crew Representatives, Crew Bosses, etc.) are not available for the home unit crew(s), the home unit must coordinate with their SDC for available overhead personnel within their Zone. If no overhead personnel are available within the Zone, a request will be submitted to the SDC. Specify a reasonable date and time needed for the overhead.

- F. The home unit should ensure that a crew manifest is prepared and approved by the home unit duty officer, that a copy is left with the home unit, and that several copies are carried with the crew. The manifest must indicate crew member names matching the member's photo ID cards.
- G. The home unit should inspect the crew's physical condition (e.g., check for obvious indications that a person is not fit for fireline duty, such as injury or illness that would affect performance).
- H. The home unit should ensure that Crew Bosses provide a final pre-travel briefing to their crews prior to departure.
- I. The home unit should provide Crew Boss and/or Crew Representative with copies of the resource order.
- J. The following items are government property and will be issued to each individual prior to every assignment. All government property will be turned in to the home unit upon return, even if an item is damaged beyond repair. The following items will be worn by all firefighters and camp crew members when they depart from their home unit.

- 1. Hard hat
- 2. Fire shelter (fire line crews only)
- 3. Flame resistant shirt (2 each)
- 4. Flame resistant trousers (these are not to be cut to fit your size - 2 each)
- 5. Individual first aid kit
- 6. Crew first aid kit
- 7. Personal pack
- 8. Canteen (fire line crews only)
- 9. Headlamp
- 10. Work gloves, all leather
- 11. Day pack (fire line crews only, standardized at home unit option)
- 12. Sleeping bags
- 13. Tent or other shelter (at government's option)

All personnel when on fire assignments shall wear flame resistant shirts and pants. Fire shelters will be provided to all fireline personnel when they are dispatched and will be carried at all times when on the fireline.

Individuals may be billed and/or placed on probation or suspension if all government property is not returned to the home unit after each fire assignment.

- K. The home unit shall inspect buses and other transportation to ensure they are safe to operate. Bus drivers shall not exceed 15 hours in a duty day, of which only 10 hours of driving is allowed per US Department of Transportation, Federal Motor Carrier Safety Administration 395.5. The home unit must ask and check how long the driver drove in the duty day prior to reporting to pick up the crew. That counts against the 10 hours, and the driver must be instructed how many more hours she or he may drive. Refer to the [Incident Business Management Handbook](#) (Chapter 10) and the [Southwest Area Mobilization Guide](#) (Chapter 10) for more details on this policy.

- L. The home unit will communicate the crew's estimated time of departure (ETD) and an estimated time of arrival (ETA) to the crew's destination. Upon departure, relay the actual time of departure (ATD) to SDC.
- M. The crew will be mobilized within two (2) hours after the home unit accepts the request from the SDC. If more time is needed, contact the SDC immediately and work out the mobilization details.
- N. If available, a purchase card holder may accompany and assist with logistical support of a crew to within a day's travel of the destination. The charge code on the resource order will be used for such purchases. At times, SWCC may coordinate logistical support for crews en route to reporting location.

50.3 Crew Member Responsibilities

- A. The firefighter is responsible for any prescription medication prescribed by a doctor and have enough for the duration of the assignment. They should notify the home unit that they are carrying prescription medication. The firefighter should either carry, or have on file, a note from their doctor stating that the drug or their illness will not impair their ability to work on a fireline.
- B. Individuals must disclose all existing ailments or injuries before being sent out on assignment. Dental work that is not directly a cause of working on the fireline will be paid by the firefighter (fillings that have fallen out, abscess conditions, toothaches, etc.).
- C. Each person must have a current incident qualification card, a photo ID card, and a record on file of emergency contacts.
- D. All personnel must not possess nor be under the influence of alcohol or illegal drugs at any time during the entire assignment. This includes all time (travel, work, R&R, on- and off-shift) from the point of hire until returned to point of hire and employment has ended.
- E. Firefighters must be in good mental and physical condition; not sick, injured, or recovering from a recent injury or illness that will hinder fireline performance.
- F. Firefighters should not carry expensive personal items (camera, gaming systems, camcorder, jewelry, etc.). Management will not be responsible for lost, stolen, damaged, or destroyed personal items not essential to the job.
- G. Individuals accepting an assignment agree that, under ordinary circumstances, they will remain with the crew for the duration of the crew assignment. Examples of extraordinary circumstances include illness, injury, travel arrangement issues, family emergency or disciplinary actions. Demobilizations due to disciplinary actions equate to being terminated.
- H. The crew member will be responsible for his/her return travel costs if terminated, quitting, or requesting non-emergency release on the assignment. Disciplinary demobilization is the same as being terminated.
- I. If incarcerated, the individual will be responsible for their own travel home. The firefighter will be taken off the clock as soon as the incident that led to the arrest or separation from the crew occurs. Supervisors will not be responsible for bail.
- J. All personnel should keep a fire pack with their personal gear ready to reduce get-away times and reduce the chance of forgetting something.
- K. Firefighters and Camp Crew members will be allowed two bags (one personal gear bag of no more than 45 pounds and one web gear bag of no more than 20 pounds). All gear and personal

items will be carried inside the bags and not attached outside. No aluminum frames will be allowed.

- L. Each firefighter and camp crew member should furnish the following personal items (pack for at least two weeks):
 - 1. Minimum 8-inch high, lace-up boots with Vibram rubber lug soles.
 - 2. Coat, jacket (or sweatshirt), wool cap, and gloves.
 - 3. 14 pairs of cotton underclothes. Thermal underwear is recommended.
 - 4. 14 pairs of heavy wool or heavy cotton socks.
 - 5. Handkerchief, scarf, or bandana.
 - 6. Personal items - toothbrush, toothpaste, shaving gear, feminine hygiene articles, prescription medications sufficient for the duration of the assignment.
 - 7. Rain parka or poncho.
- M. Firefighters should keep informed of the present and potential weather conditions where the incident assignment are occurring. Planning for the worst weather conditions is your responsibility.

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CHAPTER 60

PERSONNEL

60.1 Rules of Conduct

Every firefighter is important to the overall effectiveness of their crew. Firefighters will obey and follow the instructions issued by their supervisors. Organization and discipline will be maintained from the time a crew leaves their point of hire until they return. Unsatisfactory performance or conduct will not be tolerated. Disciplinary action for unsatisfactory performance or conduct en route to, from, or on the fire, or duty station is the responsibility of the Crew Boss and/or Crew Representative. Firefighters should not have an expectation of privacy. Your bags can be searched by law enforcement or screened and sniffed by K-9 Law Enforcement Officer Police dogs.

Crews are expected to complete work assignments given and to maintain orderly conduct during the entire period of employment, from point of hire through the assignment and return to point of hire and release from employment.

Rules of Conduct - SWFF members will:

- A. Fight fire aggressively and safely. Follow safe working practices at all times; observe the "10 Standard Firefighting Orders" and "18 Watchouts Situations," and appropriately use safety equipment provided to them.
- B. Complete work assignments within given time frame.
- C. Conduct themselves in a responsible orderly manner while on the fireline, in fire camp, on Rest & Recuperation (R&R), in travel status, and during ordered standby duty.
- D. Report for duty at the place and time designated, ready to begin the assignment. This will include the possession of the proper tools, equipment and supplies needed for the assignment.
- E. Maintain assigned government-issued equipment and tools in good, serviceable condition and, at the end of the assignment, return this equipment in good condition to the place or person designated.
- F. Carry out instructions from supervisors unless it is unsafe.
- G. Maintain clean, orderly living areas, including fire camps. Garbage, tools, and equipment will be picked up and disposed of or stored properly at all times.
- H. Maintain compatible working relationships with fellow workers, other crews, and supervisors. An attitude of cooperation will be expected from all crew members.
- I. Socializing should be appropriate. Your focus should be on your assignment. All forms of harassment will not be tolerated. Conduct of this nature will be considered grounds for immediate termination.
- J. Possession of firearms, intoxicating beverages, illegal substances, and any form of controlled substance not prescribed by a physician is prohibited. Possession or any evidence of usage constitutes grounds for immediate termination. This applies from the time of dispatch until returned to point of hire. Local jurisdictional ordinances and laws will be adhered to and determine protocols for unlawful citations and violations committed by fire personnel.

- K. The use of illegal drugs by Federal employees, on or off duty, cannot be tolerated. Employees who use illegal drugs, on or off duty, are less productive, have more on-the-job accidents, and a higher absenteeism rate than employees who do not use drugs and, thus, impair the Department's function to serve as an able custodian of the Nation's natural resources.

Drug usage could result in loss of life, injury, and damage or destruction of property. Emergency personnel must perform duties instantly and independently during times of crises with minimal supervision. For example, law enforcement officers and firefighters must be alert and ready to respond to emergency situations instantaneously.

All employees have the responsibility to see that these rules are followed and to take action to prevent violations. Violation of any of the above rules of conduct can result in the immediate removal of the individual(s) involved from the incident and camp. Violations by individual crew members may result in the entire crew being sent home. All violations will be reported to the home unit for possible disciplinary action.

60.2 Nepotism Policy

Nepotism, or showing favoritism on the basis of family relationships, is prohibited. The policy on Nepotism is based directly on the nepotism law in [5 U.S.C. § 3310](#). A public official may not appoint; employ; promote; advance; or advocate for the appointment, employment, promotion, or advancement of a relative in or to any civilian position in the agency in which the public official serves, or over which he or she exercise jurisdiction or control. This restriction encompasses all of the Department of Interior. An individual appointed, employed, promoted, or advanced in violation of the nepotism law is not entitled to pay.

There will be no direct supervision of immediate family members (including mother, father, brother, sister, spouse, stepbrother/sister, adopted brother/sister or half-brother/sister) on any SWFF crews. Squad bosses cannot be related to the crew boss. Squad members cannot be related to their squad boss.

In rare cases, an exception to the nepotism policy may be exercised in a national emergency as defined in [5 C.F.R. § 230.402 \(a\)\(1\)](#).

60.3 Closed Camp Policy

An officially "closed" fire camp is the exception rather than the rule. However, SWFF crews may be required to remain in camp while in off-shift status.

60.4 Work Rest Guideline

Work/Rest Guidelines shall be met on all incidents. The guideline are designed to ensure that for every two (2) hours work or travel, one (1) hour of time off should be provided within a 24-hour period. The [Interagency Incident Business Management Handbook](#) (IIBMH), Chapter 10 governs the Work/Rest Guidelines, Length of Assignment, and Days Off policy.

- A. Rest and Recuperation (R&R) while on an incident assignment should be rare and not the norm. R&R may be provided as determined necessary to manage fatigue by the Incident Commander and/or host unit. The standard length of assignment is 14 days as governed by the IIBMH. In exceptional instances, SWFF crews may be extended upon approval documented on the [Resource Extension Request Form](#). Prior to assignment extension, consideration of personnel health, readiness, and safety will be re-evaluated and not compromised.
- B. If R&R is approved, the IARR, Crew Boss, or Crew Representative will coordinate the terms with the appropriate Incident Management Team member and/or host unit Fire Staff Officer.
- C. The crew shall remain together with the Crew Boss and/or Crew Representative while on R&R.

- D. Crew Boss and/or Crew Representative will inform the crew that they are still under employment status and will abide by standard of hire. No alcohol or controlled substance will be purchased or used while on R&R.

60.5 Accident Reporting

- A. All injuries or illnesses are to be reported to the Crew Boss or Camp Crew Boss immediately. Injuries or illnesses requiring medical treatment should be reported to the Compensation Injury Specialist as soon as possible. The crew member, Crew Boss, Camp Crew Boss, and/or Crew Representative must complete all appropriate accident reporting forms. As appropriate, for medical treatment, the Compensation Injury Specialist will complete authorization forms. DOI personnel claim's will be entered into the Safety Management Information System (SMIS) within 24 hours.
- B. The Federal Employees Compensation Act (FECA) provides for compensation for periods of disability and medical care for firefighters who sustain fire-related injuries or illnesses while in the performance of duties. The completed accident/incident reporting forms ([CA-1](#), [CA-2](#), CA-16, etc.) shall be forwarded to the home unit for processing and coordination with OWCP for follow-up treatment.
- C. Crew Boss and/or Crew Representative are responsible for completing these forms for the crew member prior to the crew's return to their home unit. BIA Crew Bosses or Crew Representatives is/are responsible for hand-carrying the reports (CA-1, CA-2, OSHA Form 301 Injury and Illness Incident Reporting, etc.) back to the home unit.
- D. Decisions as to whether or not to retain personnel who have sustained injuries or illnesses will be based on the advice provided by the medical personnel providing treatment. The firefighter may be put on light duty, at the discretion and recommendation of the attending physician and concurrency by the incident.
- E. In cases of death or serious injury requiring a period of hospitalization, the government has no authority to transport or to provide subsistence to the family members at the convalescence location. The IARR will serve as the liaison between the family, private organizations, and government agencies to assist the families of injured firefighters. Many organizations, including the National Fallen Firefighters Foundation, Wildland Firefighter Foundation, Red Cross, and local churches, can assist with logistical needs of the families.
- F. It is strongly recommended that the sponsoring agency of the injured employee send an Agency Representative/Family Liaison to assist the firefighter who's hospitalized and to assist the IARR in managing the situation. The Agency Representative/Family Liaison shall provide oversight and coordinate with OWCP, incident Safety Officer, hospital/convalescence center, home unit, and the family of injured party. Additionally, they can facilitate returning the injured party back to their home unit. It's recommended the Agency Representative have an agency purchase card.

60.6 Pay and Timekeeping

- A. Firefighters will be paid in accordance with the Administratively Determined Pay Plan for Emergency Workers and/or whichever hiring authority (GS, Tribal, State, Fire Department, etc.) they were hired under.
- B. The Department of the Interior (DOI) Casual Pay Center (CPC) is charged with processing payment to emergency workers. All DOI Casuals, whether working on DOI or Non-DOI (i.e. Forest Service) incidents, must have their OF-288(s) and other supporting documentation sent with them to the home unit. Travel is not processed on the OF-288 for DOI casuals. All travel is paid through the home unit, if applicable.
- C. The U.S. Treasury (31 CFR Part 208) has stated that paper checks will no longer be issued unless a valid waiver is in place for the individual. This means that anyone receiving funds

from the federal government (with the exception of the IRS) will need to set up a direct deposit account. CPC documents and forms, including the [direct deposit form](https://www.nifc.gov/programs/casual-payment-center/cfc-forms) can be found at [NIFC.gov/programs/casual-payment-center/cfc-forms](https://www.nifc.gov/programs/casual-payment-center/cfc-forms).

- D. Federal and state taxes will be withheld from firefighter's pay checks. Each casual employee shall present IRS Form W-4, if applicable at the time of initial hire. An IRS Form W-2 must be issued to the casual at the end of the year in which reported wages are earned. State taxes must be withheld for the state in which the casual is hired.
- E. Social Security excludes emergency services from Medicare and Social Security withholdings for service performed by an individual serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or other similar emergency (Social Security Act, Section 218 [42 U.S.C. 418] (c) (6)).
- F. The Interagency Incident Business Management Handbook Timekeeping/Recording Procedures will be utilized. All hours worked during the shift will be documented on the SF-261 Crew Time Report (CTR) and signed by the crew's immediate supervisor (Strike Team Leader, Task Force Leader, etc.) daily. Approved times on the CTR's will be transferred to the OF-288 Emergency Firefighter Time Report by the Personal Time Recorder in the Finance Section daily.
- G. Prior to departure from each incident, the draft e-ISuite OF-288s should be reviewed to ensure that time posted and any deductions are correct. Once confirmed to be accurate the final OF-288 will be printed. The employee's signature indicates agreement. Any disagreement must be settled before the firefighter signs the OF-288.
- H. The closing time on the OF-288 is an estimate and may be amended at the discretion of the government if travel takes longer or less time than estimated.

60.8 Performance Ratings

It is federal policy that every crew will obtain a Performance Rating at the conclusion of their shifts when a supervisor changes or when the assignment is completed. If the crew requests a Performance Rating and the supervisor declines, the crew must notify SWCC immediately.

On return from assignment, it is the responsibility of the home unit to scan and e-mail or fax a copy of the ICS 224 Crew Performance Rating, to the SWCC crew coordinator. If a Performance Rating is missing, the responsible party is required to submit a report to SWCC explaining why the Performance Rating is missing, the time, and the date the missing Rating was reported to SWCC, and alternative sources of information on the crew's performance (2 or more statements by overhead with names, and phone numbers of overhead).

When it is learned that a negative incident has occurred or that a deficient evaluation will be written (or both), the home unit will be notified immediately by the Crew Boss, Crew Representative, or IARR. The home unit may determine if the evaluation changes the status of the crew (demobilize, etc.) and notify the Servicing Dispatch Center of any changes affecting the crew's availability.

SWCC requires a report from the home unit if a negative incident occurs on an assignment within 72 hours of the return of the crew. At the option of the IARR, the Crew Representative, the Crew Boss, or the home unit, a report may also be filed stating the circumstances of a positive incident.

Evaluations for a crew will be maintained by the home unit and be part of the crew's records. Evaluations will be reviewed and used for determining training effectiveness, crew performance, crew overhead performance, and crew members potential.

The SWCC Crew Coordinator will periodically furnish a list of mobilized crews to the Type 2 Crew Committee "Chair". If a crew receives a 'deficient' or 'needs to improve' rating on the Crew Performance Rating Form (ICS 224), the home unit is responsible for addressing the deficiency and performance. The

applicable agency “Regional FMO” can follow up with the “Unit FMO” and get their assessment of the deficient rating. During the interaction, the FMO’s will discuss recommendations that they will endorse. The written statement by the Rating Official and the sending agency/unit’s report including the recommendations will be posted on the Southwest Coordinating Group (SWCG) secure website. The SWCG will review the posted documents.

60.9 Disciplinary Procedures

- A. If there was a problem on an assignment, on the way to an assignment, or returning from an assignment, but the crew returns with a satisfactory Performance Rating, the home unit is still required to file a report on the incident.
- B. Appendix B, Disciplinary Guidelines provide guidance from the Southwest Coordinating Group’s Operations Group Committee on disciplinary actions. If the home unit has its own local crew guideline for disciplinary actions, these may be utilized as the guideline for disciplinary action, so long as they meet or exceed the recommended penalties in the SWFF Handbook. Disciplinary Review Boards established by the home unit may establish standards which are more stringent than this handbook, but they must be in writing and available for distribution.
- C. The IARR will work with the Crew Boss and/or Crew Representative to resolve the issue.
- D. Crew overhead personnel will complete their disciplinary reports prior to becoming available for another assigned dispatch.
- E. Violations resulting in termination will require the home unit to permanently block the individual’s red card qualifications in IQCS.

70.0 SAFENET

The home unit, Crew Boss, Crew Representative, and or IARR should ensure that firefighters understand the proper use of SAFENET and are able to utilize this valuable tool if the firefighter has a safety concern. Appendix H SAFENET Form is enclosed.

The home unit will be contacted by a National Interagency Fire Center Safety Officer concerning any SAFENET submission for follow-up. The website for SAFENET is <http://safenet.nifc.gov/> .

2025 SOUTHWEST FIREFIGHTERS (SWFF) TYPE 2, TYPE 2IA, & CAMP CREW CREW MANAGEMENT HANDBOOK

CHAPTER 70

DEMOBILIZATION

Demobilization is reverse of mobilization. In order to provide safe, efficient, and effective support to wildland fire operations, the IIBMH provides policy on Incident Driving and Work/Rest, Length of Assignments, and Days Off. Night driving between the hours of 2200 hours and 0500 hours is not recommended. These policies will be adhered to by each SWFF organization.

A. Incident Management Team

The Incident Commander (IC) will determine demobilization priorities. He or she will work with the host incident expanded dispatch to make travel arrangement.

The IC will identify the need for assignment extension and will obtain the affected resource's concurrence. The resource must concur and will acquire and document the home unit supervisor's approval. The Southwest Coordination Center must also concur.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor, SWCC, and the affected resource will be advised and must concur prior to reassignment.

B. Coordination Centers

The Geographical Area Coordination Center (GACC) may be involved in demobilization. GACCs are responsible for establishing demobilization schedules and travel methods based on tentative release from the Incident Management Team.

C. Home Unit

Home units are responsible for insuring that a local representative is present to meet the crew upon their return. The home unit will review the Crew Boss and/or Crew Representative report and all crew performance evaluation forms, and fax or email electronic copies to the SWCC crew coordinator.

D. Crew Boss/Crew Representative

The Crew Boss/Crew Representative, will accompany the crew to the demobilization staging area and remain with the crew until the crew completes the release process. The Crew Representative cannot be given, or accept, other fireline assignments until relieved of their duties. The Crew Boss/Crew Representative will provide to the home unit a completed report.

The report will consist of:

1. Copies of ICS 214 Activity Logs.
2. Special/specific documentation regarding significant performance or major offenses
3. If applicable, original accident/incident reports (CA-1's, CA-2's, CA-16's, etc.), Crew Performance Ratings, and any other required forms.
4. Any other information the home unit may be able to use in management of crews.

2025 SOUTHWEST FIREFIGHTERS (SWFF) TYPE 2, TYPE 2IA, & CAMP CREW CREW MANAGEMENT HANDBOOK

Appendix A. Recruitment Package for Administratively Determined (AD) Emergency Workers

Instructions to Recruiting Agency

1. Ensure that the applicant understands this application. If there is any doubt, provide, or ensure that an interpreter is provided.
2. Complete the agency portions of all forms.
3. Pull the SWFF application, signed Condition-of-Hire, medical forms, Naturalization Eligibility Verification (Form I-9), and Incident Behavior Form.
4. Return the remaining portions of the recruitment package to the applicant.
5. Establish a permanent record file on the new SWFF member with the items retained.

Instructions to Applicant

1. This entire package must be completed and returned to the hiring agency official.
2. Read all instructions carefully and completely before beginning to fill in the application and information sheets.
3. If you do not understand any part of the application or Condition-of-Hire, request assistance from the agency officials.
4. Your signature on the attached documents signifies understanding and acceptance. If you do not understand, or are unwilling to accept these conditions, do not sign or submit this application package.

A.1 Forms

Sponsoring units and/or agency can impose more stringent policy if needed.

1. Privacy Act Statement
2. Application form
3. Condition-of-Hire
4. Direct Deposit Form
5. General Information for SWFF Crew member
6. Medical Standards program and Drug Testing
7. Immigration and Naturalization Employment Verification Form I-9
8. Incident Behavior Form PMS 935-1
9. W-4 Employee's Withholding Allowance Certificate

A.2 SWFF Privacy Act Statement

Disclosure of your social security number (SSN) is mandatory as a Condition-of-Hire for Southwest Firefighter or Camp Crew Members. The hiring agency is the only agency with access to this information.

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State Unemployment Compensation Office regarding a claim; to a Federal, State, or local Law Enforcement Agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; and to the General Services Administration in connection with its responsibilities for records management.

Furnishing the information in the recruitment package for Southwest Firefighter or Camp Crew member, your social security number is a Condition-of-Hire and failure to do so may result in disapproval of your request for employment.

A.3 Conditions of Hire

All applicants should understand that they are employed by the federal government when in paid training and when on assignment. This means that all paid firefighters are subject to federal laws and policies when working, including equal employment opportunity law and laws and policies regarding behavior in the workplace, drug-free workplace, weapons at the workplace, etc.

Since 1948, the SWFF organization has provided a valuable service in the suppression of wildfires nationwide. In 75+ years of firefighting, SWFF members have earned an outstanding reputation and the respect of all wildland fire management agencies throughout the United States.

You, as a member of the SWFF, are (or will become) a part of the proud SWFF tradition; a tradition that has weathered the test of time. You are the present and the future of SWFF tradition. Through YOUR efforts, SWFF will continue to serve a unique role in the wildland firefighting organization and will continue to develop an even better reputation in future years.

UPON SIGNING THIS AGREEMENT, YOU, THE UNDERSIGNED, HAVE AGREED TO ABIDE BY THE CONDITIONS OF HIRE AS DESCRIBED IN THIS AGREEMENT CONDITIONS OF HIRE

1. You have agreed to be hired by an agency of the Southwest Area as an emergency firefighter. The work is hard and sometimes must be performed under stressful situations and conditions. You may work more than 12 hours per day. Prompt compliance with your supervisor's instructions and orders are required at all times. You must be at least 18 years old and in good physical health (a physical examination may be required at the discretion of the hiring official). Close living conditions in fire camps require personal cleanliness. Personal hygiene must meet standards set by your supervisor, particularly your hair, which must be maintained in such a way that a safety hat can be properly worn.
2. Disclosure of your Social Security Number (SSN) is mandatory.
3. Possession of firearms, intoxicating beverages, marijuana, and all other forms of controlled substances not prescribed by a physician is prohibited for the duration of the assignment--both ON-SHIFT and OFF-SHIFT. The [1988 Drug Free Workplace Act](#) prohibits any use of marijuana.
4. You must disclose all existing ailments or injuries before being sent out on assignment (Existing ailments or injuries will not be covered by O.W.C.P.). Dental work that is not directly a result of working on the fireline must be paid for by the firefighter (i.e. fillings that have fallen out, abscess conditions, toothaches, etc.)
5. If you are terminated, or you quit without good reason before your scheduled demobilization, your pay will stop at that time. The Incident Commander and or home unit may decide whether the Government will provide return transportation or pay you for travel time back to where you were hired. You may be charged for the return transportation costs, and/or the costs of personal needs during the waiting time.
6. You will follow all safety practices, and not jeopardize you own safety, or the safety of others.
7. You will not purposely damage government or personal property.
8. You will not verbally or physically intimidate or threaten, or physically abuse co-workers or supervisors.
9. You will not lie, cheat, or deliberately conceal the truth concerning employment or any of these Conditions-of-Hire terms.
10. If you are injured or get sick, you will report to your work supervisor immediately and provide complete details of injuries, including witnesses.

11. Government property (such as hard hats, tools, sleeping bag, etc.) issued to you must be returned. If they are lost, destroyed, or left in bad condition, the cost of these items may be deducted from your check.
12. If you are on active duty with the Armed Forces (Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard) you cannot be employed or paid for firefighting. DO NOT APPLY for nor accept assignment as a SWFF firefighter.
13. You, as a SWFF crewperson, are hired for an incident assignment. You may be assigned to a fire camp or staging area at the discretion of the officer-in-charge. Your pay status will be determined by the officer-in-charge following [Interagency Incident Business Management Handbook](#) policies.
14. You will abide by all terms of the Work Rest Guidelines including Rest and Relaxation (if approved) which are negotiated by the Interagency Resource Representative or Crew Boss/Crew Representative in charge of your crew. These terms will be negotiated with the host unit and or Planning Section Chief, or Incident Commander on the incident.
15. There is no guarantee how long an assignment will last. Once you have accepted an assignment as a Southwest Firefighter, you will be required to remain until released.
16. You are required to bring your own personal items that will be contained in one bag, both to and from the incident, with a weight limitation of 45 pounds. No electronic gear weighing over one pound are allowed. Individuals exceeding the personal gear weight limitation will be required to leave excess weight items behind. The Government will not be responsible for these items. Personal items should last for the duration of the assignment.
17. You are required to read and always be aware of the "18 Situations That Shout Watch-out" and "The 10 Standard Firefighting Orders".
18. If you are hired to assist your hiring agency in prescribed burning and other projects, you are expected to remain on the crew for the duration of the assignment, just like you would when you are dispatched to an incident.

FAILURE TO ABIDE BY ANY OR ALL OF THESE CONDITIONS-OF-HIRE TERMS MAY BE GROUNDS FOR IMMEDIATE DISCHARGE. IF YOU QUIT OR ARE TERMINATED, YOU MAY NOT BE ENTITLED TO RETURN TRANSPORTATION OR TRAVEL TIME BACK TO YOUR POINT OF HIRE, OR YOU MAY BE CHARGED FOR YOUR RETURN TRANSPORTATION COSTS.

I, the undersigned, have read, or been read and understand, the above conditions-of-hire, and I agree to abide by them throughout the duration of my employment by an agency of the United States Government.

Employees Printed Name

Employees Signature

Date

A.4 General Information for SWFF Crew Member

1. When you sign your time report, you are agreeing that it is correct. Do not sign the report until you agree.
2. Avoid bringing valuable personal property to assignments, like expensive tents, handheld gaming systems, jewelry, cameras, watches, etc. If they are damaged or destroyed, they may not be replaced by the incident. Report any damage to or loss of your personal property to your supervisor before you leave the incident base camp. The Government assumes no responsibility for loss of personal items not needed for firefighting.
3. Whenever the Officer-in-charge decides it is necessary, the Government will furnish your meals and lodging without cost (this is the normal procedure).
4. You will be paid at an hourly rate. The rate will not change regardless of total number of hours or conditions under which worked. The [AD Pay Plan for Emergency Workers](#) under which you are hired establishes these rates to reflect all these conditions.
5. The Government will provide necessary transportation from the place where you are hired to where you will work and return unless you are discharged for cause or quit without a good reason.

A.5 Medical Standards Program and Drug Testing. Refer to hiring agency policy on all pre-employment health questionnaire, screening, medical examination, consent forms, and drug testing requirements.

Appendix B. Disciplinary Guidelines

Within 15 days, the home unit will send a letter to the affected individual(s) or crew which:

1. States the nature of the offense.
2. States the additional disciplinary action imposed, if any, beyond the initial action, and when such disciplinary action is to begin and end.
3. Suggests what the individual, or crew, should do to correct the offense, or prevent future termination, probation, or suspension.
4. States the name and address to which the individual(s), or crew, may appeal.
5. States that the affected parties must give written notice of their desire to appeal.
6. States that the written notice of appeal must be hand-delivered or postmarked within thirty (30) days of receipt of the letter.
7. Sends copies of the letter:

In the case of an individual, to the:

- Individual
- Crew Boss
- Sponsoring agency

In the case of a crew, to the:

- Crew Boss (with instructions to inform the other crew members).
- Sponsoring agency
- Chairperson, Type II Crew Subcommittee, Operations Group, Southwest Coordinating Group

Letters should be sent via Certified Mail, Return Receipt Requested.

DISCIPLINARY GUIDELINES FOR SOUTHWEST FIREFIGHTERS

Disciplinary decisions will follow agency-specific guidelines and policies as applicable.

Major offences may be handled by local laws and ordinances.

Appendix C. Interagency Resource Representative Information

The information will assist the Interagency Resource Representative (IARR) accompanying SWFF crews and southwest area (SWA) resources assigned out of the southwest geographical area. Additional information on duties of the IARR can be found in the IARR Handbook.

IARR tasks:

1. Serves as the Southwest Coordinating Group (SWCG) ambassador to the assigned Incident Management Teams (IMT), host unit fire staff and agency administrator, servicing dispatch centers, and the geographical area coordination centers (GACC).
2. Provide liaison services for southwest area personnel assigned to out of GACC incidents. Focuses on the well-being of all resources assigned from the southwest GACC.
3. Assists the Crew Boss/Crew Representative (CRWB/CREP) in providing for the health, personal welfare, safety of crewmembers, and ensures performance issues are addressed.
5. Assists the IMT in meeting the needs of all southwest area resources.

Overview

The IARR does not work for the IMT. They work for the sending GACC – Southwest Coordination Center.

When IARR's are assigned, every effort will be made to assign them a trainee. When trainees are assigned, they will work for the IARR and have essentially the same duties as their trainer.

The IARR will be assigned by the Southwest Coordination Center manager or his/her designate to accompany multiple crews and other resources on an incident. The IARR is responsible for the welfare of assigned crews and other resources assigned to the incident. He/she serves as an administrative liaison and ambassador to the IMT and host unit. The IARR must be highly skilled in Interagency Incident Business Management principles in accident/incident investigation and reporting, human resources, crew timekeeping, mobilization and demobilization protocols, personnel management, wildland fire operations, and commissary. The IARR must be familiar with the sending agency's policies and procedures relating to crews.

Duties:

1. Upon receipt of an IARR resource order, contact SWCC for a briefing regarding the assignment.
2. Get copies of regional safety alerts and fuels/fire behavior advisories where the crews are assigned.
3. Obtain and maintain a list of resources assigned to the incident(s) for which you (IARR) are responsible.
4. Check in with the Planning Section (Status Check-in Recorder) and/or host unit.
5. Establish communication with the IMT (Command and General Staff) and ask if there are any issues and concerns, safety and logistical challenges, and review the medical plan and facility locations (Burn Centers). Ask to be included in the Incident Organizational Chart. Let them know you are available.
6. Come to an agreement with the IMT regarding disciplinary action protocols. What's the team policy on disciplinary infractions and penalties? Are there cases where the team will insist that the entire crew be de-mobilized? IARRs are authorized to negotiate with the IMT concerning their policy for demob of individuals and the entire crew for certain disciplinary problems.

7. At the medical unit, get procedures for injuries and evacuation of injured. Be sure these are transmitted to CRWB and CREP.
8. Establish and have a face-to-face meeting with Expanded Dispatch
9. Locate the crew's and have a face-to-face meeting. Advise the CRWB/CREP of the IMT's expectation and rules of behavior.
10. Maintains systematic contact with the CRWB/CREP to insure there are no issues and concerns. Stay informed on the crew's morale and physical wellbeing. Be alert for any signs of fatigue, illnesses, injuries, etc. on each crew. Assist with any performance issues as needed.
11. Obtain a copy of passenger manifest from each CRWB/CREP.
12. Attend briefings and strategy sessions if possible. Keep current on plans for the incident. Keep track of crew assignments and locations, plus ensure safety protocols are being observed.
13. Ensure that accurate information is transmitted to the coordinator on duty at SWCC and FMO at home units in cases of accidents, injuries, disciplinary problems, or death in a timely manner.
14. In cases of death or serious injury, the IARR should consult the CRWB/CREP to ensure that the home unit's protocols are followed concerning notification to the home unit. The IARR shall notify the coordinator on duty at SWCC and provide a briefing and all other information necessary.
15. Help CRWB/CREP matters relating to accidents and injuries, personnel problems, emergency demobilizations of personnel, time keeping, human resources, and other administrative matters. Negotiate commissary purchase authorization with the Finance Section when needed.
16. Investigate and assist with disciplinary and unsatisfactory performance cases immediately. Unsatisfactory performance will be discussed with the person(s) involved. Make direct contact with the home unit to discuss the situation and appropriate actions. Ensure that Crew Boss fulfill their responsibilities and authority in disciplinary and unsatisfactory performance cases.
17. Maintain daily contact with the SWCC IARR Coordinator or coordinator on duty (COD) to report the status of crews and other resources assigned to the incident. Relay any prudent information.
18. Stay current on accident/incident investigations involving SWA resources and provide follow-up contacts for individuals receiving medical aid. Make hospital visits to injured as needed.
19. The IARR is available to local agency and fire staff. He/she is flexible and adapts to their needs.
20. Help the Demobilization Unit and Expanded Dispatch. Keep SWCC COD inform of demobilization plans.
21. Submit an IARR report to the SWCC Center Manager or his/her representative at the completion of the assignment. The report may include activity logs, summary of activities, significant observations, issues, recommendations, and any positive performances. If available, copies of negative and improvement needed crew performance evaluations.

Kits for IARR, CREP, and CRWB

Recommended kit to include the following items, some of documents and forms are available online.

ITEM DESCRIPTION	UNIT	QUANTITY
National Interagency Mobilization Guide	EA	1
Southwest Area Mobilization Guide	EA	1
SWFF Crew Management Handbook	EA	1
Interagency Standards for Fire and Fire Aviation Operations (Red Book)	EA	1
Interagency Incident Business Management Handbook	EA	1
Wildland Fire Incident Management Field Guide	EA	1
Agency Provide Medical Care Authorization and Medical Report (USFS)	EA	5
Form, CA-1, Employee Notice of Injury & Claim for Continuation of Pay/Compensation	EA	5
Form, CA-2, Notice of Occupational Disease and Claim for Compensation	EA	5
Form, CA-2a, Notice of Recurrence	EA	5
Form, CA-16, Authorization for Examination and Treatment	EA	5
Form, Employee Claim for Loss or Damage to Personal Property	EA	5
Form, OF-288, Emergency Firefighter Time Report	EA	5
Form, SF-261, Crew Time Report	PD	1
Form, ICS-214, Activity Log	PG	1
Form, ICS-224, Crew Performance Rating	EA	5
Form, ICS-225, Incident Personnel Rating	EA	5
Form, PMS 505-2 SAFENET	EA	5
Passenger / Cargo Manifest (SWCC Website)	EA	5
Envelop, Mailing, 4 1/8" x 9"	EA	5
Pad, Ruled Tablet	PD	1
Pad, Writing, AD-777	PD	2
Pen, Black and Blue	EA	2
Pencil, Mechanical	EA	2
Road Atlas, North America	EA	1
Portfolio, Vinyl Cover	EA	1
SWCC IARR Business Card or a personal business card	EA	30
SWCC IARR Name Tag (Optional, no longer provided by SWCC)	EA	2

The IARR Kit not stocked at Fire Caches.

Appendix D. Crew Representative (CREP) Information

The information contained will assist the CREP in the performance of his/her duties. (Agency Specific)

Overview of duties:

1. Serve as a liaison and assist the Crew Boss (CRWB) in logistical and administrative matters pertaining to the crew.
2. Assist the CRWB in providing for the crew members health, personal welfare, and safety
3. To serve as a trainer. Be positive.
4. Report crew performance and recommendations to home unit upon completion of assignment.

Information needed prior to departure

1. CREP Kit, kit is the same as IARR Kit found in Appendix C.
2. Crew capability, crew and cargo manifests with correct weights and names matching government furnish ID cards. Have additional manifests with no weights in case the mobilization centers/air center staging need to reweigh firefighters and gear.
3. A copy of the resource order and all mobilization information from dispatch. The resource order will have the reporting location and contact telephone numbers.
4. Travel arrangements and schedule. Is the crew driving, flying, staying overnight anywhere, etc.
5. If a CRWB is ordered from another agency, communicate the date, time, and location for rendezvous.

Departure Briefing

The crew(s) shall be given a briefing at the assembly point to include the following:

1. Work Performance expectations on-shift and off-shift conduct, rules of behavior, chain of command, and safety. Mention EEO and sexual harassment policy, prohibited alcohol and illegal drugs use, etc.
2. Travel, logistics, and incident information including fire size and location if known. Relay any known hazardous fuels and weather alerts/advisory.
3. Remind crews that they are guests of the ordering unit. They should always conduct themselves like a guest and give the notion that they want to be invited back.

Responsibilities

CREP are responsible for assigned crew(s), not work assignments. Work assignments are handled by the CRWB. CREP need to live and work with crews on-shift and off-shift, from assembly point (or other designated point) until crew is demobilized and he/she (CREP) is released by the crew's sponsoring unit.

CREPs must demonstrate professional leadership, work ethics and attitude, personal appearance, and safety always inclined. They are required to wear personal protective equipment and radio while accompanying the crew on the fireline. It is desirable that their hard hats be plainly marked with the CREP title (label) or some other distinctive identification. CREPs are to follow the same rules and policy as the crews. No preferential treatment will be given.

1. CREP is responsible for the personal welfare and safety of the crew.

2. The CREP will utilize appropriate authority to correct and mitigate a hazardous situation impacting the crew.
3. CREP shall maintain communications with the IARR (if assigned) and CRWB.
4. Discuss any problems which are difficult to resolve with the IARR. Keep the IARR informed.
5. Arrange and coordinate subsistence arrangements for meals and lodging during mobilization and demobilization.
6. Assist the Crew Boss with discipline, internal grievances and management within the crew. Be firm and decisive in handling crew problems; set an example and show leadership, fairness, and concern for the crew. Be professional in settling disputes.
7. Responsibilities continue 24 hours a day until the crew is returned to the home unit.
9. Review crew roster, manifests, time sheets, and SWFF IQCS red cards for each crew member.
10. Inspect the CRWB and assist him/her check the crew for proper qualifications, personal protective equipment, personal gear weight, and fit for duty.
11. At the incident or reporting location, check in with Status/Check-in Recorder and Finance with CRWB. Turn in Crew Time Report and Time Sheets/e-ISUITE.
12. Explain procedures and policies to those not familiar with the use of a SWFF crew.
13. Ensure the crew abides by the Work Rest Guidelines, be properly equipped for assignments and tasks, adhere to the Ten (10) Fire Orders and 18 Watch Out Situations, and maintain appropriate sanitary practices.
14. Be alert, evaluate and report unsafe fireline conditions to supervisor, CRWB, and mitigate the situation.
15. Provide appropriate care for ill and injured personnel. Assist with accident/incident reporting and notify the home unit as needed. Serious injuries and hospitalization require prompt contact with the home unit Fire Staff.
16. Complete the documentation of disciplinary cases immediately. Timely completion of the initial paperwork will ensure that the disciplinary process will proceed within the allotted time frames.
17. Ensure all Performance Evaluations and reports are turned in to the crew's sponsoring unit.

Appendix E. Crew Boss (CRWB) Information

The information contained will assist the CRWB in the performance of his/her duties.

Information needed prior to departure

1. CRWB Kit found in Appendix C. It's the same as the IARR and CREP Kit.
2. Crew typing and capability and a filled-out crew and cargo manifest. The manifest must have correct weights and legal names of crew members matching their government (state, tribal, etc.) issued ID card. Have several manifests with no weights in case the mobilization centers and/or air center staging need to reweigh the firefighters. All tools and equipment must be inventoried.
3. A copy of the resource order and any available information regarding the assignment. The resource order will have the reporting location including contacts (telephone numbers).
4. Travel arrangements and schedule. Includes ground transportation and if applicable, airline or contract jet information to the incident.
5. Plans and coordinates meals and lodging for crew during mobilization and demobilization.
6. Crew Boss Mobilization Checklist.

Overview of the duties

CRWB supervises, manages, and leads a twenty (20) person hand crew. In most cases, they will function without a CREP or an IARR. They must demonstrate strong leadership qualities, be an effective communicator, be a trainer, possess a positive attitude, be safety oriented, practice a healthy hygiene, and be knowledgeable of fire suppression tactics. They must ensure all personnel have appropriate personal protective equipment and be fit for duty. They are an administrator and ensure applicable paperwork and reporting is completed. CRWB will follow the same rules and regulations as the crew members. No preferential treatment will be given.

CRWB shall be acquainted with the SWFF Crew Management Handbook. Crew Bosses are responsible for the conduct, work, welfare, and safety of the crew during all phase of the assignment. This includes mobilization, staging and preposition, and demobilization.

Responsibilities

1. Report for duty with all appropriate personal gear and protective equipment at the home unit or reporting location. Get a briefing by dispatch and Officer in Charge.
2. Duties start when joining the crew at the assembly point and continue 24 hours a day until the crew is returned to the Home Unit.
3. Upon meeting the crew, complete the crew roster, crew and cargo manifests, ensure vehicles are inspected and inventory all tools and equipment.
4. Inspect the crew for proper qualifications, clothing, protective equipment, 2-way radio communications, and physical appearance should ensure person is fit for duty. Driver(s) must have valid driver's license with appropriate endorsements for assigned vehicle.
5. Complete the travel and subsistence arrangements for the crew. Crew mobilization shall be orderly and conducted safely.

6. Remain with the crew until released by the home unit. This includes R&R if the crew is extended beyond the normal length of assignment, or the Incident Commander or host unit Fire Staff deems necessary to address fatigue issues.
7. Look after crew's welfare and safety during all phases of the incident assignment. Maintain communications with supervisor and subordinates. Recognize, evaluate, and mitigate unsafe working conditions immediately. Report any unsafe situations and practices. File SAFENET if needed.
8. Compliance with the Work Rest Guideline is mandatory. Travel between 2200 to 0500 is not recommended and discouraged per the SWCC Mobilization Guide.
9. Supervise squad leaders, ensure work assignments and instructions are clear and understood. Ensure trainee task books are being documented.
10. Be familiar with the Interagency Incident Business Management principles, timekeeping, driving and duty day limitations, commercial airline travel policy. Proficient in speaking, reading and writing in English..
11. Ensure all injuries are promptly reported, injured are cared for and accident reports are prepared and entered in the SMIS program as required by DOI or as applicable by USFS. Keep the home unit informed on accidents/incidents as needed. Any serious injuries and hospitalization and fatality will require contacting the home unit as soon as possible.
12. Settle internal grievances within the crew. Be firm, fair, and decisive in handling any disciplinary issues. A positive outcome from a negative situation is desirable. CRWB is a counselor at times.
13. Provide crew and individual discipline within agency policy and the SWFF Crew Management Handbook guideline. If assigned to an incident, need to work with supervisor and Human Resources. Resolve and report any EEO violations. Report any major disciplinary violations to the home unit. Examples of major violations, assault, illegal drug use and or intoxication, quitting, etc.
14. If available, communicate with the CREP and IARR any issues that are sensitive and difficult to resolve. Keep them informed of the crew's status, concerns, morale, and outlook. Coordinate with them on emergency demobilizations.

CREWBOSS MOBILIZATION CHECKLIST

Items to be review by the Crewboss:

1. Verify all personnel possess current, signed, valid IQCS qualifications card (Red Card) and they are qualified for the position they are assigned.
2. Government identification card is inspected and meets Transportation Security Administration (TSA) standards.
3. Condition-of-hire is reviewed with the entire crew.
4. Crew manifest is completed with weights for personnel and gear shown separately. Make ten (10) copies to take with you. The names on the manifest must be identical to the names on the crew manifest. Also, have 10 copies of the manifests without weights in case the mobilization centers or air center staging wants to reweigh all personnel and gear.
5. Physical inspection of crew members conducted. Screen out individuals unfit for fireline duty.
6. Check for prescription medication. Be sure the crew member has either a prescription or the container shows the recipient's name, drug name, dose, doctor's name and pharmacy information.
7. Physical inspection of crew member's personal gear completed (boots, pants, shirts, jacket, fireline pack, hardhat, etc.).
8. Transportation (GOV or Bus) inspected and inventoried.
9. Driver's license checked on all drivers.
10. OF-288 Fire Time Reports initiated - top portion completed.
11. CRWB Checklist signed and turned in to official in charge.

CREW BOSS SIGNATURE

CREW BOSS PRINTED NAME

DATE: _____

TIME: _____

REMARKS:

Appendix F. Passenger and Cargo Manifest



STANDARD FORM 246 (8/77) Prescribed by USDAFSM 576 USDI M19400.518		PASSENGER AND CARGO MANIFEST				NO. OF PASSENGERS ON THIS PAGE	PAGE <input type="text"/> OF <input type="text"/>
ORDERING UNIT		PROJECT NAME				PROJECT NO.	
<input type="text"/>		<input type="text"/>				<input type="text"/>	
NAME OF CARRIER		MODE OF TRANS & ID NO.				PILOT OR DRIVER	
<input type="text"/>		<input type="text"/>				<input type="text"/>	
CHIEF OF PARTY		REPORT TO:				IF DELAYED CONTACT	
<input type="text"/>		<input type="text"/>				<input type="text"/>	
DEPARTURE		INTERMEDIATE STOP				DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
PASSENGER AND/OR CARGO NAME		M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE		HOME UNIT
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
15.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
16.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
17.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
18.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
20.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
21.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
22.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
SIGNATURE OF AUTHORIZED REPRESENTATIVE						DATE	
<input type="text"/>						<input type="text"/>	

CHIEF OF PARTY COPY

Appendix G. [ICS 224 Crew Performance Rating Form](#)

CREW PERFORMANCE RATING (instructions on back)				
1. Crew Name and Designator	2. Incident Name and Number	3. Location of Incident		
4. Crew Home Unit and Address	5. Dates Assigned to Incident	6. Number of Operational Periods (Shifts) _____ No. of Shifts Constructing Hotline _____		
7. Evaluation Criteria				
Crew Type: (check one) IHC/T1 ___ T2IA ___ T2 ___ Engine ___ Helitack ___ Other _____ Agency Crew ___ Contract Crew ___ Contract Number _____		Superior	Satisfactory	Needs Improvement
<u>Rating Factors</u> (not all criteria apply to all crews)				Not Applicable
LEADERSHIP (CREW OVERHEAD) PERFORMANCE				
Communications (Inter- and Intra-crew)				
Coordination, Supervision, and Finance/Administration				
Risk Management and Decision Making				
Training and Mentoring				
Crew Conduct (Fireline / Camp or Off Fireline)		/	/	/
Work and Tasks Completed as Assigned (Quantity and Quality of Work)				
TACTICS				
Safety Practices				
Line Construction / Hotline Construction or Direct Attack		/	/	/
Lookouts and Scouting				
Fire Weather and Fire Behavior Observations				
Chainsaw Operations and Felling Trees Operations				
Spot Fire Attack				
Mop Up				
Spot Grid Organization				
Portable Pump and Hose Lay Setup and Operations				
SPECIALIZED OPERATIONS				
Initial Attack Organization				
Firing and Holding Organization				
Wildland Urban Interface (WUI) Operations				
Map, Compass, and GPS Navigation				
Incident Within an Incident				
AVIATION OPERATIONS				
Safe Operations Around Aviation Assets				
Helispot Specifications and Construction				
Directing Aviation Assets and Drops by Radio				
Longline and Sling Load Operations				
Coordination with Aerial Supervision and Air Resources				
MISCELLANEOUS				
Physical Condition				
Other (specify)				
All Hazard Incident (specify incident type and assignment in Remarks section)				
Remarks (use separate sheet if necessary and attach)				
8. Crew Supervisor (printed name)	Crew Supervisor (signature)	<input type="checkbox"/> This rating has been discussed with me.		Date
9. Rated by (printed name)	Rated by (signature)			Date
Position on Incident	Home Unit Identifier and Phone Number			

Appendix H. [Safenet Form](#)

	SAFENET Wildland Fire Safety & Health Reporting Network	
SAFENET Event Information		
Event Start Date: *	<input type="text"/> <small>Format mm/dd/yyyy</small>	
Event Start Time: *	<input type="text"/> <small>Format hhmm Military Time</small>	
Event Stop Date:	<input type="text"/> <small>Optional - If used, Format mm/dd/yyyy</small>	
Event Stop Time:	<input type="text"/> <small>Optional - If used, Format hhmm Military Time</small>	
Incident Name: *	<input style="width: 100%;" type="text"/>	
Fire Number:	<input style="width: 100%;" type="text"/> <small>P-Code or 4 digit Fire Code</small>	
State: *	<div style="border: 1px solid #ccc; padding: 2px;">-- Select State --</div>	
Jurisdiction: *	<div style="border: 1px solid #ccc; padding: 2px;">-- Select Jurisdiction --</div>	
Local Unit:	<input style="width: 100%;" type="text"/> <small>Administrative unit (district, park, reserve, etc.) where the event occurred.</small>	
Incident Type: *	<input type="checkbox"/> Wildland <input type="checkbox"/> Prescribed/Fuels Treatment <input type="checkbox"/> All Hazard <input type="checkbox"/> Training <input type="checkbox"/> Work Capacity Test	
Incident Activity: *	<input type="checkbox"/> Line <input type="checkbox"/> Support <input type="checkbox"/> Transport to/from <input type="checkbox"/> Readiness/Preparedness	
Stage of Incident: *	<input type="checkbox"/> Initial Attack <input type="checkbox"/> Extended Attack <input type="checkbox"/> Transfer of Command <input type="checkbox"/> Mop Up <input type="checkbox"/> Demobe <input type="checkbox"/> Non-incident <input type="checkbox"/> Other	
Position Title:	<input style="width: 100%;" type="text"/> <small>Firefighter, Division Supervisor, Facilities Unit Lead, etc</small>	
Task:	<input style="width: 100%;" type="text"/> <small>Line Construction, Structure Protection, Camp Activities, etc</small>	
Management Level: *	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A <small>Incident Types 1, 2, 3, 4, 5</small>	
Resources Involved:	<input style="width: 100%;" type="text"/> <small>Crew, Equipment, Overhead, etc</small>	
Contributing Factors		
Contributing Factors: *	<input type="checkbox"/> Fire Behavior <input type="checkbox"/> Communications <input type="checkbox"/> Equipment <input type="checkbox"/> Environmental <input type="checkbox"/> Human Factors <input type="checkbox"/> Other	
Human Factors:	<input type="checkbox"/> Decision Making <input type="checkbox"/> Leadership <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Fatigue <input type="checkbox"/> Performance <input type="checkbox"/> Situational Awareness <small>Required if Contributing Factors is "Human Factors"</small>	
Other Factors:	<input style="width: 100%;" type="text"/> <small>Required if Contributing Factors is "Other"</small>	

<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 100px;">Narrative</div>	
<p>Describe in detail what happened including the concern or potential issue, the environment (weather, terrain, fire behavior, etc), and the resulting safety issue. *</p>	<div style="border: 1px solid black; height: 250px; width: 100%;"></div>
<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 150px;">Immediate Action Taken</div>	
<p>Reporting Individual : please describe actions you took to correct or mitigate the unsafe event. *</p>	<div style="border: 1px solid black; height: 250px; width: 100%;"></div>
<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 120px;">Reported By</div>	
<p>You have the right to report unsafe conditions anonymously, in accordance with 29 CFR 1960. You will have the opportunity to print a copy of this SAFENET on the next screen. You are encouraged to share a copy with your supervisor or other affected resources.</p>	
Name:	<input style="width: 90%;" type="text"/> <small>Optional</small>
Phone:	<input style="width: 90%;" type="text"/> <small>Optional</small>
EMail:	<input style="width: 90%;" type="text"/> <small>Optional</small>
Agency:	<div style="display: flex; align-items: center;"> * <div style="border: 1px solid #ccc; padding: 2px 5px; flex-grow: 1;">-- Select Agency --</div> <div style="margin-left: 5px;">▼</div> </div>
State Agency:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; flex-grow: 1;">-- Select State Agency --</div> <div style="margin-left: 5px;">▼</div> </div> <small>Required if Agency is "State"</small>
Other Agency:	<input style="width: 100%;" type="text"/>

<input type="text"/>	
<small>Required if Agency is "Other"</small>	
Attachments	
<p>Photos, particularly for equipment related issues, may be attached. Please do not exceed 5 pictures and compress photos for the smallest file size that illustrates the particular concern. Photos are subject to the same sanitization criteria as SAFENETs.</p> <p><i>Allowed file types are JPG, GIF, PNG, PDF, DOC, DOCX and TXT.</i></p>	
File #1:	<input type="button" value="Choose File"/> No file chosen
File #2:	<input type="button" value="Choose File"/> No file chosen
File #3:	<input type="button" value="Choose File"/> No file chosen
File #4:	<input type="button" value="Choose File"/> No file chosen
File #5:	<input type="button" value="Choose File"/> No file chosen
Captcha	
<div><div>8 7</div><div>6 9 7</div></div> <div><input type="text"/></div> <p><small>Enter the "Captcha" numbers above</small></p>	
<input type="button" value="Submit this SAFENET"/>	

Standard Firefighting Orders and 18 Watchout Situations

The original ten Standard Firefighting Orders were developed in 1957 by a task force commissioned by the USDA-Forest Service Chief Richard E. McCardle. The task force reviewed the records of 16 tragedy fires that occurred from 1937 to 1956. The Standard Firefighting Orders were based in part on the successful "General Orders" used by the United States Armed Forces. The Standard Firefighting Orders are organized in a deliberate and sequential way to be implemented systematically and applied to all fire situations.

Shortly after the Standard Firefighting Orders were incorporated into firefighter training, the 18 Situations That Shout Watch Out were developed. These 18 situations are more specific and cautionary than the Standard Fire Orders and described situations that expand the 10 points of the Fire Orders. If firefighters follow the Standard Firefighting Orders and are alerted to the 18 Watch Out Situations, much of the risk of firefighting can be reduced.

Standard Firefighting Orders

1. Keep informed on fire weather conditions and forecasts.
2. Know what your fire is doing at all times.
3. Base all actions on current and expected behavior of the fire.
4. Identify escape routes and safety zones and make them known.
5. Post lookouts when there is possible danger.
6. Be alert. Keep calm. Think clearly. Act decisively.
7. Maintain prompt communications with your forces, your supervisor, and adjoining forces.
8. Give clear instructions and insure they are understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively, having provided for safety first.

18 Watchouts Situations

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics, and hazards.
6. Instructions and assignments not clear.
7. No communication link with crewmembers/supervisors.
8. Constructing line without safe anchor point.
9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and the fire.
12. Cannot see main fire, not in contact with anyone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather is getting hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking a nap near the fire line.