To: Southwest Area Interagency Mobilization Guide Holders

From: Southwest Coordinating Group

Subject: Southwest Area Interagency Mobilization Guide

The Southwest Area Mobilization Guide is written to reflect the interagency needs of the user. The Guide will be in an online version only and agencies and/or individuals can print as needed locally. An edit date can be found in the footer and specific edits to the publication are entered into the Southwest Mobilization Guide Edit Log alongside the Guide on the SWCC website. The SWCC Center Manager will review any edits with the SWCG periodically prior to publishing new versions. Any edits dealing with changing policy or significant dispatch procedural changes will be communicated via a Memo from SWCC and/or SWCG.
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Chapter 10 – Objectives, Policy, and Scope of Operation

The Southwest Area Mobilization Guide is a supplement to the National Mobilization Guide. In addition, it is an extension of Agency Manual/Handbook Systems, Directives, and Memorandums relating to logistical support operations to provide policies, procedures, and organization; a directory and catalog of personnel, equipment, aircraft, and supplies to assist in obtaining timely and cost-effective incident support services.

Authority for the coordination of fire management activities between Federal and State agencies in the Southwest Area is outlined in the Memorandum of Understanding for Formation of the Southwest Coordinating Group.

The geographical boundaries for the Southwest Area include the States of Arizona, New Mexico, and Federal lands within Texas and Oklahoma eastward to the 100th meridian. Federal and State land management agencies within the States of Arizona and New Mexico make up the primary participants in wildland fire management in the Southwest Area.

Southwest Area Dispatch/Coordination System

Definition, roles, and responsibilities of the Southwest Area Coordination Center (SWCC) and the interagency dispatch centers were established in June 1986 by an interagency task force. This study defined uniform roles and responsibilities and the dispatch/logistical coordination system for a National multilevel dispatch/coordination organization. Specific roles and responsibilities of the SWCC have been developed and identified, based on national definitions. The roles and responsibilities of the local interagency dispatch centers have also been specifically identified in order to fully understand the dispatch/coordination system for the Southwest Area.

The Southwest Area wildland fire dispatch and coordination system operates within a three level (tier) system as identified in the Interagency Standards for Fire and Fire Aviation Operations.

Scope of Operation

The Southwest Area (SWA) wildland fire management agencies are obligated through departmental policy and interagency agreements to respond primarily to wildfire emergencies, but are also capable of response and support for other emergency incidents, i.e., floods, earthquakes, hurricanes, etc. The management policies for all agencies also require that agreements be pursued with cooperators at all levels “...to facilitate efficient fire management activities within and adjacent to the agency.” A cost-effective sharing of resources among public agencies is expected by the taxpaying public, and the agencies fully support this concept.

In order to meet these obligations, managers must support the development and maintenance of fire skills in their personnel. Managers are expected to maintain and make available those employees with wildland fire skills. The investment in training and experience in these emergency personnel increases with time, as does their managerial ability, making their continued participation an investment in good management.
Mobilizations may involve only a few key skilled individuals or several hundred employees. Responsiveness is essential in either case. Available personnel requested by dispatchers shall be released without delay to satisfy the emergency needs.

In exceptional circumstances, such as multiple geographic area mobilizations, large numbers of qualified personnel are needed, and the resultant impact on normal operations will be great. We recognize the full implications of such actions, but it must be remembered that no agency stands alone. While we may contribute in each instance, we may be the recipient the next time.

**Southwest Coordinating Group (SWCG)**

The mission of the SWCG is to enhance the safety, efficiency, and effectiveness of interagency fire management activities, and response and support of non-fire emergencies. This is accomplished through interpretation of agency policy, providing direction to the Zone Management Groups and the Southwest Coordination Center (SWCC) for cooperative fire management activities, developing information exchange between agencies, and monitoring and evaluating the performance of the interagency dispatch centers and SWCC. The Southwest Coordinating Group (SWCG) consists of Fire Directors or their representatives from the USDI Bureau of Indian Affairs, USDI Bureau of Land Management, USDI National Park Service, USDI Fish & Wildlife Service, USDA Forest Service, and the States of Arizona and New Mexico. Roles and responsibilities of the SWCG, SWCC, Zone Coordinating Group, and interagency dispatch centers are included in the Southwest Coordinating Group Handbook.

**Southwest Area Dispatch Organization**

The principal mission of the Southwest Area dispatch organization is the timely and cost-effective coordination and dispatching of resources to any incident within or outside of the Southwest Area. The dispatch organization in the SWA is delineated into dispatch center response areas, with the interagency dispatch center acting as the focal point for mobilization/demobilization.

These centers are:

<table>
<thead>
<tr>
<th>Arizona</th>
<th>Unit ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona Dispatch Center</td>
<td>AZ-ADC</td>
</tr>
<tr>
<td>Flagstaff Interagency Dispatch Center</td>
<td>AZ-FDC</td>
</tr>
<tr>
<td>Phoenix Interagency Dispatch Center</td>
<td>AZ-PHC</td>
</tr>
<tr>
<td>Prescott Interagency Dispatch Center</td>
<td>AZ-PDC</td>
</tr>
<tr>
<td>Show Low Interagency Dispatch Center</td>
<td>AZ-SDC</td>
</tr>
<tr>
<td>Tucson Interagency Dispatch Center</td>
<td>AZ-TDC</td>
</tr>
<tr>
<td>Williams Interagency Dispatch Center</td>
<td>AZ-WDC</td>
</tr>
</tbody>
</table>
Southwest Coordination Center (SWCC)

The Southwest Coordination Center (SWCC) is the focal point for providing direction and assistance in the mobilization and demobilization of resources between dispatch centers within the Southwest Area and, as necessary, the National Coordination Center (NICC). The SWCC requests support from the National Coordination Center when area resources are unavailable or committed.

Dispatch Boundaries and Maps

The Southwest Area dispatch boundaries are established by each Zone Coordinating Group and the agencies within each Zone. Each Zone Coordinating Group and respective Dispatch Center(s) should review these boundaries on a periodic basis to ensure accuracy. If there are discrepancies that occur between zones as to where a boundary is in each area, the Zone Coordinating Groups and affected Dispatch Centers will need to coordinate and come to a solution.

GIS and Cartography personnel are often available locally to assist Dispatch Centers with map and GIS file needs; however, the primary contact in the Southwest Area for dispatch boundaries is Al Sandoval (BLM NM State Office) 505-954-2188. This ensures one common set of dispatch boundary files and resulting maps across the dispatch system.

Each year, any needed updates to the dispatch boundaries are provided to NIFC and are hosted at this link: Western US Federal Dispatch Boundaries

Southwest Coordination Center Web Site

The SWCC Web site, originally developed in 1997 as an interagency incident support Web site, is designed to be a source for administrative and operational products / links for the wildland fire community in the Southwest Area. As it states in the Site Disclaimer, the SWCC web site is not a real-time website, nor is it designed to be an “incident-specific” web site for the wildland fire community or the general public.

Many of the reports, briefings, news releases, etc., produced by the SWCC are posted to the site. Units are encouraged to check the site for information prior to calling the SWCC for a specific document or report.

The SWCC Web site address is: https://gacc.nifc.gov/swcc/
The site follows the national template for Geographic Area Coordination Centers and is delineated into five primary areas:

1. **Incident Information**: This area provides links to outside wildland fire information web sites, InciWeb, and fire restrictions and closures.

2. **Logistics Operations**: This area focuses on the five primary areas of logistics (dispatch, aviation, crews, equipment/supplies, and Overhead/Teams). Links on these pages provide information on SWA and National products.

3. **Predictive Services**: This area focus on the three primary areas of Predictive Services (Intelligence, Weather, Fuels/Fire Danger) as well as the Outlook products produced by the Predictions Service Unit. Links on the three primary functional pages provide information on SWA and National products. Links on the Outlook page focuses on the Fire Potential component of Predictive Services.

4. **Fire Management & Administration**: This area details general fire management and administrative outside the scope of daily operations. The Southwest Coordinating Group (SWCG) web site located under the header.

5. **Related Links**: General links to Southwest Area and National web sites.

The SWCC Web site is managed as an “interagency” web site. This means the SWCC will post only documents are intended for the interagency community only. The SWCC will refrain from posting agency only documents. These documents can be posted on the agency site. If you have questions, comments, or a request for posting documents to the site, contact the SWCC Intelligence Operations Coordinator.

The Southwest Coordinating Group (SWCG) is a sub-web site of the main SWCC web site and includes specific documents and information produced by the SW MAC Group. The SWCG Web site can be accessed via the SWCC web site under the “Administration & Fire Management” heading.

The SWCC created a Twitter account on October 1, 2009 and currently has over 10,000 followers. At the time it was created, the intent was to provide a means for posting information on incident activity affecting SWCC operations. This remains true today. Referred to as SWCC News & Notes (@SWCCNewsNotes), tweets posted by the SWCC focus on three areas (1) SWA incidents affecting SWCC operations (i.e. incidents with resource ordering through SWCC), (2) posting of links to Predictive Services products, and (3) updates on SWA and National Preparedness Levels. It is important to realize that SWCC does not post information on all wildland fires, only those which affect the operations of SWCC. SWCC News & Notes can be followed via any internet connected device or application (i.e. computer, tablet, phone).
Interagency Dispatch Centers

Interagency Dispatch Centers support all agencies within a pre-identified area and have initial attack authority on units within its sphere of influence, as agreed to by cooperating agencies. An interagency dispatch center has the responsibility for providing project fire support to units they dispatch, and to request support from the Area Coordination Center when resources within the zone are unavailable or exhausted. These centers are responsible for coordinating the mobilization/demobilization of firefighting resources between the interagency dispatch centers and the National Coordination System.

Expanded Dispatch Organizations

During periods of multiple fires and/or large fires, it rapidly becomes necessary to separate the initial attack dispatching function from the organization supporting these fires. Activation of an Expanded Dispatch Organization should be preplanned. Adequate working space with all required communication equipment and trained personnel should be pre-identified.

Depending on the complexity of the situation, all functional areas and support level positions shown may or may not need to be filled. (Example - Coordinator may be able to handle the entire job and the supervisory dispatcher position may not be needed.) Demobilization activities are normally performed by this same organization.

Duties of Expanded Dispatch Coordinator

The Expanded Dispatch Coordinator serves as a facilitator in accomplishing the direction of the Agency Administrator. The individual filling the position is key and, depending on the complexity of the situation, may be filled by the person normally managing the day-to-day operations of the center or may be an individual from a higher level of management. The Expanded Dispatch Coordinator is responsible for filling and supervising necessary positions, as needed, in accordance with coordination complexity.

Facilities and Equipment

Facilities and equipment for this organization should be pre-identified, procured, and available for immediate setup. The following key items should be provided for:

- Separate from, but accessible to, the initial attack organization
- Adequate office space (lighting, heating, cooling, security)
- Communications equipment (telephone and computer hardware with adequate data storage space, priority use, and support personnel)
- Area suitable for briefings (Agency Administrators, media)
- Timetable/schedule implemented and adhered to (shift changes, briefings, strategy meetings)
Incident Priorities and Values at Risk

When competition for resources between zones/dispatch centers occurs, the Southwest Multiagency Coordination (MAC) Group will establish priorities. When requested, dispatch centers will establish priorities for their incidents and wildland fires and report them to the SWCC.

The standard criteria to be used in establishing priorities are:

1. Potential to destroy
   A. Human life
   B. Property and Resource Values (describe type and value)
   Description should include information that accurately measures the value, benefit, or significance of the property or resource. How is the property or resource used and by whom? Is there cultural, historical, or legislated significance?

2. Briefly describe social/political, economic consequences

3. Resistance to control
   A. Growth potential
   B. Difficulty of terrain

4. Describe the probability of meeting wildland fire objectives within the specified timeframe documented in the Wildland Fire Decision Support System (WFDSS).

Southwest Area Multi-Agency Coordinating (MAC) Group

A Multi-Agency Coordination (MAC) Group provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of shortage.

The Multi-Agency Coordination Group forum will ensure for coordinated:

- Incident prioritization
- Resource allocation, relocation, and acquisition
- Contingency planning
- State and Federal disaster response
- Information provided to media and Agency leadership
- Identification and resolution of issues common to all parties
- Develops procedures to implement National MAC decisions

MAC Coordinator

- Identifies issues needing MAC Group attention
- Obtains appropriate intelligence information necessary to support MAC activities
- Ensures sufficient staff are available to support MAC Group activities
- Ensures adequate and timely identification of specialists needed to support MAC activities
- Facilitates MAC Group meetings
- Documents MAC decisions
• Distributes MAC decisions
• Maintains permanent records of MAC activities
• Supervises the support staff

**MAC Supporting Specialists**

• Provides the following information to assist MAC members in making their decisions:
  - Current incidents
  - Weather
  - Fire Behavior/Safety
  - Resources - By Incident (On order, filled/unfilled, critical shortages)
  - IC Report
  - Media/VIP issues
  - Agency Issues (including National MAC Group)

**SWCC Decision Support Team**

During elevated fire activity where there is likelihood of activating the SWA MAC Group, members of SWCC Predictive Services and Decision Support personnel will begin the formation of a Decision Support Team. This Team provides strategic-level decision support by informing decisions related to emerging incidents, incident/resource prioritization, and Preparedness Level. In addition to real time reports by incident commanders and other intelligence sources, the team will use existing analysis and modeling capability to assist the SWA MAC Group in decision making.
Definitions

**Initial Attack** is the first action taken to suppress a wildland fire. This is normally the first operational period. Subsequent supporting actions may be required.

**Contingency Resources** are additional resources that may be needed to maintain a planned prescribed fire within prescription parameters, and/or quickly implement suppression alternatives if the prescribed fire exceeds those parameters.

**Resource Orders** are documents which detail the request and release of responding resources. Mobilized and demobilized resources, as well as the course of action taken, are documented on the same resource order.

**Interagency Resource Ordering Capability (IROC)** is a computer software program developed to automate the ordering, status, and reporting process. It will be used for all resource ordering (i.e. mobilization and demobilization) in the Southwest Area for any incident that exceeds initial attack. Additional information on IROC be found on the Internet here: https://famit.nwcg.gov/applications/IROC

**Interagency Dispatch Center Managers** are responsible for the management and administration of all activities and services relating to the operation of the interagency dispatch center. During day-to-day operations, they receive general supervision and broad direction from the Zone Coordinating Group.

**Interagency Zone Coordinating Groups** have been established for each interagency center (area and zone). The membership of each group will consist of fire managers at each appropriate level. Southwest Area Coordinating Group members are representatives from the FS Regional Office, BIA Area Offices, BLM State Offices, NPS Regional Office, FWS Regional Office, and State Forestry Offices.

**Support Dispatchers** are responsible for the processing of dispatch requests for crews, overhead, aircraft, equipment, and supplies. They are a working assistant to Supervisory Dispatcher (at any level).

**Supervisory Dispatchers** are responsible for the mobilization, reassignment, and demobilization of resources between home units and incidents. They supervise support dispatchers and dispatch recorders in a specific area within an expanded dispatch organization.

**SWCC Center Manager** is responsible for the management and administration of all activities and services relating to the operation of the Southwest Coordination Center. The manager receives general direction from the Southwest Coordinating Group.

**SWCC Coordinator-On-Duty (COD)** is responsible to the SWCC Center Manager for operations, planning, and administration of center activities and services relating to the operation of the Southwest Area Coordination Center. A COD shall always be assigned to take emergency calls when the SWCC is closed and shall staff the office as needed during these hours.
SWCC Predictive Services is an organizational concept incorporated at the Geographical Coordination Center and National Coordination Center, combining personnel from the Fire Intelligence Section, Fire Weather Program, and Fire Behavior Center.

SWCC Predictive Services Group Leader manages the Predictive Services Group and staff and is responsible for long-range and short-range fire weather/fire danger products, RAWS coordination, and validation of fire weather products.

SWCC Intelligence Operations Coordinator manages the Intelligence Section and its support services staff and is responsible for, among others, the situation reporting program, incident status summaries, fuels data, resource status reports, fire activity outlooks, and oversees management of the SWCC Web site.

Training Specialists – Identifies Priority Trainee (PT) opportunities within the IMT roster prior to and during incident assignments. Communicates regularly with the GATR and SWCC to ensure these opportunities are communicated and ample assignments given for PTs. Coordinates with other TNPSs, the GATR, and SWCC to reassign trainees from one incident to another, when there is opportunity. Captures incident/trainee data and summarizes it for the GATR in the form of reports and spreadsheets. Matches trainees with qualified trainers and ensures a performance evaluation is completed. Reviews team rosters and IAPs to identify trainees that may not have signed up with the Training Specialist. Develops a positive relationship with the Ordering Manager to facilitate the placement of trainees. Ensures the GATR and Zone Training Representative is notified when a trainee is recommended for certification by an evaluator.

Zones are a defined geographic section of land based on logical sources of firefighting resources and transportation. Each zone may have one or more interagency dispatch centers within it. Fire management decisions are closely coordinated amongst all agencies within a zone under the direction of a Zone Coordinating Group.

Wildland Fire Related Ordering

Initial Attack Dispatching - During the initial attack (IA) response to an incident, a dispatch center may utilize the resources within its response area and/or the closest resources from an adjacent center (See: Neighborhood Ordering later in this Chapter). IROC is not necessarily required when ordering local agency resources during IA but is required when there are charges to the incident associated with the resource, i.e. aircraft and/or non-local personnel. In the event a fire goes to extended attack and the dispatch center needs to pull resources from other areas, an expanded dispatch may be set up. Release of resources committed to an incident will follow the same channels through which the resources were committed. Attempts should be made to enter orders into IROC as soon as possible in the event an incident requires the assistance of non-local resources. The SWCC will be notified when national resources are committed within a zone or via Neighborhood ordering.

Extended Attack Dispatching - For extended attack incidents, units will use the established dispatch channels, utilizing IROC thru or use of Neighborhood ordering. It is imperative that follow up phone calls and documentation be made on resource orders passed in IROC.
Assigning Resources to Wildland Fires in the Southwest Area - Commensurate with conditions and availability of resources, travel times, transportation available, allowable response times, training needs, and known capabilities, the SWCC shall fill resource requests with resources closest to the incident. The SWCC shall notify the requesting dispatch center when a needed resource is not available within the Southwest Area and the order must be placed with the NICC. The requesting unit, at that point, shall have the option to have the order placed up to the NICC, modify the order, or cancel it.

Assigning the Resource to an Out-of-Area Wildland Fire - IROC requests from other GACCs shall come from the NICC to the SWCC. These requests shall be distributed among dispatch centers within the Southwest Area commensurate with availability, allowable response times, travel, and known capabilities.

Notification of Shortage of Resources – The SWCC shall keep all dispatch centers alerted to possible shortages of firefighting forces nationally, as well as within the Southwest Area. This will be accomplished through conference calls as needed.

Procedures for Movement of Resources - The dispatch centers and SWCC are required to send travel information on most all resources via IROC. Once the dispatch center creates the travel in IROC, it will automatically be sent directly to the receiving agency. For the movement and tracking of aircraft (See: Aircraft Chapter 50).

Non-Wildland Fire Ordering
The SWCC will accept requests for non-suppression incidents (i.e. severity, preparedness, natural disasters, homeland security/defense, etc.).

Southwest Area units will forward a Detail Request Form (available here: https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm) for preparedness and severity to their respective dispatch center when assignments will exceed 14 days or special instructions exist (i.e. fiscal considerations, special equipment needed, etc.). This form is a required supplemental information worksheet to the standard resource order entered in IROC. All pertinent items on the form should be completed. This will give the prospective detailer complete information on the requesting unit’s needs. All persons filling details from the Southwest Area should have a copy of the completed Detail Request Form before travel commences. When the commitment of a resource will exceed 14 days, the request(s) will not be processed without a Detail Request Form.
Chapter 10 – Objectives, Policy, and Scope of Operation

Preposition assignments may be prearranged between units. No movement will be initiated until the request is placed through the dispatch system, stating that the request has been prearranged with another unit. This typically excludes National type resources, unless previously arranged through SWCC or specific agency objectives are achieved. Prepositioning of resources within the dispatch center response area for IA will be tracked within the requesting unit’s dispatch but does not need to be placed in IROC.

When the request is filled, the SWCC recommends the sending and receiving units coordinate and resolve administrative and personnel matters.

Travel itineraries will be relayed through IROC.

**Prescribed Fire** - The fire manager is responsible for securing resources for the prescribed fire project. However, the SWCC will assist the manager, by working through the dispatch center, in getting a resource through the system.

The SWCC should not be involved in filling requests for detailers for other functional assignments; e.g., for timber, range, or other functions.

**Dispatch Ordering Channels/Neighborhood Ordering**

**Southwest Area Dispatch Center Neighborhood Ordering**

Interagency dispatch centers within the Southwest Area can engage in resource ordering via the neighborhood. This applies to initial attack, extended attack, project fires, prescribed fire, all risk, and other types of incident ordering.

Neighborhood ordering should not be used for National Resources or Engine/Tender resources from IBPA vendors or Fire Departments. These orders should come to SWCC to ensure closest resource and/or water handling dispatch priorities are followed. During times of crew resource competition, SWCC may also elect to terminate neighborhood ordering for T-2IA Crews.

Dispatch centers may only dispatch those resources that are normally assigned with their unit. Dispatch centers may not reassign their neighbor’s resource outside the zone without prior approval from the resource’s home dispatch unit.

Neighborhood ordering is not required, dispatch centers may elect to place requests to SWCC for placement to other centers.
The following table identifies the “Neighborhood” for each dispatch center:

<table>
<thead>
<tr>
<th>Dispatch Center</th>
<th>Can Order Directly From . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamogordo</td>
<td>Albuquerque, Santa Fe, Silver City</td>
</tr>
<tr>
<td>Albuquerque</td>
<td>Alamogordo, Flagstaff, Santa Fe, Show Low, Silver City, Taos</td>
</tr>
<tr>
<td>Arizona</td>
<td>Flagstaff, Phoenix, Prescott, Show Low, Tucson, Williams</td>
</tr>
<tr>
<td>Flagstaff</td>
<td>Albuquerque, Arizona, Phoenix, Prescott, Show Low, Williams</td>
</tr>
<tr>
<td>Phoenix</td>
<td>Arizona, Flagstaff, Prescott, Show Low, Tucson</td>
</tr>
<tr>
<td>Prescott</td>
<td>Arizona, Flagstaff, Phoenix, Tucson, Williams</td>
</tr>
<tr>
<td>Santa Fe</td>
<td>Alamogordo, Albuquerque, Taos</td>
</tr>
<tr>
<td>Silver City</td>
<td>Alamogordo, Albuquerque, Show Low, Tucson</td>
</tr>
<tr>
<td>Show Low</td>
<td>Albuquerque, Arizona, Flagstaff, Phoenix, Silver City, Tucson</td>
</tr>
<tr>
<td>Taos</td>
<td>Albuquerque, Santa Fe</td>
</tr>
<tr>
<td>Tucson</td>
<td>Arizona, Phoenix, Prescott, Show Low, Silver City</td>
</tr>
<tr>
<td>Williams</td>
<td>Arizona, Flagstaff, Prescott</td>
</tr>
</tbody>
</table>

**Ordering Between Local Offices across GACC Boundaries**

Local dispatch centers adjacent to one another may engage in resource ordering across GACC boundaries. Formal agreements or MOUs will be required if there is any exchange of funds or a need for cross-billing authorities. Local dispatch centers will work with their local fire management organizations to determine the type of resources (for example, single overhead resources, hand crews, equipment) and/or type of incidents (for example, initial attack/mutual aid, prescribed burning activities, natural resource work) that would be available to support neighboring zones.

The sending GACC must grant approval to the local center before any National or Geographic type resources are sent across GACC boundaries. Additional approval will be required as dictated by geographic and national preparedness levels and incident/resource prioritization.

Resources sent across GACC boundaries cannot be reassigned without prior approval from the sending GACC and the sending local unit. In some geographic areas, initial attack resources may require a resource order if extended beyond the first operational period.
Dispatch Center | Can Order Directly From . . .
--- | ---
Prescott | FICC (San Bernardino, CA), Las Vegas (NV), Color Country (Cedar City, UT)
Williams | Color Country (Cedar City, UT), Las Vegas (NV)
Flagstaff | Color Country (Cedar City, UT), Moab (UT), Durango (CO)
Taos | Durango (CO), Pueblo (CO)
Albuquerque | Pueblo (CO), TICC (Lufkin, TX), AOCC (Hot Springs, AR)
Alamogordo | TICC (Lufkin, TX)

**Resource Tracking**

**Commitment of Resources** - Sending unit will relay estimated time of departure (ETD) and estimated time of arrival (ETA) on resources assigned in the travel portion of IROC. Once resources are committed, they are considered resources of the requesting unit.

**Check-in Responsibilities** - All resources in travel status will be responsible for checking in to the receiving unit/incident in a timely manner. The check-in responsibilities for aircraft, along with their support vehicles is in “Aircraft,” section of this guide.

**Confirming Arrival of Resources** - Receiving units are responsible for confirming arrival of resources and initiating tracking if the resources do not arrive on schedule.

**Incident Operations Driving Guidelines**

The Southwest Area shall abide by the driving policy as stated in the *Interagency Standards for Fire and Aviation Operations*.

This policy addresses driving by personnel actively engaged in wildland fire suppression or all-risk activities; including driving while assigned to a specific incident (from check in to check out) or during initial attack fire response (includes time required to control the fire and travel to a rest location).

Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of the duty day.

No driver will drive more than 10 hours (behind the wheel) within any duty day.

Multiple drivers in a single vehicle may drive up to the duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift. Exception to the minimum off-duty hour requirement is allowed when essential to:

- Accomplish immediate and critical suppression objectives
- Address immediate and critical firefighter or public safety issues
As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind the wheel) driving time limitations.

*The Southwest Area discourages any travel taking place between the hours of 2200 and 0500 unless there are extenuating circumstances to justify travel between these hours. These circumstances are situations where life and/or property are imminently threatened, or the incident is occurring within the resource’s general response area and minimal travel distance is required to reach the incident. Ultimately, the responsibility for preventing and managing fatigue rests with the supervisor and resources involved.*

**Standard Cubes, Weight, and Gear Policy for All Personnel**

All personnel dispatched off their unit must conform to the following limitations:

- One frameless, soft pack, not to exceed 45 pounds
- Web gear or briefcase (not both) not to exceed 20 pounds
- Maximum allowable crew weight, including equipment, is 5,300 pounds
- All personnel baggage weights must be displayed separately from individual weights on flight manifests

**Rental Vehicle Guidelines**

Rental Vehicles for incident use can be obtained by normal Agency travel reservation procedures (e.g. ETS2, Concur, etc.) or using the National Emergency Rental Vehicle (NERV) Agreement. When Federal Agency personnel rent vehicles through their normal travel reservation procedures, this is done through a Department of Defense Agreement. There are differences in coverages and procurement mechanisms depending on which agreement is used. Each of these are discussed below.

**Department of Defense Agreement**

Federal employees in official travel status who are authorized to rent vehicles from participating rental car companies are covered under an agreement administered by the Department of Defense. This agreement provides a government employee with such things as Government rates and loss or damage coverage (when operating legally and within the scope of government duties). A Government Administrative Rate Supplement (GARS) fee is included as part of the contract with the renter when the reservation is made under the government rate.

Rental car authorizations must be documented in the “Special Needs” or documentation portion of an individual’s resource order. All rental car costs must be the least expensive class of vehicle unless otherwise justified in the resource order.

Operation of a rental vehicle under this agreement occurring off of paved, graded, Federal, state, or professionally maintained roads which results in loss or damage is not covered unless the company has agreed to such operation in writing at the time of rental. The AGENT AT THE RENTAL COUNTER CAN APPROVE OFF-ROAD USE and it MUST BE DOCUMENTED IN WRITING on
the rental agreement. Typically, incident camps are located on graded or paved roads, therefore, loss or damage would be covered; however, spike camps or unimproved, “two-track” roads around incidents may not be automatically covered under the provisions of the agreement, unless agreed and documented at the time of rental.

**National Emergency Rental Agreement (NERV)**

The NERV BPA is for use on incidents where one of the following needs are present:

- The vehicle is anticipated to be traveling off the maintained road.
- The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment.
- The vehicles needed will managed by ground support or Buying Team and utilized by multiple resources.
- The renter is NOT self-sufficient or able to procure the vehicle needed for the assignment through the agency standard travel reservation system.

Each vehicle rented through the NERV BPA MUST:

- Be requested electronically through this site with a valid Resource Order.
- Have a NERV Payment Cover Sheet filled out and all supporting documentation for each vehicle maintained and submitted to NERV once the vehicle has been returned.
- Ensure all required documentation of damage or accidents are filled out for the host incident and included in the NERV Payment Cover Sheet.

More detailed information and rental procedures can be found at: https://sites.google.com/a/firenet.gov/nerv/

**Defensive Driving Training Requirement**

Federal employees and Federal ADs are required to take a defensive driving course every 3 years when driving Federal fleet vehicles or rental cars. State agencies and cooperators have required guidelines as well and these requirements must be followed when driving on incidents. There are several approved defensive driving courses available; some are instructor led and others are available online. Check with your agency for approved courses.

**Privately Owned Vehicle (POV) Use/Cost Comparison Requirements**

The Federal Travel Regulation (FTR) guidance for all federal agencies is as follows:

- A cost comparison between a privately-owned vehicle (POV) and a rental vehicle for use during temporary duty (TDY) is now required, FTR 301-10.309-301-10.3
- Travelers who are authorized to use a rental vehicle for TDY must use the least expensive compact car available unless an exception is approved, FTR 301-10.450
- Travelers cannot be reimbursed for purchasing pre-paid refueling options for rental vehicles, FTR 301-70.102
IROC resource requests stating POV authorized in documentation or special needs indicate that the receiving unit has approved; however, the sending unit/resource has the ultimate responsibility in determining the method of travel that is least cost to the government. If a POV has been determined to be the least costly and is authorized, sending dispatch offices must indicate that a cost comparison was done and is on file. If POV is authorized and determined to be least cost to the government, the resource may still elect to travel via other means in accordance with a cost benefit analysis, such as rental car, government vehicle, etc.

Links to the USFS Cost Comparison Worksheet and a helpful Cost Benefit Analysis Tool can be found below:


Fire Suppression Work/Rest Guidelines

Management of crew, overhead, and support personnel must abide by the work/rest guidelines to assure a safe, productive operation. Safety is the responsibility of all incident personnel and the following guidelines shall be used to meet work/rest requirements for all incident personnel.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Incident Commander (IC) or Agency Administrator (AA) (incident unit) may provide time off supplementary to mandatory days off requirements. For Type 3-5 incidents, paid days off should be rare exceptions. However, if necessary, the Agency Administrator (incident host or home unit) may authorize days(s) off with pay.


Work/rest guidelines should be met on all incidents.

Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume a 2:1 work/rest ratio as quickly as possible.

The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification shall be documented in the daily incident records. Documentation will include mitigation measures used to reduce fatigue.
The Time Officer’s/Unit Leader’s approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

The work/rest guidelines, as noted above, do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Regulations (FAR) or agency policy if more restrictive.

Length of Assignment

An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

Standard assignment length is 14 days, exclusive of travel from and to the home unit, with possible extensions identified below. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including incident management teams.

After completion of a 14-day assignment and return to the home unit, 2 mandatory days off will be provided (2 after 14) (State regulations may preclude authorizing this for State employees). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (See: Section 12.1-2) (5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 [1977]). If the next day(s) upon return from an incident is/are a regular work day(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual’s regular day(s)’ off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Casuals (AD) are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

Specific flight and crew duty limitations apply to pilots. Vendor pilot assignments are determined by the contract and the Federal Aviation Regulations (FAR). Agency pilot and crew duty limitations are determined by agency policy and the FARs.
Assignment Extensions

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstances. Personnel should anticipate the possibility of an extension when taking an assignment to Alaska.

Assignments may be extended when:
- Life and property are imminently threatened,
- Suppression objectives are close to being met, or
- Replacement resources are unavailable or have not yet arrived.

Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off and exclusive of travel).

Contracts, Incident Blanket Purchase Agreements (I-BPAs) and Emergency Equipment Rental Agreements (EERAs) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA or EERAs do not address this, the Incident Finance/Administration Section Chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

Single Resource/Kind Extensions

The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource’s concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor’s approval. The Incident Commander approves the extension. If a convened Geographic or National Multi-Agency Coordinating Group (GMAC/NMAC) directs, the Incident Commander approves only after GMAC/NMAC concurrence. If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment.

Incident Management Team Extensions

IMT extensions are to be negotiated between the Agency Administrator, the Incident Commander and the SWCG. NMAC approval is required for Type 1 IMTs and Area Command.

The Assignment Extension Form (available here): [https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm](https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm) will be initiated from the incident and follow the established sequence of approval signatures as identified on the form.
Rest and Recouping Facilities (R&R)

When days off are planned at or near the incident (between assignments), arrange for rest and recouping facilities that provide for:

- Eight hours of uninterrupted sleep
- Telephone for personal calls
- Facilities for showering and washing clothes
- A source of essential personal items
- Where practical, recreational opportunities may be provided such as television, video movies, etc.

Sites that provide the above needs at least cost should be selected.

Demobilization/Incident Release Priorities

Southwest Area Demobilization Guidelines and Incident Release Priorities - In Southwest Area Preparedness Levels 1 and 2, the incident/host dispatch will work with the Southwest Coordination Center in determining release priorities.

In Southwest Area Preparedness Levels 3 through 5, the incident/host dispatch office shall attempt to give 24 hours advance notice to the Southwest Coordination Center for release of non-local resources. The following incident release priorities will generally apply, unless notified of change by the Southwest Coordination Center:

1. Local initial attack
2. National and regional shared resources
3. Out of geographic area resources
4. Out of Zone Southwest agency and cooperator resources*
5. Southwest agreement/call-when-needed resources*
6. Type 2 crews/contract resources*

*Depending on the current and predicted level of activity, the Southwest Coordination Center may advise the incident/host dispatch of changes to the above priorities. There are times when out-of-area and call-when-needed resources may be released first when predicted future needs are minimal.

The Southwest Coordination Center will work with the agency/incident host dispatch office and incident management team to coordinate the release priorities for resources assigned to Southwest incidents. When determining release priorities, several factors will be considered, including (but not limited to):

- Safety and Cost: The Southwest will minimize instances when out of geographic area resources get released home after short duration assignments. Attempts should be made to keep these resources for the duration of the incident and look for potential reassignments within the Southwest to minimize travel exposure and cost
• Significant Fire Potential: Depending on fuel conditions and predicted weather, the SWCC will work with the host unit to make decisions on out-of-area resources on whether to retain them on an incident/preposition order for anticipated needs or release the resource home

• Agency Objectives: There are times when agency objectives related to cost, training, opportunities, local knowledge, severity resource utilization, etc., may influence incident release priorities. Particularly in preparedness levels 3 through 5, these agency objectives must be communicated to the Southwest Coordination Center

Southwest Area Zone Operating Plans, Initial Attack, and Mutual Aid Agreements

Specific agreements and memorandums of understanding (MOU) with each Southwest Area Zone are kept on file with that zone/dispatch center. The purpose of this section is to outline the minimum requirements for the operation of fire management activities within a zone/dispatch center. These are as follows (but are not limited to):

• Memorandum of understanding for the operation and management of the zone and the formation of a Zone Coordinating Group

• Operating plan for the dispatch center(s) within the zone to include agreements between the agencies in how the center is to be funded and dispatch support to the agencies within the zone

• Mutual Aid/Initial Attack Agreements between the agencies/cooperators within the zone for fire suppression (where applicable)

• Delegation of Authority to the Dispatch Center Manager signed by the Zone Coordinating Group outlining authorities within the center

• Radio Frequency Use Agreements (where applicable)

• Facilities agreements as necessary to include dispatch centers, agency facilities, aviation/crew facilities, mobilization centers, lookouts, etc.

Joint Powers Master Agreements

The purpose of the Wildland Fire Management Joint Powers Master Agreements are to document the agencies’ commitment to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, and funds among the agencies for management of wildland fires, presidential declared emergencies, and disasters or other emergencies under the Federal Emergency Management Agency’s authority. The States of Arizona and New Mexico each have agreements in place with Federal agencies. These agreements are located on the SWA Web site at:

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**Forest Service R-1/R-3 Agreement**

An intra-agency agreement has been signed between Regions 1 and 3 of the USFS and allows for resource exchange to supplement fire management capability. Normal dispatch ordering channels will be followed through the IROC system.

**BLM Direct Exchange of Resources**

Direct exchange of resources is made between BLM districts throughout the West. Response areas vary but will usually involve movement of resources from areas of low risk to areas of high fire danger. The BLM sending units are responsible for notifying the next higher dispatch level of resource commitment as soon as possible after dispatch.

**BIA Direct Exchange of Resources**

The BIA Director, National Interagency Fire Center (NIFC) is delegated authority for the assignment and movement of Bureau personnel and equipment to meet fire emergency needs and is authorized to approve expenditures chargeable to emergency fire suppression and rehabilitation funds. The BIA Regional Directors for the Western Region (Phoenix), Navajo Region, and Southwestern Region (Albuquerque) have delegated authority to transfer personnel and equipment to reservations where the fire load is temporarily excessive for the local personnel. The Western, Navajo, and Southwestern Regions encompass New Mexico, Arizona, Utah, Nevada, and Colorado. The movement of resources to meet agency needs should flow from the regional office to agency, where resource orders will be initiated and processed through normal channels.

**NPS Dispatching Procedures**

Dispatch of individual park suppression personnel and equipment to locations out of the initial attack area will be through the appropriate dispatch center in response to specific resource orders. On rare occasions, the NPS Regional FMO may request the dispatch of resources directly through a park. In these instances, the FMO will be responsible for notifying the appropriate dispatch center of the movement of NPS resources. Parks are to refuse a dispatch request which comes from any other source.

**International Agreement with Mexico**

The purpose of this agreement is to establish a joint program to prevent and fight forest fires along the international border between Sonora, Mexico, and the Coronado National Forest in Arizona in order to protect life, property, and natural resources from forest fires and at the same time to minimize the costs incurred in fighting the fires. The fires referred to are those which have started in Mexico and tend to spread or continue toward the United States, or that start in the United States and spread into Mexico, threatening the forest resources of either country. Operating plans are in place to deal with these incidents and increase efficiencies in working with Mexico.
National Guard/Military Support

The Joint Powers Master Agreements for Arizona and New Mexico provide general information on use of the National Guard.

Use of National Guard Units

National Guard facilities, personnel, or equipment shall be requested through IROC for all fire support missions. Regardless of the National Guard units used, the requesting agency must assign a qualified liaison officer to work with the National Guard Officer-in-Charge. The using agency is responsible for reimbursing the National Guard unit(s) for fuel, oil, parts, and repair of damages to National Guard equipment.

Arizona - All requests for Arizona National Guard resources will be ordered through the Arizona Dispatch Center to Arizona State Forestry. An informational copy of the resource order must be sent to the SWCC.

New Mexico - Except for units within the Santa Fe Zone, all requests for National Guard assistance will be placed through channels to the SWCC. The SWCC shall place all resource orders for National Guard assistance with the Santa Fe Interagency Dispatch Center to New Mexico State Forestry. Units within the Santa Fe Zone may place orders directly with the Santa Fe Interagency Dispatch Center, which will make the request to New Mexico State Forestry and inform the SWCC.

Military Support

Specific channels between the Southwest Area and military organizations have been established. Maintaining these channels will do much to alleviate problems that can develop when units call military organizations direct.

White Sands Missile Range - The Alamogordo Interagency Dispatch Center has established contacts and works directly with Holloman Air Force Base which has jurisdiction over the White Sands Missile Range.

Fort Bliss Military Reservation - The Silver City Interagency Dispatch Center has established contacts and works directly with Fort Bliss Army Headquarters.

Fort Huachuca Military Reservation - The Tucson Interagency Dispatch Center has established contacts and works directly with Fort Huachuca Army Headquarters.

Where mutual plans for support have been made locally with military units, dispatch centers may request or provide assistance direct. Normally, requests will not be made to the military until all civilian and National Guard resources of the type needed have been committed. Units will notify the SWCC when requests for assistance are received from military organizations or when military resources are committed to an incident.

Requests for military assistance not covered by appropriate letters of agreement will be documented on a resource order form and submitted through the SWCC to the NICC. At the time of request, the following information must be furnished:
• Situation - This will include information on the type of incident, location, resources threatened, personnel, aircraft, and equipment presently committed
• Planned mission for the military
• What is needed for the military
• Agency liaison (Military Liaison Officer) with the military. Include liaison’s name, title, and telephone number for contact
• Provider of billeting facilities for the military
• Specify time and known location where the Military Liaison Officer and military can meet to proceed to incident camp or staging area

A Military Liaison Officer will be assigned to each military unit. The Military Liaison Officer will be well qualified and familiar with fire or other incident operations as well as communication procedures. Liaison officers assigned to military aviation units will be carefully selected for their air operations knowledge. They should have no other duties to detract from the assignment. On advice from the incident agency, the SWCC shall select the Military Liaison Officer to be assigned.

The military shall provide necessary support to keep their equipment operational. Any special materials and/or supplies needed for the military assistance required should be determined at the time of request.

Requests for military helicopters will be made only when all agency charter or contract helicopters are insufficient, unsuitable, or not readily available.

The appropriate Agency Aviation Officer will establish procedures to ensure that qualifications of military personnel and equipment used will be equal to the minimum standard required by the agency. In addition, the National Helicopter Operations Study requires that all “other agency” helicopters must meet agency standards. This includes military helicopters. Briefing of the military on arrival is the responsibility of the unit air officer. Incoming military personnel will be briefed on:

• Existing weather conditions
• Mission requirements
• Manifesting and downloading requirements
• Heliport/helispot locations
• Communications requirements
• Pilot flight time limitations
• Facilities: messing, berthing, fueling, etc.

The unit dispatch office shall acquire the aircraft empty weights and a list of pilots to be compared with the approved list and pass to the Air Support Group Supervisor.

All personnel shall do everything possible to assist in maintaining a good integrated and coordinated working relationship between military and agency personnel.
Memorandum of Agreement, USDA-USDI, Law Enforcement

This MOA provides for the U.S. Forest Service and the National Park Service, Bureau of Land Management, and the Fish and Wildlife Service to be able to cross-designate law enforcement powers from any of the above agencies to law enforcement personnel from any of the other agencies under certain specified conditions.

The exercise cross-designation under this agreement is limited to: (1) investigative operations; (2) security or law enforcement operations during wildland fires or other major events or incidents; and (3) emergency assistance calls. Upon official request from one agency to another agency for law enforcement assistance, all law enforcement personnel sent to that incident will be automatically empowered with the enforcement powers of the requesting agency.

Requests by the Bureau of Indian Affairs are subject to enactment of additional enforcement authority currently pending in Congress.

Southwest Area Preparedness Level Plan

Wildland fire management agencies are directed to protect life, property, and the natural and cultural resources they manage. This requires attention to the availability and use of firefighting resources. Preparedness levels will be utilized by all wildland fire management agencies within the Southwest to guide the readiness of fire resources. These preparedness levels provide interagency coordination of pre-suppression, suppression, and fire management capabilities.

This plan serves three primary functions:

1. To coordinate workforce and equipment needs for planned and unplanned wildfires
2. To ensure that fire management activities are integrated and coordinated with Southwest Area and national needs
3. To ensure coordinated step-up activities are efficient and proportional to fire hazard, risk, and the overall situation complexity

Definitions

Predictive Services Areas (PSAs) - Regions of roughly similar fuels, weather, and topography where a statistical correlation has been established between historical fire occurrence and selected NFDRS stations. There are 16 PSAs in the Southwest.

Significant Fire Potential - The likelihood a fire situation will require mobilization of additional resources from outside the area in which the fire situation originates. This can be applied to PSAs, dispatch zones, and/or geographic area.

SWA 3-Day Average Severity Curve - The Energy Release Component (ERC), derived from representative NFDRS stations throughout the area, is averaged over each 3-day period to obtain an area-wide, 3-day average severity curve.
Wildland Fire – Any non-structure fire that occurs in the wildland. Wildland fires are categorized into two distinct types:

- Wildfires – Unplanned ignitions or prescribed fires that are declared wildfires
- Prescribed fires – Planned ignitions

7-Day Significant Fire Potential Outlook - A 7-day outlook of significant fire potential for each of the Southwest Area PSAs which integrates fuels and weather information into classifications related directly to the potential for significant fire activity. The table below relates historical fire occurrence and probabilities for significant fire activity to the outlook classifications.

<table>
<thead>
<tr>
<th>Fire Potential Color Classification</th>
<th>Significant Fire Risk Description</th>
<th>Historical Significant Fires in Color Class</th>
<th>Chance of Significant Fire (Given 100 or More Ignitions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green (Moist)</td>
<td>Little or none</td>
<td>9%</td>
<td>≤3%</td>
</tr>
<tr>
<td>Yellow (Dry)</td>
<td>Low</td>
<td>30%</td>
<td>7%</td>
</tr>
<tr>
<td>Brown (Very Dry)</td>
<td>Moderate</td>
<td>60%</td>
<td>13%</td>
</tr>
<tr>
<td>Red (High Risk)</td>
<td>High</td>
<td>1%</td>
<td>20% (estimated)</td>
</tr>
</tbody>
</table>

Fire Preparedness Level Determination Procedures - The Southwest Coordination Center Manager will use this plan to guide the setting of the overall preparedness level (PL) for the Southwest Area, but consult with the SWCG during PLs 3-5. Preparedness levels are basically determined by:

- Condition of the fuels and their resultant burning characteristics
- Existing and forecast significant fire potential, weather patterns
- Fire activity, prescribed and wildland, both within and outside the Southwest Area
- Resource availability, within and outside the Southwest Area

National Preparedness Levels may suggest that Southwest Area preparedness levels be raised due to a large number of resources being out of the area and unavailable for Southwest response.

Using the Plan - Each preparedness level requires specific actions, assigned to certain positions or organizations. Once a preparedness level has been established, the responsible individuals will carry out their assignments without further notification. Each SWCG member will be responsible to coordinate the activities triggered by the preparedness level, upon the lands and staffing within their agency’s jurisdiction. The Southwest Area Predictive Services Unit will monitor Southwest factors daily. When Preparedness Levels 1 and 2 are exceeded, the Predictive Services Unit Leader will consult with the SWCC Center Manager, who will initiate more careful evaluation of the situation and take or recommend appropriate actions.
**Special Prescribed Fire Direction** - The contingency plan is the portion of the prescribed fire plan that considers possible but unlikely events, and the contingency resources and actions needed to mitigate those events. The contingency plan will establish management action points or limits that indicate when additional holding resources and actions are needed. The Rx Burn Boss will verify and document the availability of identified contingency resources and response time on the day of implementation. If contingency resources availability falls below plan levels, actions must be taken to secure operations until identified contingency resources are replaced. While contingency resources may be identified for more than one prescribed fire, the local fire management organization(s) must evaluate and document adequacy of all contingency resources in the area. Once a contingency resource is committed to a specific wildland fire action (wildfire or prescribed fire), it can no longer be considered a contingency resource for another prescribed fire project, and a suitable replacement contingency resource must be identified or the ignition halted. The dispatch center should be included in the list of planned contingency resources. (See: *Interagency Prescribed Fire Planning and Implementation Procedures Guide,* July 2017).

**Preparedness Level Determination**

Preparedness Levels (PL) in the Southwest are derived from a 2 tiered approach. These can be summed up by measuring the following:

- **What is occurring?** This includes measuring fire business such as fire activity, Incident Management Team (IMT), and Type 1 (IHC)/T-2IA commitments
- **What could occur?** This includes measuring significant fire potential and fire danger indices within individual Predictive Service Areas (PSA’s) and how these relate to the probability of fire business

“What is occurring” will initially govern the PL; however, “What could occur” has an important influence on shifts in PL either up or down but can also play an important role even in the absence or change in fire business. The following are guidelines in how to measure these criteria for input into the model and are to be used as a tool only. After each criterion below are identified and measured, a recommended PL Level (scoring output from the model) is given to SWCG for approval.

**What is occurring?**

- **Fire Activity (Contributing to Fire Business)**
  - **Minimum** = little to no fire activity
  - **Low** = fire occurrence usually contained in 1 burning period and is successfully managed with local resources
  - **Moderate** = daily initial attack in some areas and with some incidents burning more than 1 burning period and non-local resources are needed to assist
  - **High** = most areas experiencing new incidents daily and fires over 100 acres are common. Resource needs across zone boundaries are frequent with some support from outside the Geographic Area
**Maximum** = new incident Initial Attack capability is compromised due to ongoing large fire activity and lack of resources. Resource requests from outside the Geographic are common

**IHC Crew Commitments (Within the Southwest Area)**

**Minimum** = No IHC Crew commitment  
**Low** = Occasional commitment of IHC Crews  
**Moderate** = About 1/2 of SWA IHC Crews regularly committed  
**High** = Most SWA IHC Crews are committed regularly with some out of area IHC Crews needed  
**Maximum** = All SWA IHC Crews are committed, out of area assistance of IHC crews is high

*Note: Outside of the April-September timeframe, T-2IA Crew resource commitments will be utilized for purposes of measuring fire business.

**IMT Commitments (Within the Southwest Area)**

**Minimum** = No IMT commitment  
**Low** = Some commitment of T3 IMTs  
**Moderate** = 1-3 T1 or T2 IMTs committed  
**High** = Most IMTs being utilized regularly  
**Maximum** = All IMTs are committed, out of area assistance needed

**What could occur?**

**7 Day Outlook/Fire Potential Trend**

**Minimum** = All PSA’s in Green/Yellow with no increase in potential in the period  
**Low** = No more than 25% of PSA’s in Brown with infrequent High Risk Events  
**Moderate** = Approximately half of PSA’s are in Brown or High Risk Events  
**High** = 75% of PSA’s are in Brown or High Risk Events  
**Maximum** = All or most PSA’s consistently in Brown and High Risk days are common

**PSA ERC(g) Indices**

**Minimum** = No PSA’s in Red (above the 90th percentile)  
**Low** = 25% of PSA’s in Red (or expected to be in Red within a 3 day period)  
**Moderate** = 50% of PSA’s in Red (or expected to be in Red within a 3 day period)  
**High** = 75% of PSA’s in Red (or expected to be in Red within a 3 day period)  
**Maximum** = >90% of PSA’s in Red (or expected to be in Red within a 3 day period)
Preparedness Level 1

**Description - Conditions are not conducive for frequent large fire growth in most of the geographic area. Winter or rain conditions or green fuel conditions predominate. Normal fire resource staffing is adequate.**

In general, the adjective ratings for identified criteria are at a minimum or low.

When in Preparedness Level 1, the following are items to be considered by the SWCG, SWCC, Zone Coordinating Groups, and Dispatch Centers including but not limited to:

**SWCG**

- Recruit/select staff for Incident Management Teams
- Review and update annual operating plans for the state master agreements
- Delegate authority to the SWCC Center Manager to carry out interagency functions at the SWCC
- Review and revise the SWCG handbook

**SWCC**

- Review and update the SWCC Operations Guide and provide update to the SWCG for comments. Lead and coordinate the annual revision of the Southwest Area Mobilization Guide
- Preposition National fire radio cache systems at Silver City and Prescott
- Review and make recommendations on operating plans for mobilization centers in the Southwest Area
- Review, revise, or develop memorandums of understanding or agreements between the Southwest Area and other geographic areas as needed
- Follow up with dispatch centers to assure preseason agreements are completed; provide assistance where needed
- Monitor weekly situation reports, fire activity levels, and resource availability
- Notify the NICC, Southwest Area dispatch centers, and the SWCG of any major incidents
- Participate in zone fire preparedness staff inspections throughout the Southwest Area

**Zone Coordinating Groups**

- Organize Type 3 management organizations, encourage interagency IMT involvement by zone firefighters
- As needed, review and update zone annual operating plans and provide copies to the SWCC
- Delegate authority to the zone center manager to manage the dispatch center and implement annual operating plans
Dispatch Center Managers

✓ Review Dispatch Center Operating Plan with the Zone Coordinating Group and make recommendations as necessary
✓ As needed, develop zone Interagency Hotshot Crew and Southwestern Forest Fire Fighter Crew rotation schedules
✓ Develop and maintain seasonal fire severity charts, pocket cards
✓ Assure preseason agreements are completed, provide assistance where needed
✓ Inform the SWCC daily of any occurring or planned prescribed fires and resource commitments to these treatments
✓ Notify the SWCC and involved Southwest Area dispatch centers of major incidents
✓ Prioritize fire management actions to optimize suppression effectiveness within the zone

Preparedness Level 2

*Description - Resources within local dispatch areas are adequate. Potential exists for some mobilization of additional resources from other local dispatch areas. Fire behavior is generally low to moderate. Some minor support to the National Response Plan may be occurring.*

In general, the adjective ratings for identified criteria are within a minimum to moderate range. When in Preparedness Level 2, the following are items to be considered by the SWCG, SWCC, Zone Coordinating Groups, and Dispatch Centers including but not limited to (in addition to items in PL1):

**SWCG**

✓ Ensure Type 1 Incident Management Team Southwest on-call schedule is active
✓ Coordinate the issuance of press releases that highlight interagency current conditions and a brief outlook
✓ Consider “normality” of fire season and if early/late activation of Type 2 IMTs are warranted

**SWCC**

✓ As needed, activate 7-day operations for the SWCC
✓ Expand the SWCC operations to provide proper staffing as needed
✓ Initiate submission of daily area situation report
✓ Compile and distribute resource availability within the Southwest Area, daily or weekly, as necessary
✓ Contact National Weather Service offices to activate twice daily fire weather forecasts
✓ As needed, initiate and maintain Area-wide Severity Chart, SIT300 (IMT and Crews), and SIT300A (Aviation), Morning Intelligence Report, News & Notes, and IROC reports
✓ Utilize SWCC staff to perform and distribute preseason risk assessments during periods of escalating risk going into the fire season
Make preparations to activate the Southwest Decision Support Group to assist the Southwest MAC with decision making, prioritization, fire environment, and incident intelligence as needed

**Zone Coordinating Groups**

- Consider activating intelligence specialist(s) for zone
- Coordinate the issuance of press releases that highlight current interagency conditions and a brief outlook
- Ensure interagency coordination of incidents is occurring

**Dispatch Center Managers**

- Consider activation of 7-day operations of the dispatch center. Expand dispatch center operations to provide for proper staffing as needed
- Ensure computer software is up to date, there is sufficient support to keep computers and telecommunications operational, and that backup systems are in place to prevent disruption during busy periods
- Compile and submit daily zone situation report
- Initiate conference calls if needed to members of the Zone Coordinating Group to discuss the situation. Frequency of the conference calls and/or meetings will be determined by the Zone Coordinating Group
- Monitor area-wide severity index with increased attention to an upward trend
- Encourage interagency coordination of severity requests

**Preparedness Level 3**

*Description - Resources within some local dispatch areas are short, requiring frequent mobilization of additional SW and national resources. Large fires occurring frequently and potential for IMT mobilization is regularly present. Fire behavior is generally moderate to high, and is of concern to local agencies and fire managers.*

In general, the adjective ratings for identified criteria are within a low to high range.

**Management Direction/Consideration**

Agencies wishing to proceed with an incident strategy other than full suppression will notify and coordinate with the SWCG. The final decision to implement resides with the implementing agency.

If the agency decides to implement, incident strategies must consider the short and long-term resource requirements for all new and existing wildland fires (planned and unplanned) to ensure efficient resource utilization for identified priorities.

When in Preparedness Level 3, the following are items to be considered by the SWCG, SWCC, Zone Coordinating Groups, and Dispatch Centers including but not limited to (in addition to items in PL1 and PL2):
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SWCG

✓ Consider establishing interagency fire information specialist(s) for the SWCC
✓ Consider establishing the SWCC training coordinator to work with zones and incidents to direct and place geographic area trainees to facilitate accelerated training experiences
✓ Initiate requests for state or regional level severity funds
✓ Consider activation of MAC Group if resource competition, incident workload, or agency interests indicate need
✓ Consider designation of ready reserve firefighting resources if situations are escalating or resources are short
✓ Consider funding and use of cooperative fire prevention/education team(s)
✓ Work with agencies to stage or place critical resources in high risk areas
✓ Individual members monitor agency incidents and collaborate with SWCG members as needed

SWCC

✓ Operate SWCC on extended staffing, as needed
✓ Prioritize fire suppression actions to optimize suppression effectiveness by using appropriate logistical strategies
✓ Initiate conference calls to members of the SWCG to discuss current situations if they are complex. Frequency of the conference calls and/or meetings will be determined by the group
✓ MAC group activation may be indicated
✓ Monitor implementation of fire restrictions and closures throughout the Southwest Area
✓ Monitor the status of all fire aircraft
✓ Work with agencies on SEAT placement and needs
✓ Maintain at least two hotshot crews per state for initial attack support
✓ Activate the Southwest Decision Support Group to assist the Southwest MAC with decision making, prioritization, fire environment, and incident intelligence as needed
✓ Coordinate conference calls with all center managers
✓ Maintain daily communication/coordination calls with all IMTs on active incidents.
  Monitor accelerating T3 incidents
✓ Determine seasonal availability dates of SWFF and T2 crews
✓ Monitor the availability status of Southwest Type 1 IHC crews
✓ Notify SWCG Chair and SWCG members of the escalating situation if it appears that the PL will go beyond PL-3

Zone Coordinating Groups

✓ Encourage and coordinate interagency requests for severity funds as parameters allow
✓ Initiate, as needed, fire restrictions and closures and associated interagency coordination procedures
✓ Maintain close coordination for all incidents, including resource commitments and needs
✓ Dispatch Center Managers
✓ As needed, operate dispatch center on extended staffing
✓ Through Zone Coordinating Group, monitor the implementation of fire restrictions and closures
✓ Prepare daily morning management briefing paper

Preparedness Level 4

Description - Resources are fully and frequently being mobilized in some areas; initial attack is unsuccessful on a daily basis. Aviation resources are critical to success. Some dispatch areas are extremely busy and IMT fires occurring regularly. Resources have to be actively managed and agencies consulted regularly. Fire behavior is generally high to extreme; threats to life and property may be high and is of concern to local agencies and fire managers.

In general, the adjective ratings for identified criteria are within a moderate to maximum range. Management Direction/Consideration

Agencies wishing to proceed with an incident strategy other than full suppression will notify and coordinate with the SWCG. The final decision to implement resides with the implementing agency.

If the agency decides to implement, incident strategies must consider the short and long-term resource requirements for all new and existing wildland fires (planned and unplanned) to ensure efficient resource utilization for identified priorities.

Prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the regional or state office level. This approval must be based on an assessment of risk, impacts of the proposed actions on area resources and activities, and include feedback from the SWCG. The SWCG provides information or perspectives to agencies wishing to proceed with or implement a prescribed fire application. The final decision to implement resides with the implementing agency.

When in Preparedness Level 4, the following are items to be considered by the SWCG, SWCC, Zone Coordinating Groups, and Dispatch Centers including but not limited to (in addition to items in PL1, PL2, and PL3):

SWCG

✓ Prioritize fire suppression actions to optimize suppression effectiveness within the Southwest Area
✓ Activate MAC to assist SWCC and Fire Managers in allocation/re-allocation decisions
✓ The SWCG or Southwest Area MAC Group will manage the assignment of all Incident Management Teams within the Southwest; Type 2 teams will normally be kept within the geographic area when the SW is at PL-4 and above. Consider the prepositioning of IMTs or other critical resources, especially in escalating risk situations. Designate ready
reserve resources if firefighting resource shortages are developing. Consider requiring incident release advance notification for firefighting resources, pending active reassignments

✓ Consider requesting agency management to make all non-critical, fire qualified staff available for fire support in the Southwest; especially if it appears there will be an extended period of escalating and increasing fire activity with resource shortages

**SWCC**

✓ Request SWCG activate the MAC when complex fire incidents, resource competition, agency issues, or other complexities develop. Coordinate conference line, MAC room, activation of MAC group coordinator, and other specialists in consultation with SWCG chair

✓ Notify the NICC and all SWA dispatch centers when MAC Group is operational. Notify Incident Commanders of call-in protocols, reporting template

✓ Preposition additional initial attack resources in strategic locations

✓ Provide SWCG/MAC with current resource availability, assignments, and potential shortages

✓ Ensure that adequate coverage of all essential SWCC functions is occurring for long duration stays at PL-4 and 5. Ensure the SWCC and zones have adequate trainees to develop personnel for the future staffing of centers

**Zone Coordinating Groups**

✓ Carefully consider and receive regional or state office approval, for any initiation or continuance of prescribed fires

✓ Active zones may need to convene mini-MAC groups to prioritize resources and actions on fires. Regular consultation with the SWCG liaison and SWCC center manager is needed

✓ Determine interagency need for additional area closures and restrictions

✓ Ensure Zone Coordinating Group chair or acting is continuously available to zone center manager(s), agency representatives, and SWCG agency liaison. Consider extra help if agency representatives availability is overtaxed due to local fire activity

**Preparedness Level 5**

*Description - Fire resources throughout the SW Area are fully committed. Higher level of initial attack is unsuccessful. Use of aviation resources is essential for initial attack and large fire support. Numerous dispatch areas are at full operational level. Most or all SW IMTs are in use. Fire behavior is generally high to extreme; threats to life and property may be high and is of major concern to local agencies and fire managers.*

In general, the adjective ratings for identified criteria are within a high to maximum range.

Management Direction/Consideration
Agencies wishing to proceed with an incident strategy other than full suppression will notify and coordinate with the SWCG. The final decision to implement resides with the implementing agency.

If the agency decides to implement, incident strategies must consider the short and long-term resource requirements for all new and existing wildland fires (planned and unplanned) to ensure efficient resource utilization for identified priorities.

Prescribed fire application can be initiated or continued if the proposed action is approved by an agency at the regional or state office level and local resources are available to carry out the application without additional outside resource needs. This approval must be based on an assessment of risk, impacts of the proposed actions on area resources and activities, and include feedback from the SWCG. The SWCG provides information or perspectives to agencies wishing to proceed with or implement a prescribed fire application. The final decision to implement resides with the implementing agency.

When in Preparedness Level 5, the following are items to be considered by the SWCG, SWCC, Zone Coordinating Groups, and Dispatch Centers including but not limited to (in addition to items in PL1, PL2, PL3, and PL4):

**SWCG**

- Activate MAC to assist SWCC and Fire Managers in allocation/re-allocation decisions
- Add Military or National Guard Liaison to MAC Group if military or national guard is activated
- Consider establishing MAC and FEMA representative relationship
- Consider contacts/involvement with state level Homeland Security Departments
- Continue to preposition Incident Management Teams, ready reserve, or critical resources as needed
- Take additional steps to assure that all Agency Administrators are advised of all current and predicted activities
- Ensure Southwest liaison to NMAC is informed and up to date so that national level help is available and coordinated
- Conduct close monitoring of Southwest Area resources to assure that they are getting appropriate rest and recovery time
- Consider what help SW MAC can establish or offer to active agencies, zones, dispatch centers, or zone coordinating/MAC groups to assist in their success

**SWCC**

- Identify and staff additional staging areas for IMTs and other resources, as needed
- Pay specific attention to fire information staffing at the geographic area level to ensure media and political managers are getting updated and correct fire effort information. Make suggestions to SW MAC if shortfalls are identified
- Observe busy zone dispatch centers and suggest mobilization of additional resources for help, if indicated.
Chapter 20 – Overhead and Teams

Overhead

Ordering Protocols

Requests for individual overhead positions must comply with position names and descriptions as shown in the Incident Qualifications and Certification Handbook (PMS 310-1) and USFS Fire and Aviation Qualifications Guide. Additional position codes have been added in IROC to accommodate FEMA requests as the Federal agencies have been tasked to assist under the National Response Plan. Orders for positions not described in these handbooks will be considered as “Technical Specialist (THSP)” personnel requests. As such, a detailed description of parameters will be required in the special needs block in IROC when placing the request. A dispatcher should NOT take a request for a position without being positive of the exact job description.

Based on fire qualifications listed in the IROC program, all efforts shall be made by the SWCC to distribute requests for personnel assignments equitably among all dispatch centers. It is the responsibility of each individual to manage their availability in IROC utilizing self-status or keep their dispatch center current on their availability. The system, if properly maintained, provides dispatchers at the centers and SWCC with the information used to fill requests in a timely manner.

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "trainee acceptable" is selected as an inclusion in IROC.

All requests must include the incident/project order number, request number, financial codes, and reporting instructions. Whenever possible, a copy of the resource order should be given to all individuals mobilizing to incidents.

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation. ADs going out as single resources are required to be self-sufficient unless other arrangements have been agreed to by the ordering unit.

Unless specifically excluded, ADs and private contractors will be accepted for suppression and severity orders.

All requests will be placed through normal dispatch channels. The only exception to this is when resources are on rosters where the request is placed directly with the home dispatch. The servicing dispatch centers will be used to mobilize and demobilize all resources. Servicing dispatch centers can mobilize and commit resources internally. When resources are exhausted internally, request(s) will be placed to the SWCC or per the neighborhood ordering policy.
Name Requests

The SWCC will generally process name requests for agency personnel within the geographic area; however, name requests for ADs may be denied if there are agency personnel available with like qualifications.

The National Mobilization Guide outlines the following name request guidance:

- ✓ Name requests for suppression or all hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies). The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests must include the individual's current dispatch location.
- ✓ Document name request justification, for all name requested resources, on the resource order form.
- ✓ Name requests for Geographic Area Trainee positions will be justified within special needs and will be processed.
- ✓ Name request charged to budgeted/programmed, non-suppression funds are acceptable and will be processed during normal business hours.
- ✓ All name requests not filled by the sending unit will be returned to the requesting unit by NICC as UTF.
- ✓ Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests may be appropriate and are typically directed by agency managers.
- ✓ Use of the THSP (Technical Specialist) position code is only appropriate when no other appropriate position code exists, and requires additional information describing the specialty be included with the request (THSP - Duty Officer; or THSP - Air Resource Advisor).
- ✓ Unless specifically excluded, ADs and private contractors will be accepted for suppression and severity orders.
- ✓ Name requests for Geographic Area Trainee positions will be justified with special needs and will be processed.

Overhead Trainees

The Southwest Area has a Priority Trainee Program that provides an avenue to mobilize priority trainees to incidents in support of interagency succession objectives. A Priority Trainee reflects someone serving in a position that is in critical need of receiving on the job training to: 1) meet a job requirement, 2) help fill a team shortage, or 3) career development. Annually, the SWCG will establish a process to prioritize and identify priority trainees. The Geographic Area Training Representative (GATR) will manage and maintain the Southwest list. Dispatch offices will use the Priority Trainee list first to fill requests prior to using personnel not on the master list.

More information and how to apply to be a Priority Trainee can be found on the SWCC website at:
Personnel with trainee qualifications outside of the priority trainee positions identified by the SWCG will still be mobilized using normal dispatching procedures.

If a trainee is available to mobilize with a qualified resource, the sending dispatch must get approval from the ordering dispatch and a separate request number (i.e. O-XXX) is required. Prior to sending a trainee with a qualified resource, dispatch offices will ensure the individual is the highest-ranking available trainee, or there are no Priority Trainees available.

**Interagency Wildland Fire Modules**

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

The Southwest Area WFMs are as follows:

- Type 1 Wildland Fire Module - Saguaro (Saguaro National Park)
- Type 2 Wildland Fire Module – Apache Kid (Cibola NF)
- Type 2 Wildland Fire Module – Escondido (Gila NF)

Across the nation, there are approximately 17 Wildland Fire Modules. In IROC, these modules are ordered as one overhead group and are rostered.

Interagency Wildland Fire Modules provide skilled and mobile personnel for prescribed and wildfire management in the areas of planning, fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- Support burn unit preparation
- Support mechanical hazardous fuel reduction projects
- Assist with fire effects plot work

Orders for Interagency Wildland Fire Modules will be placed through established ordering channels in IROC using an Overhead Group Request; Module, Wildland Fire, Type 1 (WFM1) or Type 2 (WFM2).

For minimum module standards for national mobilization, see Interagency Standards for Fire and Aviation Operations, Chapter 13, Firefighter Training and Qualifications, Wildland Fire Modules at: [http://www.nifc.gov/policies/pol_ref_redbook.html](http://www.nifc.gov/policies/pol_ref_redbook.html)

Or the PMS – 430 Interagency Standards for Wildland Fire Module Operations – Chapter 7 at: [https://www.nwcg.gov/sites/default/files/publications/pms430.pdf](https://www.nwcg.gov/sites/default/files/publications/pms430.pdf)

As an interagency resource, the Wildland Fire Modules are available nationally throughout the fire season. Standard WFM configuration includes; one (1) module leader and six (6) to nine (9) module crewmembers.
If requested, WFMs can be configured and mobilized with less than the standard WFM configuration, but only after agreement between the requesting and sending units. Any negotiated configurations must be identified within the original request.

**Non-Standard Overhead Groups**

The agencies within the Southwest Area have capacity to mobilize smaller groups of fire qualified personnel configured as Suppression and/or Fuels Modules. Each agencies’ configuration standards may differ slightly, but the following is an example configuration standard of a BLM Suppression Module (Reference – Interagency Standards for Fire and Fire Aviation Operations Chapter 2):

- Crew size 5-10 personnel
- 1 SRB/ICT5, 2 FFT1, 2 FALA
- Agency only
- 2 programmable radios
- Self-sufficient and transportation

The generic IROC overhead catalog items “module, fuels” or “module, suppression” will be used to order non-standard overhead groups. All requests for these catalog items will be placed through established ordering channels using an Overhead Group Request. Length of assignment rules apply to all non-standard overhead groups.

Units may name request individual overhead positions from various units following standard ordering procedures for overhead requests and upon arrival, create modules locally based on mobilization needs and priorities.

**Overhead Specialty Positions**

**Air Resource Advisor - Technical Specialist**

Air Resource Advisor technical specialists (THSP’s who are trained to address public health and safety impacts of smoke including effects on roadway visibility) are part of the USFS led Interagency Wildland Fire Air Quality Response Program. All orders for Air Resource Advisors should be coordinated with Ron Sherron (ronald.sherron@usda.gov, 602-332-1099) in Arizona or Josh Hall (joshua.hall@usda.gov, 505-438-5430) in New Mexico, where they will assist in obtaining the closest available resource and coordinate with the Wildland Fire Air Quality Response Program. If they are not available, contact the USFS W.O. FAM Air Resource Specialist, Pete Lahm (pete.lahm@gmail.com and the ARA order line 661-438-1272) to obtain the closest available resource. Use of ARA’s is authorized and directed by the Dingell Act (2019) with explicit direction for use on Type 1 IMT’s and consideration of use on Type 2 IMT’s. Ordering of an ARA should be through the IMT to address smoke issues and are under the Planning Section Chief. Discussion of need for an ARA may also arise through the agency administrator although based on the Dingell Act, the ARA should be tied to the IMT.
Requests for THSP-ARA resources will be ordered as a name request and mobilized using established procedures. NOTE: special needs should identify that the position is for an ARA – Air Resource Advisor with Name Provided by the noted Air Resource Specialist-Program Lead above. Laptop computer & cell phone should be authorized. The resource will need either an agency or rental vehicle that is capable of hauling smoke monitoring kits. If the incident does not have internet connectivity, a MiFi Broadband unit should be authorized.

For additional information including AD pay rates and what an ARA does, refer to the Wildland Fire Air Quality Response Program website. For further information, see the following direction issued from NIFC.

**Incident Meteorologist**

Incident Meteorologists (IMET) should be automatically ordered to compliment a Type 1 Incident Management Team and are recommended on a case-by-case basis for Type 2 teams. All orders for IMETs will be passed to the SWCC, and the Meteorologists will attempt to assist in obtaining the closest available resource. If the SWCC Meteorologists are unavailable, the SWCC staff will contact the NWS National Fire Weather Operations Coordinator 1-877-323-IMET (4638) to obtain the closest available resource.

**Interagency Resource Representative**

An Interagency Resource Representative (IARR) shall be assigned to incidents occurring outside the Southwest Area that have four or more Southwest Area Type 2 crews. All Southwest Area IARRs are ordered by the SWCC and report directly to the Coordinator on Duty (COD) or the IARR Coordinator if the position is activated.

As a representative of the Southwest Area (SWA) and the agencies located within SWA, the IARR acts as a liaison between area resources and the incident management teams, geographic area coordination centers (GACC), hosting Agency Administrator/fire management organizations, and represents the interests of the sending area in relation to the sending area resources, mostly but not limited to, those of the Type 2 crews. The IARR is an ambassador (an authorized representative) for the sending GACC. They will check in with the hosting GACC office and/or incident planning section to represent the Southwest Coordination Center.

Duties of the IARR consist of, but are not limited to, assisting IMT/GACC in giving oversight to: R&R logistics, pay issues, accident/injury incidents, human resource issues, crew performance, and cultural issues. They provide assistance, as needed, to the demobilization unit, mobilization centers, and geographic area coordination center. Also, attends IMT briefings, and strategy and planning sessions to keep current on incident plans.

They will report daily to the SWCC COD or the IARR Coordinator. Submits daily reports to the SWCC at the end of each assignment. They also maintain regular contact with crew representatives, crew bosses, other IARRs, and single resources from the sending area to ensure that accurate information is transmitted to the SWCC daily.
Forms and Support Needs - The IARR will need a cellular telephone, mobilization guides (National and Southwest), Crew Management Handbook, Incident Business Management Handbook, and will be completely self-sufficient. A government or agency issued purchase card and lab top is recommended. Forms needed consist of the Daily IARR Report Form and the SAFENET Form; these forms are available on the Southwest Area web site. The IARR needs to be familiar with filing and reporting safety issues and concerns.

Qualifications - In accordance with the PMS 310-1 and Forest Service Fire & Aviation Qualification Guide, the Southwest Coordinating Group (SWCG) has established the following prerequisite experience for all agency IARRs.

Prerequisite Experience: Must meet agency requirements.

Other positions that will maintain currency: None. If there is any discrepancy, refer to sponsoring agency qualifications manual.

SWCG established training: None. Attendance to pre-season preparation and post-season After-Action Review conference calls conducted by the Southwest Coordination Center is highly encouraged. All qualified, current IARRs will be notified of these calls in advance.

Communications Coordinator

The Communications Coordinator (COMC) manages the allocation of communications resources at the Geographic Area level. This includes communications equipment, personnel, frequencies, and associated supplies. The COMC provides support to SWCC and reports daily to the NIFC Communications Duty Officer (CDO). The COMC will not be assigned to specific incidents or to an Area Command Team.

During complex or multiple fire situations, the COMC will request additional qualified personnel to be assigned as field COMCs.

The COMC also provides problem-solving recommendations and advice on communications issues to SWCC, Area Command Teams, and/or to Incident Management Teams within a complex or single incident. They also assist incidents with communication system design and in obtaining specialized communications equipment.

Special Agents/Investigators

Special agents/investigators are employees assigned to handle cases or investigations on specific agency lands. The investigator conducts criminal and civil investigations arising from incident management activities. The investigator is trained, authorized, and equipped to conduct investigations, serve warrants, and make arrests, searches, and seizures. The investigator is a technical specialist and is assigned as needed.

Security Specialists

Security Specialists are generally ordered to provide base, camp, or field security for the incident. There are 3 established positions:
Security Manager (SECM)

The Security Manager is responsible for providing safeguards needed to protect personnel, equipment and facilities from loss or damage. The Security Manager supervises assigned incident security personnel.

Security Specialist Level 1 (SEC1)

- The SEC1 Qualification requires I-100/700, a license to carry a gun, and the job is generally part of the persons’ normal duties. The SEC1 qualification doesn’t necessarily have any jurisdictional authority other than to “stop an action” if needed and call in the appropriate law enforcement who does have authority in that jurisdiction.
- Federal Agency SEC1 personnel do have more authorities (arresting, tickets, etc.) for crimes affecting Federal agency property and personnel regardless of the ground they are standing on. And certainly, there are many levels of authority and certification within Federal SEC1 LE personnel. Some are deputized, etc.
- State/Cooperator SEC1 personnel are generally bound by their state law and “authority” within that state. These personnel still have authority to “stop an action”, but may need to call jurisdictional assistance in when writing tickets, arresting, etc.

Security Specialist Level 2 (SEC2)

The Security Specialist 2 provides base, camp, or field security for the incident. The Security Specialist 2 has knowledge and experience in security operations, however, is not trained, authorized, or equipped to make arrests, searches and seizures, or serve warrants. The Security Specialist 2 reports to the Security Manager.

Forest Service Representation (NFFE) in Fire Camp

See the “Master Agreement between the Forest Service and the National Federation of Federal Employees” (NFFE) Article 28 (FIRE).”

Officers of the NFFE Forest Service Council or their designees have the right to represent bargaining unit employees at all fire camps. The Forest Service Council may designate a sufficient number of representatives to assure up to 24-hour coverage, based on representational need, at any fire camp where Forest Service employees are present.

The need for an onsite Union representative(s) will be based upon anticipated or actual representational workload. If the Regional Vice President (RVP) or designee determines a need to send a Union representative(s) to a fire camp, he/she will contact the Regional Employee Relations Officer or designee. They will make arrangements for dispatch of the specified Union representative(s) designated by the RVP or designee to the fire. When a representative is dispatched, dispatch will be through the regular fire dispatch channels. Initially, one Union representative may be dispatched. Based on anticipated or actual representational workload, additional Union representatives may be dispatched to the fire.

When a fire has reached a level of 300 individuals on a Forest Service fire or 300 Forest Service employees on other than a Forest Service fire, and a fire camp has been established, the RVP or
designee will be notified. Notification to the Union will be within 24 hours after staffing reaches 300. That notification will inform the RVP or designee of the location of the fire and the name of the Incident Commander. The Incident Commander will be notified of the name and EC address of the RVP or designee.

If no representative(s) is dispatched to the fire, the RVPs or designee’s name, telephone numbers, and EC address will be conspicuously posted in fire camp(s). If the need arises for an employee to contact the RVP, facilities will be made available to make this contact.

Union representative(s) will check in with the Finance Chief or Comptroller upon arrival at fire camp and will inform the Finance Chief or Comptroller when the representative(s) leave.

Where there is a grievance arising from a situation on a fire, the time limit for raising that issue to the appropriate official will not begin to run until the day after the employee returns to his/her official duty station. If the grievant is dispatched to another fire or temporary duty assignment that prevents him/her from preparing and presenting a grievance in a timely manner, the time limit will be extended as stated in the first sentence of this paragraph.

**Incident Management Teams**

**Membership**

All Southwest Interagency Incident Management Teams (IMTs) are managed by the Southwest Coordinating Group. Nominations to Southwest Area IMTs are received annually, and are approved by the individual’s supervisor, Incident Commanders, and the Southwest Operations Committee. Membership to the IMTs will be according to the following priorities:

1. Agency employees (includes Federal, State, permanent FD/local agency, tribal employees) within Southwest Geographic Area (SWGA) Agencies/Regions.
2. Federal/State Agency employees from outside the SWGA Agencies/Regions.
3.Within SWGA Federal/State ADs and Fire Department supplemental employees.
4. Out of SWGA ADs and other non-federal employees (case by case basis).
5. Members with no application in ICAP (must submit a Provisional Application).

No primary member of a Southwest Type I or Type 2 Team will be on more than one IMT; (that includes Zone Type 3 Teams). Individuals seeking training opportunities on different IMTs must do so in accordance with the “Freelance Guidelines” later in this Chapter.
### SW Interagency IMTs and Availability Periods

<table>
<thead>
<tr>
<th>Type of Team</th>
<th>Designation</th>
<th>Name of IC</th>
<th>Last Year as IC</th>
<th>Normal Minimum Season</th>
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<td>SWA T-1 Team 1</td>
<td>Alan Sinclair</td>
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<td>Year Round</td>
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<td>Type 1</td>
<td>SWA T-1 Team 2</td>
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<td>Mark Bernal</td>
<td>2022</td>
<td>April - September</td>
</tr>
</tbody>
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**IMT Mobilization**

Southwest Area Interagency IMTs are mobilized by placing a request to the Southwest Coordination Center. The Southwest Coordination Center will work with the team to finalize the roster and generate the individual team member requests.

Response times to an incident are dependent upon where that team is in the rotation. Reference the Type 1 and 2 IMT Rotation sections later in this Chapter for more information.

Items such as rental cars, laptops, cell phones, and other equipment need to be approved by the ordering unit and documented on the resource order. Any negotiation between the IC and the ordering unit must be documented on the resource order for proper coverage on these items.

It is Southwest policy that if an out of area IMT is staged within the Southwest Area, the staged team shall receive the next assignment at that complexity level. Certain circumstances may exist where a local team is assigned before a staged team, as approved by the SWCG.

If a Southwest IMT is staged and then released within 48 hours of the date and time needed, they will retain their position in the rotation prior to the staging assignment.

**Preorders**

Preorders for IMTs are established preseason and are shared with all SWA Dispatch Centers.

Upon mobilization, communication must occur between the LSC of the IMT and the incident host dispatch to determine what will be needed on the given incident. Preorder contents are always dependent upon numerous factors such as fuel type, current organization/resources on the incident, resource availability, expected duration, weather factors, etc.

A few things to pay attention to regarding preorders:

- NFES items are acquired via the IMT direct to Cache and are filled by the cache via ICBS and issued request numbers in IROC within the 100,000 block via the ICBS/IROC interface.
- Preorder requests that are shopped in the dispatch system where resource response time is delayed can often lead to other requests being created by the IMT and ultimately duplicate resources at the incident. Incident Dispatch Centers should work closely with the IMT to ensure awareness of all open orders and status of responding resources.
- Name Requests of vendors (especially those with competitively solicited agreements) are not within the allowed business rules. All requests (including those from a preorder) must follow the guidelines of dispatching contracted resources (See: SWCC website, Equipment)
Agency Administrator Responsibilities

Incoming IMT

Agency Administrators and staff are responsible for determining type and configuration of teams needed for an incident, utilizing the Incident Complexity Analysis and other tools. This determination should be based on management objectives, safety, threats, cost, etc., and should be discussed in advance with the incoming IC whenever possible.

The requesting agency is responsible for negotiating and establishing reasonable travel times for the incoming team, and scheduling a team in-brief meeting (See: In-briefings), with clear directions to the meeting location.

If fires are multijurisdictional, all involved agencies should agree on the complexity analysis and the type of team to be ordered. In addition, all agencies should agree on supplemental positions the IC may be requesting. One agency should take the lead in the negotiation process with the IC but should collaborate with the other agencies involved. Agency Administrators must coordinate with all interagency partners on developing one single WFSA, WFDSS, delegation of authority, and cost-share agreement. For Type 1 or 2 incidents in AZ, a Cost Apportionment Team will also be mobilized in coordination with the affected jurisdictional agencies.

If an ICP has been established, ensure signage and direction is provided for incoming resources.

Utilize the checklist for Agency Administrators for incoming IMTs found in chapter 11 of the “Interagency Standards for Fire and Aviation Operations” (Red Book).

Ensure communications 4390 package has been ordered.

Consider costs and cost containment when developing the WFSA or WFDSS. Work with your fire staff, partners, and the incoming IMT to consider the full range of management strategies.

Outgoing IMT

Assure a written re-delegation of authority is completed and signed by the IC prior to release of the team.

Provide a written evaluation of team performance to the IC by utilizing the evaluation form in the Red Book and forward copies of evaluations to the Center Manager at the Southwest Coordination Center.

Negotiate an out-brief meeting with the outgoing team. Discuss in advance meeting expectations so that helpful improvement processes for the team and the agency are frankly discussed. Arrange with the IC the level of detail expected in the written narrative summary of the incident.
Incident Commander Responsibilities

ICs shall contact the requesting agency’s representative prior to arriving on the incident and receive a summary briefing of the situation.

ICs and Agency Administrators will ensure that initial orders for supplies, equipment, and resources are consistent with the complexity and expected duration of the incident. The local agency will prepare a list of firefighting forces and supplies that have been ordered, are on scene, or are to be provided by the local unit.

In-Briefings

There should be two briefings for the incoming team. The first briefing should be conducted by the Agency Administrator and staff. This in-briefing shall be conducted according to the outline (Agency Administrators Briefing to the IMT) in the “Interagency Standards for Fire and Fire Aviation Operations” (Red Book), appendix D. The WFSA and/or WFDSS and delegation of authority should be completed prior to and presented at this meeting.

The second briefing should be an operational transition of command between the current IC and the incoming team. Participants in these briefings will be agreed upon between the incoming IC and the Agency Administrator. Current IC can utilize the “Local Incident Commanders Briefing” in appendix 1 of the Red Book.

The time established for transfer of command to the incoming team will depend on the complexity of the incident, the expertise and condition of the existing team, and other issues, and will be clearly agreed upon at these briefings.

IMT Size/Configuration

IMTs may be requested as either a long or a short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit in advance of mobilization. The Deputy Incident Commander position is not mandatory. The Incident Commander position on an IMT may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees: Finance Section Chief Type 1 or 2, Procurement Unit Leader, Comp/Claims Unit Leader, and Compensation-for-Injury Specialist. The SWCG has developed an IMT Roster Template which displays National configuration standards and is used when selecting IMT members and development of rosters (See: Table below):
**Note each IMT position configuration may vary, but are still within the standards identified in the National and Southwest Mobilization Guides**
Chapter 20 – Overhead and Teams

IMT Trainees

Southwest ICs should attempt to roster an IC trainee at the time of mobilization (if available). Southwest IMTs are allowed eight primary trainees who are selected through the ICAP process. Additional trainees (up to 6) will be mobilized from the Priority Trainee List, subject to Agency Administrator approval. IMTs are asked to incorporate these trainees on every assignment. Once assigned to an incident, IMTs will determine what trainee position needs or opportunities they have and work with the Southwest Coordination Center or Geographic Area Training Representative (GATR) to fill those positions. Individual units hosting Incident Management Teams often have local trainees to be utilized as appropriate by the IMT. Subject to agency administrator approval, additional priority trainees may be mobilized from the Priority Trainee list. Once a Priority Trainee List has been depleted, additional trainees are mobilized using established dispatch channels.

The SWCC is the managing office for all Southwest Type 1 and 2 Interagency Incident Management Team rosters. When an IMT is ordered and subsequently filled in IROC, each IMT member is assigned to an overhead subordinate request (a request number with a decimal point). The SWCC will allow the adding of subordinate requests, up to 58 total personnel on the roster until the time of the in-brief (date and time needed). After such time, any personnel additions to the IMT must be through the host expanded dispatch on individual “O” numbers.

Incident Management Team Freelance Guidelines

It is the intent of Southwest Agency Administrators that Southwest IMTs be available for timely response during periods of likely team mobilization and large fire risk. It is the IMT ICs responsibility to ensure that their essential team positions are available for takeover of major incidents in a timely manner during their availability periods. “Freelancing” is the mobilization of individuals to fire assignments that have an association to team membership. Freelancing is desirable for individual experience and skill development, as well as providing resources to fill incident needs. If an IMT callout occurs with IMT member freelancers deployed, it is the freelancer’s and IMT IC’s responsibility to ensure that the freelancer’s mobilization to their new team callout is not detrimental or costly to the initial ongoing incident. The IC and freelancer need to carefully consider needs to not jeopardize team availability or the initial, ongoing incident. Southwest Type 1 teams should consider the following guidelines to avoid conflicts mentioned above (see next page):
Type 2 teams are essential for immediate and timely geographic response during their Southwest availability periods. Members will be available to freelance “locally only” when the Southwest is at PL-3 or higher during their official IMT availability dates, unless the IC approves otherwise after carefully considering the factors above.

**Legend**
- Unrestricted - Freelancing Allowed
- No - Freelancing Not Allowed
- ON - On Call IMT
- SW - Southwest Only
- LC - Locally Only
- OFF - Off Call IMT
- NA - National OK
- OFF/ON - Off/On

**Type 1 Incident Management Teams**

**Type 1 IMT Rotation**

For National Type 1 Team rotation, see the NICC Web site at: [http://www.nifc.gov/nicc/logistics/overhead/overhead.htm](http://www.nifc.gov/nicc/logistics/overhead/overhead.htm)

For assignments both within the Southwest Area and Nationally, the Southwest Area Type 1 Team On-Call Schedule will be utilized.

Response Times for Type 1 IMTs

Type 1 IMTs in the Southwest are available throughout the calendar year. When a request is placed for a Type 1 IMT, the following response times (from time of call to travel status*) should be implemented, unless date and time needed dictates otherwise:

- IMT1 first in rotation – 2 hours
- IMT1 second in rotation – 24 hours**

*Travel shall be in accordance with Incident Operations Driving Standards and discouraged between the hours of 2200 and 0500 (Southwest Mobilization Guide Ch. 10).

**After the first IMT1 in rotation is mobilized, the second IMT1 response time will be 2 hours. If an IMT cannot meet the rotation response time, they will be skipped and/or potentially dropped to the bottom of rotation.

Type 2 Incident Management Teams

There are three Type 2 Interagency Incident Management Teams (IMTs), long or short configuration in the Southwest Area.

Type 2 IMT Rotation

The SWA IMT2 Rotation is set up where the 3 IMTs will rotate in and out of 3 slots on a weekly cycle. The following guidelines will be used by the SWCG and SWCC to manage the rotation:

- The rotation changes every Tuesday at 0001 hours
- Call-out Readiness/Response Times
  - Core Season (May 1 - July 15): 1st Out-2 hour, 2nd Out-4 hour, 3rd Out-8 hour
  - Non-Core Season: 1st Out-2 hour, 2nd Out-24 hour, 3rd Out-48 hour
  - During periods of high fire activity, the SWCG with concurrence from the IC(s) in the 2nd and 3rd out positions may elect to lessen the call-out periods
- An IMT can regain their first out slot if the entire duration of an assignment occurs within their one-week availability period
- If an IMT has two more assignments than another IMT, the SWCG in coordination with the ICs may alter the rotation
- The beginning rotation order is a product of the previous year: last in, last out basis
- In SWA PL 3 or higher, IMT members in rotation slots 1 and 2 are available to freelance "local only" and IMT members in slot 3 may freelance within the geographic area
- Regardless of SWA PL level, IMT members need to communicate with their Section Chief or IC when considering freelancing assignments in the April-Sept timeframe. Assessment of out of area assignment potential should be considered, especially those IMTs in slots 1 and 2
- The Rotation for SWA Type 2 IMTs can be found at:

SWA IMT Lend/Lease of Resources

The Southwest Area Lend/Lease Program is an informal agreement between incidents that provides an avenue to share critical resources for short periods of time to fill critical operational needs. This is an effective and efficient way of managing resources that are either unavailable or where incidents only need these resources for a limited time. Typically, Lend/Lease should not exceed 48-72 hours (validated each day by Operations). Lend/Lease of resources should only be used when two or more IMTs are assigned within the same local dispatch area, or in the event of a close proximity boundary incident in the adjacent dispatch area. In this case, it is critical for good communication to occur between the 2 affected dispatch centers and the SWCC. Resource orders are not initiated by the receiving incident. Tracking of these resources is done on a separate spreadsheet maintained by the local dispatch center. The Lend/Lease resource spreadsheet data will be shared with the SWCC and Geographic MAC Group daily. Roles and responsibilities of each functional area within an IMT organization (e.g. I-suite procedures) can be found in the Southwest Area Lend/Lease Procedures document on the SWCC website: https://gacc.nifc.gov/swcc/, Overhead and Teams page.

Type 3 Incident Management Teams

The Southwest Area has both formalized standing Type 3 Teams and as needed Type 3 capability within the dispatch areas. These teams are intended for fast response, generally short duration extended attack incidents and can provide the needed overhead structure to manage small to moderately sized incident organizations. These Zone teams are hosted and ordered through the local dispatch centers as follows:

- Central West Zone – Phoenix Interagency Dispatch Center
- Southeast Zone – Tucson Interagency Dispatch Center
- White Mountain Zone – Show Low Interagency Dispatch Center
- Albuquerque Zone – Albuquerque Interagency Dispatch Center
- Gila Las Cruces Zone – Silver City Interagency Dispatch Center
- Pecos Zone – Alamogordo Interagency Dispatch Center
- Santa Fe/Taos Zone – Taos Interagency Dispatch Center

Type 3 Incident Management Team Mobilization Standards

The Southwest Coordinating Group has issued policy for mandatory use of the Incident Complexity Analysis, minimum NWCG qualifications standards and maximum team roster configuration for "Out of Zone" or "Out of SW Area" IMT3 assignments. Below is the Southwest Area IMT3 policy:
## Minimum Qualifications for Type 3 IMTs Command and General Staff

<table>
<thead>
<tr>
<th>Functional Responsibility</th>
<th>Minimum Qualification Standards for out-of-zone and out of SW Area 1/1/2018 – 9/30/2018</th>
<th>Minimum Qualification Standards for out-of-zone and out of SW Area beginning 10/1/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander Type 3 (ICT3)</td>
<td>Incident Commander Type 3 (ICT3)</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Line Safety Officer (SOFR)</td>
<td>Line Safety Officer (SOFR)</td>
</tr>
<tr>
<td>Information Officer</td>
<td>Fire Information Officer (PIOF)</td>
<td>Fire Information Officer (PIOF)</td>
</tr>
<tr>
<td>Operations</td>
<td>Division Supervisor (DIVS) or (ICT3) or (OPS3)</td>
<td>Operations Section Chief Type 3 (OPS3)</td>
</tr>
<tr>
<td>Division Supervisors</td>
<td>Task Force Leader (TFLD)</td>
<td>Division Supervisor (DIVS) or Task Force Leader (TFLD)</td>
</tr>
<tr>
<td>Plans</td>
<td>Qualified as (SITL) or (RESL) or (ICT3) or completed the PSC3 PTB</td>
<td>Plans Section Chief Type 3 (PSC3)</td>
</tr>
<tr>
<td>Logistics</td>
<td>Qualified as (SPUL) or (FACL) or (GSUL) or (ICT3) or completed the LSC3 PTB</td>
<td>Logistics Section Chief Type 3 (LSC3)</td>
</tr>
<tr>
<td>Finance</td>
<td>Qualified as (TIME) or (COST) or (ICT3) or completed the FSC3 PTB</td>
<td>Finance Section Chief Type 3 (FSC3)</td>
</tr>
</tbody>
</table>

## Type 3 IMT Maximum Roster Configuration for “Out-of-Zone” and “Out of SW Area”

<table>
<thead>
<tr>
<th>ICS Position</th>
<th>Number on active roster for deployment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander Type 3</td>
<td>1</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>1</td>
</tr>
<tr>
<td>Information Officer</td>
<td>1</td>
</tr>
<tr>
<td>Operations</td>
<td>1</td>
</tr>
<tr>
<td>Task Force Leader or Division Group Supervisor</td>
<td>2</td>
</tr>
<tr>
<td>Plans</td>
<td>1</td>
</tr>
<tr>
<td>Logistics</td>
<td>1</td>
</tr>
<tr>
<td>Finance</td>
<td>1</td>
</tr>
<tr>
<td>Primary Trainees*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

*Trainees will be negotiated with receiving unit and must have a currently qualified trainer per 2019 PMS 310-1 standards.
All Southwest IMT3 rosters for out of zone responses should follow this standard configuration. Any requests for additional Southwest personnel beyond 12 must meet all the following requirements:

- Ordering unit is requesting extra capacity
- Confirmation these personnel are not available locally and/or within a closest forces concept
- Name requests will follow guidelines outlined in the National Mob Guide
- Additional personnel will be ordered on individual “O” numbers

**Type 3 Incident Management Team Rotation**

Within the Southwest Geographic Area, a closest forces concept will be used to determine team assignments. If assignment inequities develop, the SWCG/SWCC will adjust as needed to give other IMT3s opportunities.

The intent of these guidelines is to establish a common and impartial rotation process for mobilizing IMT3s to incidents outside the Southwest Area:

- The rotation for Southwest Area Type 3 Teams to mobilize outside of the Geographic Area will be managed by the Southwest Coordination Center and will be displayed on the Overhead and Crews Tactical Resource Report
- The rotation is carried over to the next year and does not change each Spring
- An unassigned, available IMT3 in the rotation list will have a status of Available Local (AL), Available GACC (AG), Available National (AN)
- An IMT3 must report availability as “AN” to be considered for out of area assignments
- IMT3s returning from out of area assignments will be placed at the bottom of the rotation, ensuring that all other teams have had the opportunity for out of area assignments, regardless of the date or length of the assignment
- Southwest Area assignments are not part of the rotation and do not cause an IMT3 to “drop” in the rotation
- If an IMT3 goes unavailable or local only, they will not lose their rotation slot
- The Out of Area Rotation Guidelines will be adhered to whenever possible. The SWCC Center Manager and/or SWCG Chair retains decision space to deviate from the rotation given certain condition and/or factors, such as; date/time needed, National/Southwest needs and Agency specific requirements
- Based on current fire condition or predicted needs, there may be occasions when SWCG may choose not to commit all IMT3s, thus putting a pause on the Out of Area Rotation
- During periods of PL 4 and 5 within the Southwest Geographic Area, SWCG may restrict SWA IMT3s to mobilizing “in GACC only” incidents
Area Command

An Area Command may be activated to coordinate multiple incidents, each being handled by Incident Management Teams, or to coordinate a very large incident that has several IMTs assigned. Principle duties are to ensure that incidents are adequately managed, set overall strategy, set priorities, allocate resources based on priorities, and that established strategies and objectives are followed. This organization will normally be relatively small, with personnel assigned to Command, the Planning and Logistics Sections, and possibly the Air Operations function.

National Incident Management Organization (NIMO)

The Southwest Area has one NIMO team located in Phoenix, AZ (Houseman-IC). The following priorities determine the method of filling positions for all risk and fire incidents where NIMO is assigned in the SW Geographic Area. The hosting unit (land management agency, city, county, state, etc.) will work with the NIMO team to determine the ICS configuration needed to fill out the NIMO team. First attempt will be to fill the NIMO team through normal IROC overhead ordering. If that is unsuccessful, and it is during the time of the year when SW IMTs may be active, then NIMO infill will be directed at GACCs that are inactive (not busy) and will be coordinated by SWCC and NICC.

If national PL levels are high, and the above does not fill the need, then:

- SW 1 and 2: NIMO Team may negotiate, through SWCC and the SWCG chair, the dismantling of a SW IMT(s) to fill the needed NIMO team positions. The SWCC will refer to rotation for IMTs in the SW Mob Guide to determine which teams are available, and less likely to be mobilized.
- SW PL 3, 4, and 5: NIMO Team will utilize an out of geographic area IMT in an inactive GACC. The SWCC will coordinate this with the NICC.
- In all cases the SWCC will notify the SWCG/SW MAC that a NIMO team has been ordered. The SWCG/SW MAC will play a role in the facilitation and coordination of NIMO teams in the Southwest.

NIMO must be issued a specific delegation of authority defining agency and team responsibilities.

Incident Support Teams

Buying Teams

The mission of Buying Teams in the SWA is to provide Agency Administrators and their administrative staffs with organized and qualified personnel to support incident acquisition for procuring a wide range of services and supplies, as well as renting land and equipment during emergency events.
Each SWA Buying Team will be responsible for providing essential and critical incident support, to include:

- Procuring services, supplies, and equipment consistent with federal and state acquisition policies, as well as incident directions and requirements
- Providing expertise to establish and assist with entering land-use and other related agreements
- Supporting emergency responders and the public (ensuring the safety of incident responder and the public is the highest priority and consideration)

**Team Oversight and Configuration Standards** - The Southwest Coordination Group (SWCG) is responsible for providing direction, guidance, and oversight for all Southwest Area Buying Teams. When on assignment, each buying team works for Agency Administrators as outlined in a delegation of authority.

The SWA currently sponsors one buying team meeting national mobilization standards.

- Comprised of 8-9 core positions, including one (1) qualified BUYL, 5-6 primary support buying team members, and two (2) trainees
- At a minimum, five (5) primary buying team members (including the buying team leader) will have purchase authority, including two (2) members with at least $100,000 warrant authority
- Two trainees with Purchase Card authority will be incorporated into every assignment; trainees will be added to each roster at the time of mobilization based on availability from the SWA priority trainee program
- Whenever a team is ordered, the Buying Team Leader may negotiate with the Agency Administrator’s approval for adding additional qualified members and/or trainees from the SWA priority trainee program
- Virtual team members may be used; however, the Buying Team Leader cannot be a virtual position

**Team Roster Management** - Team rotations and dispatching will be maintained and coordinated by the SWCC.

- Each Buying Team Leader will identify a “Team Coordinator” to work with SWCC for maintaining the team’s roster and a list of alternates.
- Team roster and rotation information will be posted on the SWCC website at: [https://gacc.nifc.gov/swcc/dispatch_logistics/overhead/overhead.htm](https://gacc.nifc.gov/swcc/dispatch_logistics/overhead/overhead.htm)

The Team Leaders are:

- Team 1 Evans (National Team)
- Team 2 (Reserved for future National Team)
- Team 3 (Reserved for future Regional Team)
- Team 4 (Reserved for future Regional Team)
- Team 5 (Reserved for future Regional Team)
**Team Rotation Schedule** – Currently, there is no rotation.

Team 1 will be on the National Rotation for out of area and mobilized within the Southwest upon discussion with the ordering unit when National Team capability is needed

- Team 3 will be mobilized within the Southwest upon discussion with the ordering unit when a Regional Team meets the ordering requirements. National assignments for Team 3 will occur after discussion with the NICC and/or ordering GACC if a Regional Team fits the ordering requirements

**Dispatching Procedures** - Units will place orders for a Buying Team through normal dispatch channels to the SWCC Overhead Desk.

The Buying Team Leader will be contacted first and notified of the request information. The Leader will notify SWCC of responding members and SWCC will fill the request via a roster. Dispatch Centers will be notified of placement of individual member requests.

The buying team is supervised by the administrative officer for the Agency Administrator in support of the expanded dispatch organization.

**Administrative Payment Teams**

Administrative Payment teams are available to expedite payment of financial obligations resulting from an emergency incident and relieve the local administrative unit of additional work generated by the incident/complex. Contact NICC for information on which teams may be available.

**Communications Advanced Teams (CAT)**

The CAT team is ordered by SWCC on a SWCC resource order. CAT teams are assembled from a list of qualified individuals which is compiled preseason and are deployed upon the ordering of an IMT. Ideal configuration of a team comprises of 2 COMT and a trainee. It is preferable to include a member who is COML qualified. The CAT is responsible for the initial setup of the Communications Unit on large fires and can be utilized to provide necessary communications support until replacements arrive with the team or soon after. Their primary concern is the setup of the Communications Starter Kit (04390) although they can be utilized in the deployment of additional repeaters and phone lines if other resources are not available to do so. The CAT Teams work for SWCC and will be assigned and reassigned at SWCC’s discretion.

**Burned Area Emergency Response Teams (BAER)**

The objective of the BAER program is to determine the need for and to prescribe and implement emergency treatments on Federal Lands to minimize threats to life or property resulting from the effects of a fire or to stabilize and prevent unacceptable degradation to natural and cultural resources.
BAER teams are staffed by specially trained professionals: hydrologists, soil scientists, engineers, biologists, vegetation specialists, archeologists, and others who rapidly evaluate the burned area and prescribe emergency stabilization treatments. A BAER assessment usually begins before the wildfire has been fully contained.

Southwest Area BAER Coordinators:

- Department of Interior, Southwest Region, BIA: John Cervantes (NM-SWRO)
- Department of Interior, Western Region, BIA: Keith Burnette (AZ-WEA)
- Department of Interior, Intermountain Region, Windy Bunn (CO-IMP)
- Department of Interior, Southwest Region, FWS: Thad Herzberger (NM-R2R)
- Department of Interior, Interior Region, BLM: Lisa Thornley (AZ-PHD)
- USDA Forest Service: Region 3, Anna Jaramillo (NM-R03)

Fire Prevention Education Teams

Fire Prevention/Education Teams assist the local unit in the prevention of unwanted human-caused wildfires. This involves working together to:

- Complete fire risk assessments
- Determine the severity of the situation
- Facilitate community awareness and education in fire prevention including prescribed burning
- Coordinate announcement of interagency restrictions and closures
- Coordinate fire prevention efforts with the public, special target groups, state and local agencies, and elected officials
- Promote public and personal responsibility regarding fire prevention in the wildland/urban interface
- Assist IMTs in accomplishing their objectives in working with the public develop fire protection plans

The Southwest Area has no established PREV Teams; however, Team Coordinators are identified below and can be called upon and assist to fill requests. Team members will be ordered as individual “O” numbers.

Fire Prevention Education Team Coordinators:

- USDA Forest Service — Dennis Fiore
- AZ BLM – Carrie Dennett
- NM BLM – Teresa Rigby
Wildland Fire and Aviation Safety Teams (FAST)

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

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

These Teams are assembled on an as needed basis and comprise the specific knowledge and skills necessary for a particular assignment.

Aviation Safety and Technical Assistance Teams (ASTAT)

During high levels of aviation activity, it is advisable to request an ASTAT. An ASTAT’s purpose is to enhance risk management and assist and review aviation operations on wildland fires. The Southwest Area Aviation Committee will recommend activation of ASTAT to the Southwest Coordinating Group who is responsible for providing a delegation of authority to ASTATs assigned to the SWA. Reference the Interagency Standards for Fire and Fire Aviation Operations Chapter 16 for more information. These Teams are assembled on an as needed basis and comprise the specific knowledge and skills necessary for a particular assignment.

WFDSS Decision Support Center

If Managers within a geographic area decide that fire activity is such that local analysts and regional decision support capabilities are becoming overwhelmed, the Wildland Fire Management Research, Development & Application (WFM RD&A) is available to mobilize to assist that area. The Geographic Area Editors should coordinate with the GACC and call the WFM RD&A On-Call Coordinator. The WFM RD&A On-Call Coordinator will discuss the areas needs to determine the number and type of specialists necessary to support the effort. Support may be provided on-site, in a virtual environment or as a combination depending on the situation.

Geographic Area Editors

- USDA Forest Service – Abie Carabajal/Harold Riggs
- USDI National Park Service – Windy Bunn/Dan Warthin
- USDI Fish and Wildlife Service – Thad Herzberger
- USDI Bureau of Indian Affairs Navajo Region – Dale Glenmore, Johnson Benallie
- USDI Bureau of Indian Affairs Southwest Region – Brian Tonihka
- USDI Bureau of Indian Affairs Western Region – Reeve Armstrong
- USDI Bureau of Land Management AZ – Rance Marquez
- USDI Bureau of Land Management NM – Lisa Bye
Specialty Services

Critical Incident Stress Management

CISM is a comprehensive, integrated, systematic, and multicomponent crisis intervention program that was developed to manage traumatic experiences. It is a package of tactics that are designed to mitigate the impact of a traumatic event, facilitate normal recovery processes, restore adaptive function, and identify people who would benefit from additional support services. CISM interventions services can be applied to wildland fire, law enforcement, or other emergency responses. CISM interventions should never be used for grief counseling, mediation or a replacement for mental health care professionals. The Agency Administrator is responsible for identifying an event as a critical incident.

Critical Incident Peer Support (CIPS)

Critical Incident Peer Support (CIPS) is an intervention tactic designed for colleagues or people of “mutual respect” to help each other through difficult situations. It is the foundation of the interagency wildland fire CISM program since peers understand the unique traumas, fears, job related stresses, and offer instant trust, respect, credibility, and empathy. Camaraderie among peers has credibility that academic training cannot create.

The Southwest Area has an established Interagency Critical Incident Stress Peer Support Program to aid personnel who have been involved in traumatic events. Procedures for activation of CIPS as well as other information can be found in Appendix 23 and on the Southwest Area Web site at: https://gacc.nifc.gov/swcc/management_admin/cism/cism.htm

To request CIPS, contact the SWCC at (505) 842-3473.

Emergency Medical Services

See: Chapter 40 Equipment and Supplies – Medical Resources
Chapter 30 – Crews

Crew Typing

There are four types of crews that are recognized within the Southwest Area:

1. Type 1 IHC Crews — Interagency Hotshot Crews (IHC) meeting the minimum and exceeding the crew standards for national mobilization per the Standards for Interagency Hotshot Crew Operations (SIHCO) last update 2016, Appendix A, Type 1 crew qualification column. The Appendix C, Annual IHC Mobilization Checklist must be submitted to the GACC prior to the crew becoming available for national dispatch.

2. Type 2 with Initial Attack capability (Type 2IA) — Crews meeting the minimum crew qualification requirements for Type 2IA in the 2020 Interagency Standards for Fire and Fire Aviation Operations (Red Book), Chapter 13. These include Federal land management agency regulars and interagency assembled, the Southwest Fire Fighters (SWFF), New Mexico State Department of Forestry, and Arizona Department of Forestry and Fire Management. These resources can be ordered to be self-sufficient.

   The administration guidelines for Southwest Fire Fighter (SWFF) crews are found in the SWFF Crew Management Handbook.

3. Type 2 — Agency regulars and interagency combined, Arizona and New Mexico State Department of Corrections Inmates, fire departments, and SWFF crews meeting the Type 2 crew standards.

   Arizona State Forestry Crews and New Mexico State Forestry Inmate Work Crews (IWC) - Administering guidelines for these crews are found in the Arizona State Forestry and Fire Management and the New Mexico State Forestry Crew Management Guidelines. These crews are only available within their home state. They are dispatched with tools, transportation, and a Department of Corrections Security Officer. The crews abide by the length of assignment and work/rest guidelines.

4. Camp crew – Crew is composed of one (1) camp crew boss (CACB), one (1) camp crew squad boss (THSP), and eight (8) camp help (CAMP). Sponsoring agencies include the US Forest Service (USFS), Bureau of Indian Affairs, and State of Arizona Forestry and Fire Management Division. These are incident support positions that aren’t included in the PMS 310-1 and the Forest Service Fire and Aviation Qualifications Guide, but are on the Department of Interior and USFS Administratively (AD) Determine position codes and pay plan.
### Interagency Crew Qualifications - Minimum Crew Standards for National Mobilization

<table>
<thead>
<tr>
<th>Minimum Standards</th>
<th>Type 1</th>
<th>Type 2 with Initial Attack Capability</th>
<th>Type 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fireline Capability</td>
<td>Initial Attack – Can be broken up into squads, fireline construction, complex firing operations (backfire)</td>
<td>Initial Attack – Can be broken up into squads, fireline construction, firing to include burnout</td>
<td>Initial Attack – fireline construction, firing as directed</td>
</tr>
<tr>
<td>Crew Size</td>
<td>18-22</td>
<td>18-20</td>
<td></td>
</tr>
<tr>
<td>Language Requirement</td>
<td>All senior leadership, including Squad Bosses and higher, must be able to read and interpret the language of the crew as well as English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>80% 1 season</td>
<td>60% 1 season</td>
<td>20% 1 season</td>
</tr>
<tr>
<td>Full-Time Organized Crew</td>
<td>Yes (work and train as a unit 40 hours per week)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Communications</td>
<td>8 Programmable radios</td>
<td>4 programmable radios</td>
<td></td>
</tr>
<tr>
<td>Sawyers</td>
<td>4 certified as FAL2 and 50% of crew certified as FAL3 or better</td>
<td>3 agency qualified</td>
<td>None</td>
</tr>
<tr>
<td>Training</td>
<td>As required by the Interagency Hotshot Crew Guide (SIHCO) or agency policy before assignment</td>
<td>Basic firefighting training and/or Annual Fireline Safety Refresher Training before assignment</td>
<td></td>
</tr>
<tr>
<td>Logistics</td>
<td>Crew level agency purchasing authority</td>
<td>No purchasing authority</td>
<td>No purchasing authority</td>
</tr>
<tr>
<td>Maximum Weight</td>
<td></td>
<td>5,300 lb.</td>
<td></td>
</tr>
<tr>
<td>Dispatch Availability</td>
<td>Available nationally</td>
<td>Available nationally</td>
<td>Variable</td>
</tr>
<tr>
<td>Production Factor</td>
<td>1.0</td>
<td>.8</td>
<td>.8</td>
</tr>
<tr>
<td>Transportation</td>
<td>Own transportation</td>
<td>Transportation needed</td>
<td>Transportation needed</td>
</tr>
<tr>
<td>Tools and Equipment</td>
<td>Fully equipped</td>
<td>Not equipped</td>
<td>Not equipped</td>
</tr>
<tr>
<td>Personal Gear</td>
<td>Arrives with: crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>All standard designated fireline PPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td>Must be annually certified by the local host Unit Agency Administrator or designee before being made available for assignment</td>
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<td>Not applicable</td>
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<tr>
<td>Personal Gear</td>
<td>Arrives with: Crew first aid kit, personal first aid kit, headlamp, 1-qt canteen, web gear, sleeping bag</td>
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<tr>
<td>Crew Name</td>
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<tr>
<td>Aravaipa</td>
<td>AZ-GID</td>
<td>Greg Smith</td>
<td>(480) 392-0543</td>
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<tr>
<td>Black Mesa</td>
<td>AZ-ASF</td>
<td>Frank Auza</td>
<td>(928) 245-8652</td>
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<td>Blue Ridge</td>
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<td>Mark Adams</td>
<td>(928) 853-8797</td>
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<td>Carson</td>
<td>NM-CAF</td>
<td>Tim Memmer</td>
<td>(707) 951-7337</td>
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<td>Flagstaff</td>
<td>AZ-COF</td>
<td>Bill Kuche</td>
<td>(928) 606-2438</td>
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<tr>
<td>Fort Apache</td>
<td>AZ-FTA</td>
<td>Brian Quintero</td>
<td>(928) 205-9459</td>
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<tr>
<td>Geronimo</td>
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<td>Julius Hostetler</td>
<td>(928) 961-0141</td>
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<tr>
<td>Gila</td>
<td>NM-GNF</td>
<td>Vacant</td>
<td>(575) 313-2934</td>
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<tr>
<td>Globe</td>
<td>AZ-TNF</td>
<td>Drew Maxwell</td>
<td>(928) 200-7944</td>
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<tr>
<td>Mesa</td>
<td>AZ-TNF</td>
<td>Pat Moore</td>
<td>(602) 509-8021</td>
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<tr>
<td>Mormon Lake</td>
<td>AZ-COF</td>
<td>Sara Sweeney</td>
<td>(509) 846-4959</td>
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<tr>
<td>Mt. Taylor</td>
<td>NM-CIF</td>
<td>Chris Brashears</td>
<td>(505) 401-1471</td>
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<tr>
<td>Navajo</td>
<td>AZ-NAA</td>
<td>Vann Smith</td>
<td>(928) 205-1696</td>
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<tr>
<td>Payson</td>
<td>AZ-TNF</td>
<td>Mike Schinstock</td>
<td>(928) 821-9149</td>
</tr>
<tr>
<td>Prescott</td>
<td>AZ-PNF</td>
<td>Darin Fisher</td>
<td>(928) 713-1307</td>
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<tr>
<td>Sacramento</td>
<td>NM-LNF</td>
<td>Matt Barone</td>
<td>(575) 921-9266</td>
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<tr>
<td>Santa Fe</td>
<td>NM-SNF</td>
<td>David Simpson</td>
<td>(505) 231-4831</td>
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<tr>
<td>Silver City</td>
<td>NM-GNF</td>
<td>Marcus Cornwell</td>
<td>(575) 654-4288</td>
</tr>
<tr>
<td>Smokey Bear</td>
<td>NM-LNF</td>
<td>Beau Jarvis</td>
<td>(575) 491-7765</td>
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<tr>
<td>Zuni</td>
<td>NM-ZUA</td>
<td>Rickey Booqua Jr.</td>
<td>(505) 870-8892</td>
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</tbody>
</table>

Current Chair of the SWA IHC Committee is Darin Fisher (Prescott IHC Superintendent)
### Type 2IA and Type 2 Crew list

<table>
<thead>
<tr>
<th>Dispatch Center</th>
<th>Sponsoring Unit</th>
<th>Name of Crew</th>
<th>Assembly Point</th>
</tr>
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<tr>
<td>Arizona</td>
<td>A1S</td>
<td>Bear Jaw</td>
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<td>Winslow, AZ</td>
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<td>Apache Sitgreaves Regs</td>
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<td>Taos</td>
<td>TAD</td>
<td>Taos BLM</td>
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## Camp Crew list

<table>
<thead>
<tr>
<th>Dispatch Center</th>
<th>Sponsoring Unit</th>
<th>Name of Crew</th>
<th>Assembly Point</th>
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<tr>
<td>Arizona</td>
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<td>Show Low</td>
<td>FTA</td>
<td>Fort Apache</td>
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<td>MEA</td>
<td>Mescalero</td>
<td>Mescalero, NM</td>
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</table>

### Type 1 IHC Dispatch and Mobilization

Within GACC and on lands adjacent to the GACC, the closest forces concept will be utilized. For Type 1/IHCs, if the closest crew is on an “Available Day Off (AD)” status, the SWCC will mobilize another Type 1/IHC who is on duty and available within the area, i.e., the travel distance to the incident is no more than 100 miles further than that of the “AD” crew.

**Out-of-GACC Dispatch Rotation** – The SWCC maintains an out of GACC dispatch rotation list for these crews. The rotation gives available crews an equal opportunity to be dispatched out of area. The lists will be published and updated on the SWCC website IMT & Crews Tactical Resource Report. The following dispatching criteria will apply:

- Type 1 IHC crews and IHC crews statused as T2IA will be included in the Out-of-GACC Rotation. The rotation is built each Spring according to when the crews come on board for the season.
- Type 1 / IHC crews and IHC crews statused as T2IA will always be “Available, Available Local, Committed, Unavailable, Unavailable Day Off, or Mandatory Day Off.” The request for the next crew in rotation will be placed by the SWCC to the crew’s servicing dispatch center. If the dispatch center fills the request with a different crew, the crew that was next will lose their place in the rotation and move to the filling crews’ place in the rotation.
- The filling dispatch center must confirm the fill information within 1 hour from the time the request is placed.
- Crews committed to projects or prescribed fire but are still being considered available will be shown as available on the IMT & Crews Tactical Report. All crews that are committed and fully utilized on prescribed fire will be shown committed on the report.
- Crews identified as contingency for prescribed fire will often remain at home or preposition location as long as they are within an identified travel distance/response time requirement. If a contingency resource is needed for wildfire, SWCC will consult...
with unit hosting the prescribed burn to determine another contingency resource or next course of action

- A crew will be placed on “Committed” status as soon as they are confirmed as a fill by their dispatch center. If the request is canceled before the crew reaches its destination, the crew will not lose their place in the rotation
- Crews will be placed on “Available” status when they become available nationally. Crews becoming available at the same time will go on the “Available” list in the order they were last dispatched
- Out-of-area rotation guidelines will be adhered to whenever possible. However, large aircraft transport logistics, time constraints, cost consideration, values at risk and suppression tactics at the incident may make it necessary to use the closest crew(s) available, regardless of their position on the rotation list
- Crews assigned to an incident in-area will not lose their place in the out-of-area rotation list

**Get-away Times**

Generally, Type 1 IHC crews shall mobilize within 2 hours of receipt of orders during their availability period. If a longer timeframe is needed, the SWCC shall be notified immediately and a determination will be made whether to place the request to a different crew.

**Mobilizing via Aircraft** – When mobilizing via aircraft, the ordering unit will determine if they want the crew carriers to chase and catch up with the crew. If authorization is granted, the crew will mobilize maintaining the minimum Type 1/IHC composition. When mobilizing by the USFS NIFC large contract jet, each crew may be limited to 20 personnel on the jet due to the contract language with the vendor. If a crew is funded for more than 20 personnel, communication shall occur between the local center, SWCC, NICC, and ordering GACC to determine if the remaining crew members will be allowed to mobilize. A Request by the filling crew to send additional members via commercial airlines must be approved by the ordering unit.

**Tools and Equipment**

IHC will transport their tools and equipment when they are mobilizing by ground transportation to the incident as stated in the SIHCO.

When the crew is transported by fixed wing aircraft, the crew will not fly with their tools. Authorization to transport chain saws on a fixed wing aircraft will be authorized by the pilot and aircraft vendor. If approval is granted, the saws shall be purged prior to loading on the aircraft.

When Type 1 IHC crews are delivered by aircraft, the receiving unit should be prepared to authorize rental vehicles or provide transportation. Additionally, the host unit shall provide firing equipment, hand tools, chainsaws (4 kits), 10 gallons unmixed gas, 5 gallons of bar oil, 2 cycle mix for 10 gallons of gas, and MRE’s.

**Type 2IA and Type 2 Crew Dispatch and Mobilization**
The SWCC will place requests for the closest/most readily available crews based on date and time needed, special needs, and the urgency of the situation. SWCC will strive to maintain equitable distribution of crew requests. Ordering unit may order a self-sufficient crew by identifying it in the Special Needs block on the IROC request.

The dispatch centers will fill the requests utilizing their available crew list and if applicable, a dispatch rotation. Crew bosses shall ensure compliance with crew qualification standards, safe transportation, and travel using a cost-efficient route to the incident. To facilitate compliance with the crew standards, each crew will consist of a minimum of 18 but not more than 20 persons including overhead, trainees, and firefighters. If a crew is going to exceed twenty (20) personnel, SWCC must be notified and the sponsoring agency fire staff shall provide justification.

The crew boss should have at least 6 copies of the passenger and cargo manifest and all other paperwork completed prior to departing recruiting unit. All crewmembers shall have an identification acceptable per Transportation Security Authority (TSA) policy. It shall be a government (Federal, State, or Tribal) issued identification card during the incident assignment.

Transportation and all equipment will be inspected, inventoried, and documented prior to mobilization. The transportation must be inspected by a qualified inspector to ensure adherence to safe transportation policy. Transportation of petroleum products and other hazardous fuels will be transported in compliance with the Interagency Hazardous Transportation Guide for Gasoline, Mixed Gas, Drip-Torch, and Diesel, PMS 442.

Within the Southwest Area, crews will be mobilized “with tools” unless specifically ordered not to bring tools and must be documented in the special needs block on the IROC crew request. If the crew is driving to an out of the geographical area incident, they will travel with tools, water and MREs.

Crews ordered through the NICC are NOT dispatched with hand tools when they are transported by aircraft. If tools are needed, they should be ordered separately as a supply item. If they are driving to an incident, they shall travel with tools, unless the ordering unit documents on the IROC request not to bring tools. The tools will be transported in a manner so they do not pose a hazard to personnel.

If the crew is mobilizing by air transport, chain saws or other equipment with fuel tanks and fuel carrying containers must be emptied and purged with an inert gas prior to arrival at the airport or mobilization center. Some commercial airlines may refuse to transport chain saws or hazardous material; be prepared to provide alternative shipping. NO combustible materials in motorized equipment, containers, or fusees may be loaded aboard an aircraft.
Crew Allocation (IHC’s, locally hosted Type 2IA)

In cases of crew resource shortages or heightened demand, Southwest Area Agency Duty Officers (PL 1-3) or the Southwest Area MAC Group (PL 4-5) will give leaders intent to the Southwest Coordination Center for establishing drawdown levels for IHC’s (to include IHCs that have dropped down in status to Type 2IA) and locally hosted Type 2IA crews. This ensures crew resource response to new incidents as they occur and/or existing incidents with critical needs commensurate with the values at risk. Duty Officers and/or Southwest MAC Group must ensure these critical crew resources are available across local/zone boundaries for initial attack and incident allocation. IHCs and locally hosted Type 2IA crews that are not on active incidents will be considered available for resource allocation. This includes crews on ABC Miscellaneous, severity or under any other prepositioning of crews and situations.

Camp Crew Dispatch and Mobilization

Any deviation from the standard will be identified in the special needs block on the IROC request. A moderate fitness level rating is the minimum for each person on the crew per the SWFF Handbook.

The “SWFF Crew Management Handbook” guidelines charge home/sponsoring units with the administration, management, and outfitting the crews. The camp crews aren’t self-sufficient and will require logistical support if they need to rest overnight enroute to or demobilization from the incident.

Crew Representatives (CREP) - It is the discretion of the sponsoring agency on whether to assign a crew representative to a Type 2 crew. The CREP is responsible for the administrative and logistical matters pertaining to the crew. Crew representatives assigned to crews will remain with the crew(s) and not take other incident assignments. They shall furnish a report to the crews sponsoring unit upon completion of the assignment. Reference “SWFF Crew Management Guidelines.”

Mobilization Centers

The Mobilization (Mob) Centers in the Southwest Area are located in Albuquerque, NM, and Mesa, AZ. These centers are an extension of the SWCC and will be activated by the SWCC.

The SWCC will notify the Mob Center Team Leader to activate the Mob Center. The purpose for the opening will be communicated to the team leader and he/she will determine the number of personnel needed to accomplish the objective.

When crews are mobilizing by the contracted large aircraft transport, the home dispatch center will be advised of the ready to load time (RTL) and the aircraft’s estimated time of arrival when it becomes known. Resources need to be at the Mob Center no later than 3 hours prior to the RTL time to allow manifesting, weighing, and driving time from the Mobilization Center to the airport.
The crew and resource’s servicing dispatch center is charged with obtaining transportation to and from the Mob Center unless instructed otherwise. SWCC will relay the demobilization itinerary details to dispatch centers when it becomes known for crews and crew members returning to the southwest area from an out of region incident assignment. If no transportation is available, the home dispatch will coordinate with SWCC to obtain the transportation.

Crew carriers and other transport picking up resources at the airport and air service center will arrive at the Mob Center at least 2 hours prior to the pick-up time. Inspection of buses should occur at the “Point of Hire”, but in some cases, the vendor may dispatch the bus with driver direct to the Mob Center due to the bus driver’s driving limitation. Invoicing of buses may occur at the Mobilization Center when the bus is released.

Crew leaders, superintendents, and/or chief-of-party shall:

- Establish telephone contact with the Mobilization Center when enroute to the Mob Center and provide an estimated time of arrival. Albuquerque Mob Center (505) 346-7904/7905. The Phoenix Mob Center (480) 457-1551. If there is no answer, contact SWCC crew desk
- Have crew manifests and all other paperwork completed prior to arrival at the Mobilization Center. The recruiting unit will complete everything on the crew and cargo manifest except the body and cargo weight, and total weight. This will be done by Mobilization Center personnel
- Refer to Page 30 for Standard Cubes, Weight, and Gear Policy for all Personnel (Excluding Smoke Jumpers, Rapellers, and Helicopter Managers)
- Fuel and clean out vehicles prior to arrival at the Mobilization Center
- Check in immediately with the Mobilization Center Manager. Keep the crew together, preferably inside vehicles, until check-in is completed and a location is designated for unloading personnel
- When vehicles will remain at the Mobilization Center after departure, turn over the vehicle keys to the Mob Center personnel

The Mobilization Center Manager and designated Mobilization Center personnel will ensure that personnel departing on aircraft comply with all policy regarding transportation of hazardous materials (i.e. chain saws, petroleum containers and products, fusees, etc.) prior to loading.

The Mobilization Center will not assume the responsibility of the recruiting unit for screening and outfitting of resources (i.e. boots, gloves, etc.). Discrepancies noted will be brought to the attention of the Southwest Coordination Center Manager for documentation and a decision on continued use of the resource.

“Sack lunches” maybe provided to crews by the recruiting unit. If a sack lunch isn’t provided, relay the information back to the SWCC. A sack lunch or hot meal may be provided by the Mobilization Center when an extended delay in departure occurs. Mobilization Centers require a four (4) hours advance notice to supply a sack lunch for a crew.
Staging and Prepositioning at Units or a Mobilization Center

Resources in staging at local units and the Albuquerque and Phoenix-Mesa-Gateway Mobilization Centers will be paid for the number of hours commensurate with the expectations of being in “Ordered Standby”. When staging personnel are in ordered standby, they are expected to be completely ready to respond to an incident within a matter of minutes. Fire personnel should expect to be compensated for their time away from home but business rules and policy are restrictive from offering guaranteed standby hours. Compensable standby must be determined by fire indices and unit specific response levels. When resources are being staged at mobilization centers in the Southwest, the Southwest Coordinating Group will determine Ordered Standby hours as part of the regular MAC calls.

Unit specific ordered standby should be determined by ordering agency. If not previously notified by SWCC, units hosting prepositioned resources on regional monies must contact SWCC for current direction from the SWCG related to ordered standby hours.

The following are uniform policy guidance:

- Compensable time shall be limited to those times when an individual is held by directions or orders, in a specific location, fully outfitted and ready for assignment
- Individuals are not entitled to standby compensation for time spent eating when work is not being performed. This applies even when the individuals may be required to remain at the temporary work site.
Chapter 40 – Equipment and Supplies

Equipment

Equipment resources are mobilized using established ordering channels and can be agency, cooperator, or vendor owned.

General Ordering Procedures

The SWCG Member agencies have all agreed to the following general guidance for dispatching equipment resources to Southwest incidents.

When processing equipment requests for incidents on Federal jurisdictions, all Dispatch Centers should adhere to the following guidelines:

During Initial Attack

- Acquire the resource that will meet the incident’s needs, often this is an ASAP scenario
- Can be agency, state, fire department, closest vendor resource, etc.

During Extended Attack and Project (Large Incidents)

- Acquire the resource that can reasonably meet the incident’s date and time needed
  - Must first consider proximity of available agency equipment followed by state owned, FS I-BPA equipment, then Fire Departments
  - DOI jurisdictional incidents can use fire departments prior to FS I-BPA resources, but if I-BPA resources are used, the Dispatch Priority List(s) must be followed
  - Check with SWCC and neighboring Dispatch Centers for available federal resources that may be able to meet incident need and timeframes
- If no federal or state-owned resources are available in each dispatch zone, contact SWCC to determine if request should be sent elsewhere or to proceed and fill with vendor or fire department resource

Multi-jurisdictional Incidents

- Each agency jurisdiction has the authority in shared decision-making for resource mobilization per their respective land management directives.
- Types and capabilities of resources needed to accomplish incident objectives may dictate resource assignments (e.g. structure protection). This must be documented on the resource order.

For more detailed guidance on dispatching I-BPA equipment, reference the USFS Competitive Solicitation Contracts (IBPA) section later in this Chapter and the SWA Guide or Dispatching Contracted Resources on the SWCC website.
Examples of equipment resources are:

- Rolling Stock – engines, water tenders, dozers, etc.
- National Contract Mobile Food Services (Caterers)
- National Contract Mobile Shower Facilities

**Engines**

All engines will be mobilized in accordance with the minimum standards identified in PMS 210 (Wildland Fire Incident Management Field Guide), see table below.

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<thead>
<tr>
<th>Requirements</th>
<th>Engine Type</th>
</tr>
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<td>Tank minimum capacity (gal)</td>
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<tr>
<td>Pump minimum flow (gal/min)</td>
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</tr>
<tr>
<td>At rated pressure (psi)</td>
<td>150</td>
</tr>
<tr>
<td>Hose: 2½-inch</td>
<td>1,200</td>
</tr>
<tr>
<td>Hose: 1½-inch</td>
<td>500</td>
</tr>
<tr>
<td>Hose: 1-inch</td>
<td>—</td>
</tr>
<tr>
<td>Ladders per NFPA 1901</td>
<td>Yes</td>
</tr>
<tr>
<td>Master stream 500 gal/min.</td>
<td>Yes</td>
</tr>
<tr>
<td>Pump and roll</td>
<td>—</td>
</tr>
<tr>
<td>Maximum GVWR (lb.)</td>
<td>—</td>
</tr>
<tr>
<td>Personnel (minimum)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Water Tenders**

All water tenders will be mobilized in accordance with the minimum standards identified in PMS 210 (Wildland Fire Incident Management Field Guide), see table below.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Water Tender Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Support</td>
</tr>
<tr>
<td></td>
<td>S1</td>
</tr>
<tr>
<td>Tank capacity (gal)</td>
<td>4,000</td>
</tr>
<tr>
<td>Pump minimum flow (gal/min)</td>
<td>300</td>
</tr>
<tr>
<td>At rated pressure (psi)</td>
<td>50</td>
</tr>
<tr>
<td>Maximum refill time (minutes)</td>
<td>30</td>
</tr>
<tr>
<td>Pump and roll</td>
<td>—</td>
</tr>
<tr>
<td>Personnel (minimum)</td>
<td>1</td>
</tr>
</tbody>
</table>
Fire Department Mobilization

New Mexico Fire Department resources are mobilized as New Mexico State Forestry resources. They are ordered through normal dispatch channels.

Arizona Fire Department resources are mobilized as Arizona Department of Forestry and Fire Management resources. They are ordered through normal dispatch channels.

Large Incidents - Agency representative/liaison for representation while on incidents being managed by an IMT may be requested and timely release of fire department resources to provide home unit coverage as required by law/ISO regulations.

Communications - Once established communications are made, they must be maintained.

Attributes:

- Expert water supply/delivery
- Rapid initial attack
- Emergency medical services capability
- Limited hazardous materials capability

Limitations:

- Many FD resources cannot remain on an incident for the long term
- Must provide continuous fire protection for structures at home area as required by law/ISO regulations

Dozers

All dozers will be mobilized in accordance with the minimum standards identified in PMS 210 (Wildland Fire Incident Management Field Guide), see table below.

<table>
<thead>
<tr>
<th>Dozer</th>
<th>Horse Power</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type I</td>
<td>HEAVY 200 Minimum Horse Power</td>
<td>D-8, D-7, JD-950</td>
</tr>
<tr>
<td>Type II</td>
<td>MEDIUM 100 Minimum Horse Power</td>
<td>D-5N, D-6N, JD-750</td>
</tr>
<tr>
<td>Type III</td>
<td>LIGHT 50 Minimum Horse Power</td>
<td>JD-450, JD-550, D-3, D-4</td>
</tr>
</tbody>
</table>

Transports

The SWCC will work with the sending unit and NICC to determine when engines and/or crew support vehicles will be delivered to an incident via contract transport. Transport resources are on USFS IBPA Agreements in the Southwest and can be obtained via the Dispatch Priority List.
Buses

Charter buses can be used for personnel movement if the total one-way travel time does not exceed 12 hours. This is usually for trips less than 400 miles, depending upon highway conditions and terrain. Charter buses are available by EERA only on an as-needed basis.

Key items to consider before ordering charter buses are:

- Highway coaches cannot be used on unimproved roads
- Maximum distance for fuel stops is approximately 700 miles
- Maximum driver duty time is 15 consecutive hours of which only 10 hours may be spent driving
- On some charters, routing will have to go through certain cities called “boards.” Be sure to check with the charter company to see if special routing is required as this will change the time and mileage

Crew carrier buses are on USFS IBPA Agreements in the Southwest and can be obtained via the Dispatch Priority Lists (DPLs). Several vendors are on these DPLs and are ranked within each dispatch center. Each piece of equipment has a home location and this location will be used in determining hiring priority based on date and time needed. For more information on crew carrier buses and other USFS contracted resources, reference the “Southwest Guide to Dispatching Contracted Resources” on the SWCC Web site.

Infrared Equipment

FLIR (Forward Looking Infrared)

Handheld, portable unit that may be used from a vehicle, fixed wing, or helicopter. This unit is available through normal dispatch channels from the Boise Cache.

The receiving unit shall be notified of services or other equipment that may be needed on arrival. This may include locating a source of liquid nitrogen (medical supply houses and/or welding shops), monitoring equipment, extra video tape, etc. The ordering unit will normally be responsible for locating and/or purchase of liquid nitrogen needed to operate the FLIR unit. A “Dewar” bottle (5 liter) is available from either national interagency support cache for liquid nitrogen and is also included with the FLIR unit. Based on the arrival time of the FLIR equipment, the ordering unit must decide on ordering the empty cache “Dewar” bottle or waiting for the arrival of the FLIR unit before purchasing the liquid nitrogen.
Palm IR 250 Digital Camera

A handheld portable thermal imaging unit that may be used on foot or a vehicle, fixed wing, or helicopter is available from the Regional Office in Albuquerque, New Mexico.

The system consists of:

- Handheld unit
- Extra rechargeable battery
- Battery charger kit
- Instruction manual
- DC adapter w/cigarette lighter plug
- Carrying case

National Infrared Operations (NIROPS) Airborne Thermal Infrared Fire Mapping Unit

This unit is available through the National Interagency Fire Center.

Equipment is mounted in an aircraft and, when ordered, the equipment, aircraft, and an infrared crew are sent as a package. Each IR crew consists of the pilot, copilot, and operator/technician. When ordering this unit, refer to and fill out the online “Infrared Scanner Order” at: https://fsapps.nwcg.gov/nirops/users/login

An infrared interpreter should be ordered to acquire the data by remote means and produce products. Infrared interpreters typically work remotely from their home unit. This individual will work under the Situation Unit Leader or Planning Section Chief.

USFS Competitive Solicitation Contracts (IBPA)

The U.S. Forest Service contracts with vendors for certain types of resources on a competitive basis. The Southwest Area has posted solicitations, dispatch priority lists, and protocols on the Southwest Area Web site at: https://gacc.nifc.gov/swcc/dispatch_logistics/equipment/ibpa/ibpa.htm

These resources are then ranked and mobilized based on dispatch priority lists. These resource types are (in no particular order): engines, water tenders, gray water trucks, dozers, excavators, feller bunchers, masticators, graders, clerical support/GIS trailers, buses, medical/helicopter support, communications trailers, hand washing stations (trailer mounted), mobile laundry, fuel tenders, tents, mechanics with service truck, lowboys, and chippers. All vendor equipment must meet minimum specifications as identified in the contract.

Initial Attack

During the initial attack phase of a fire, the agency having jurisdiction can use any and all types of engines and water tenders which includes Federal, state, local government, tribal, or private contractors. As referenced in this section, initial attack would typically be those actions taken within the first operational period (e.g. the first day).
General Procedures for Dispatching Engines and Tenders (within the Southwest Area)

Southwest Geographic Area resource requests for engines and water tenders will be by “Type” per National Wildfire Coordinating Group (NWCG) standards. After the initial attack phase of an incident is over, orders placed to any local dispatch center will be filled in the following priority:

1. Federal
2. State owned
3. Forest Service IBPA *(placed to the closest dispatch center to the incident with available resources on their DPL)*
4. Local fire department and State contracted resources

Under Multi-Jurisdictional Command, each party may mobilize per their respective procedures for their jurisdictional needs and/or as defined under a cost-share agreement.

Once a dispatch center exhausts their capability, ordering to neighboring centers is allowed when there is known availability of a Federal or State owned resource. All other requests are placed to SWCC to attempt to locate resources using the 1-4 criteria above.

Once a resource is assigned to an incident, the Incident Commander determines the order of demobilization in coordination with the host unit.

When released, IBPA resources may be reassigned if no higher priority resources are available within the requesting incident’s dispatch zone.

General Procedures for Dispatching Engines and Tenders (outside the Southwest Area)

When SWCC receives engine and/or tender requests for out of area assignments, consideration is given to the requesting Geographic Area priority dispatch order (e.g. cooperators may be mobilized before IBPA resources). When IBPA resources are sent out of area, requests will be placed with consideration given to mobilizing highest ranking available resources across all Dispatch Center DPLs that can meet date and time needed.

IBPA Resource Inspection Requirements

Incident Pre-Use Inspection

Section D.17 of USFS IBPA Agreements states:

- All resources furnished under this agreement shall be in acceptable condition. The Government reserves the right to reject resources that are not in safe and operable condition. Prior to incident use or anytime the resource is under hire, the Government may perform inspections
- If the resource does not pass inspection at the incident or designated inspection station, it is considered noncompliant. The Contractor may be given 24 hours or time frame designated by Government representatives to bring the resource into compliance. If the resource does not pass inspection, no payment will be made for travel to the incident or point of inspection or return to the point of hire, or for the time that the resource was not available. Upon rejection, resource will be removed from the dispatch priority list
until such time that the resource is brought into compliance and re-inspected at the
government’s convenience

- Repeated failures at the pre-use incident inspection may be grounds for cancellation of
the Agreement

It is advisable, but not required, to have a qualified inspector such as a mechanic, Equipment
Inspector (EQPI), Equipment Manager (EQPM) or other qualified resource to perform these
inspections using the OF-296 Vehicle/Heavy Equipment Safety Inspection Checklist. If a
resource is inspected by someone who is not a qualified inspector, such as a Crew Boss or
Heavy Equipment Boss, the inspector must at least be familiar with general vehicle and
equipment mechanics. It would then be advisable to ensure another inspection occurs at the
incident.

**Incident Contract Procurement Inspector (ICPI)**

The ICPI position is responsible for ensuring contract compliance. They can be mobilized by an
Agency, Region, GACC, or as part of the Finance Section of an IMT. The primary roles of the ICPI
position are:

- Review existing files for evidence of inspection at the incident. Compare resources
assigned with completed inspection files. Identify resources requiring inspection
- Coordinate vehicle inspections with Ground Support. Vehicle safety and mechanical
inspections should be conducted by Ground Support
- Complete resource compliance inspections on both operational and logistical equipment
and personnel
- Verify with Finance Section the following files for each resource:
  - Updated personnel and equipment manifest
  - Resource order
  - Agreement Award Summary
  - Completed resource inspection forms
  - Ensure Contract Resource meets English speaking requirements
- Work with the appropriate unit to insure each member of the contract resource is in
compliance with:
  - Personal Protective Equipment (PPE) specified in agreement
  - Contractor identification card indicating qualification level
  - Verification of qualification level
  - Government issued picture identification
- Ensure equipment safety inspections have been completed

The ICPI position may or may not be qualified as an Equipment Inspector (EQPI) position. Many
ICPI personnel can perform both functions. Prior to the core fire season each year, the USFS will
perform inspections on pre-determined equipment resources that are awarded contracts
through the VIPR system. These include water handling, heavy equipment and buses. These
inspections are done by qualified Incident Contract Procurement Inspectors (ICPI) and ensure
these resources are contract compliant. VIPR Equipment Inspection Checklists can be found at: http://www.fs.fed.us/business/incident/equipment.php

If frequent mobilizations are occurring, SWCC and local units will consider prepositioning ICPI/EQPI personnel at strategic locations to ensure timely inspections are occurring.

**National Contract Mobile Food Service Units**

Any time mobile food services are needed for federal wildland fire incidents in the western United States, the Federal Wildland Fire Agencies are obligated to order services from the National Mobile Food Services Unit (MFSU) Contractors any time (1) the number of people to be fed is at or above 150 persons per meal and (2) the headcount is estimated to remain at those numbers, or greater, for at least seventy-two (72) hours from when the headcount first reaches 150 per meal, provided that the Contractors can reasonably meet the incident’s needs and required time frames. MFSU Contractors will be given the opportunity to provide three meals per day unless other arrangements are mutually agreed to with the FDUL or the needs of the incident require different meal options such as Meals Ready to Eat (MRE). MFSU also may be ordered for other types of incidents at the Government’s option. State and other federal cooperators may also utilize this contract at their option. However, the ordering procedures at Section C.2 of the National Mobile Food Services Contract will be followed for all orders. For additional information, refer to the National Mobile Food Services Contract.

**National Contract Mobile Shower Facilities Units**

Any time mobile Shower Facilities are needed for federal wildland fire incidents in the western United States, the Federal Wildland Fire Agencies (see Section J.10, National Mobile Shower Facilities Contract), are obligated to order services from the National Mobile Shower Facilities Contractors, provided that the Contactors can reasonably meet the incident’s needs and required time frames (See Section C.2, 2.2, National Mobile Shower Facilities Contract). Mobile Shower Facility Units also may be ordered for other types of incidents, at the Government’s option. State and other federal cooperators may also utilize this contract at their option. However, the ordering procedures at Section C.2 will be followed for all orders. For additional contract information, refer to the National Mobile Shower Facilities Contract.

Requests for mobile food services and mobile shower units must be placed through established dispatch channels to the SWCC on an equipment (E) request number. The request will be passed to the NICC. Information on mobile food and shower units can be found on the NICC Web site at:

http://www.nifc.gov/nicc/logistics/equipment_supplies/equipment_supplies.htm
Chapter 40 – Equipment and Supplies

Locations of Contract Caterers and Shower Units

Catering units in or near the Southwest Area are normally located in Albuquerque, NM and Flagstaff, AZ during the fire season. Units are normally also located in Kanab, UT and Montrose, CO.

Shower units are normally located in Flagstaff, AZ, and in Albuquerque, NM.

All orders for mobile food units and/or shower units will be placed through the normal dispatching channels through SWCC to NICC.

Contracting Officer’s Technical Representatives will be ordered by Overhead request for each catering or shower unit dispatched to a Forest Service incident.

Non-Contract (Local) Food Service Organizations

When non-contract caterers, force account kitchens, and other food service organizations are utilized, national contract specifications will be used as guidelines to assure firefighters receive adequate, nutritious, and safe meals.

Medical Resources

The following guidelines are designed to improve consistency in the way medical support resources are ordered with the goal of improving firefighter safety. Dispatch Centers play a key role in providing critical support to incidents. Coordination between incident personnel and dispatch can provide many benefits, such as:

- Minimizing delays in getting the patient to definitive care
- Consistency in resource requests for equipment and personnel and how those requests are processed
- A better overall understanding by dispatch of the typical number and type of medical resources necessary to manage the incident

Licensure, Reciprocity, and Protocols

All incident medical personnel are responsible for ensuring they are operating in a manner that is consistent with the jurisdiction having authority. It is also their responsibility to ensure actions required for reciprocity are completed prior to being assigned to a role where they may be involved in patient care. EMS providers must also have a copy of their protocols and ensure they are operating within them.

The license requirement for EMT positions is now mandatory in IQCS/IQS for all who possess any level of regular or fireline EMT position. All current EMT qualifications will not show as Qualified in IQCS/IQS until the license is entered.
The IQCS/IQS Account Manager will need to:

1. Verify the **STATE issued EMT card**.
2. Enter the **issue date** and the **expiration date** (The length of card currency varies by state).

Implementation of EMS License & Credential Expiration Dates within the Incident Qualification and Certification System (IQCS) is located at:


**Medical Resource Position Codes (ordered within the Overhead Catalog)**

**MEDL – Medical Unit Leader**

Within the ICS structure, the MEDL works within the Logistics Section under the Logistics Section Chief. The main roles of the MEDL position are to prepare a medical emergency plan, to obtain medical aid and transport for injured or ill incident personnel, and to prepare reports and records. Each IMT will mobilize with a qualified MEDL as part of their roster.

**EMT and Paramedic Position Codes**

<table>
<thead>
<tr>
<th>Fireline Qualified (Arduous)</th>
<th>Non-Fireline Qualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTF – Emergency Medical Technician, Fireline</td>
<td>EMTB – Emergency Medical Technician, Basic</td>
</tr>
<tr>
<td>AEMF – Advanced Emergency Medical Tech, Fireline</td>
<td>AEMT – Advanced Emergency Medical Technician</td>
</tr>
<tr>
<td>EMPF – Paramedic, Fireline</td>
<td>EMTP – Emergency Medical Technician, Paramedic</td>
</tr>
</tbody>
</table>

Incidents will order these positions as needed depending upon fireline requirements. Additional equipment, such as ALS or BLS Kit requirements (defined in equipment section below) should be noted in the special needs portion of the resource order. Requests for EMT personnel within the Overhead catalog are often routed to Fire Departments via agreements with States.

**Fireline Medical Teams**

Fireline Medical Teams are designed to provide an incident a rapid, advanced level of medical capability in a given location (e.g. a Division). These teams are configured to be highly mobile and can provide services on scene and facilitate transport to further care. This also allows for the team to be potentially closer to where accidents may happen as well as the ability to split up.

Fireline Medical Teams consist of:

- 1 EMPF and 1 EMTF (2 EMPF is acceptable)
- 1 BLS kit, 1 ALS kit
- 4 wheel drive vehicle
- UTV / ATV (optional)
Fireline Medical Teams are ordered in IROC as Overhead > Groups > Incident Medical Team. Units hosting these resources should fill these requests using the roster function in IROC.

**Rapid Extraction Module Support**

The Rapid Extraction Module Support (REMS) is a pre-staged rescue team assigned to a wildland fire to provide firefighters a safe, effective and efficient method of egress off the fireline in the event of injury or illness incurred during firefighting operations. REMS is intended to augment ground and air transport when road access, terrain, or conditions such as smoke or darkness limit the use of other transport options.

A REMS consists of:

- 4 Personnel
  - Minimum of 2 Personnel are trained to the Technician Level in Rope Rescue
  - Balance is trained to the Operations Level in Rope Rescue
  - At least one is an EMPF and the Balance are EMTF (more than one EMPF is acceptable)
- 1 or 2 4WD vehicles
- REMS Kit
- UTV/ATV Optional

REMS are currently ordered in IROC as Overhead > Category GACC ONLY > Module, Rapid Extraction Support. Units hosting these resources should fill these requests using the roster function in IROC.

**Medical Resource Types (ordered within the Equipment Catalog)**

**Medical Support Units**

Medical Support Units are an equipment catalog item in the IROC system and typically refer to a vendor provided Fireline Medical Team that is nationally certified for providing services across state lines. An Incident Only EERA must be written by a Contracting Officer for procurement of these resources.

**Ordering Considerations**

- Ordering unit must identify the level of service being requested, ALS or BLS
- Are Fireline Qualifications required?

**Basic Life Support (BLS) Kit**

A Basic Life Support (BLS) medical kit contains items that allow fundamental, non-invasive interventions appropriate to the EMT scope of practice and medically necessary supplies and service to perform basic life support life support assessment and intervention. Typically it would be rare to receive an order for just a BLS kit without EMT personnel also, but the ordering process is the same as a Medical Support Unit.
Advanced Life Support (ALS) Kit

An ALS Kit contains supplies to perform basic life support and advanced life support assessment and intervention within the state of registration. Advanced life support intervention may include: The administration of intravenous (IV) administration of fluids/medication, manual defibrillation/cardioversion, cardiac pacing, endotracheal intubation, chest decompression, surgical airway, or intraosseous administration of fluids/medication. Typically it would be rare to receive an order for just an ALS kit without EMT personnel also, but the ordering process is the same as a Medical Support Unit.

Ambulances

All ambulances will be mobilized in accordance with the minimum standards identified by the state of registration/certification. Ambulance requests are often routed to Fire Departments via agreements with States. Some basic and advanced life support interventions may vary, use the guide below for a general description.

Ordering Considerations

When ordering ambulances for an incident consider the following:

- Roads/terrain (road type, mud, paved, etc.)
- Distance of ground forces from closest staging point of ambulance (Consider multiple ambulances)
- ALS or BLS
- Additional fireline medical resources or REMS

Ambulance Types

Typing of ambulances can be found in the table below (DHS/Department of Homeland Security – Reference FEMA-508 – May 2005)
### RESOURCE AMBULANCES (GROUND)

<table>
<thead>
<tr>
<th>CATEGORY:</th>
<th>Health &amp; Medical (ESF #8)</th>
<th>KIND:</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM CAPABILITIES:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>METRIC</th>
<th>TYPE I</th>
<th>TYPE II</th>
<th>TYPE III</th>
<th>TYPE IV</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team</td>
<td>Care provided</td>
<td>Advanced Life Support</td>
<td>Advanced Life Support</td>
<td>Basic Life Support</td>
<td>Basic Life Support operations</td>
<td>Non-transporting emergency medical response</td>
</tr>
<tr>
<td>Personnel</td>
<td>Minimum staff</td>
<td>2 paramedic and EMT</td>
<td>2 paramedic and EMT</td>
<td>2 EMT and first responder</td>
<td>2 EMT and first responder</td>
<td>1</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Transport</td>
<td>2-litter patients</td>
<td>2-litter patients</td>
<td>2 litter patients</td>
<td>2 litter patients</td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>Training and equipment</td>
<td>Same as Type III</td>
<td>Non-HazMat response</td>
<td>Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471,472,473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions</td>
<td>All immunized in accordance with CDC core adult immunizations and specific threat as appropriate</td>
<td>BLS or ALS equipment/supplies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMENTS:</th>
<th>Emergency medical services team with equipment, supplies, and vehicle for patient transport (Type I-IV) and out-of-hospital emergency medical care.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Each team unit can work 12-hour shifts. Backup supply and some equipment required according to number of patients and type of event.</td>
<td></td>
</tr>
<tr>
<td>• Communication equipment may be programmable for interoperability but must be verified. Plan for augmenting existing communication equipment.</td>
<td></td>
</tr>
<tr>
<td>• Environmental considerations related to temperature control in patient care compartment and pharmaceutical storage may be necessary for locations with excessive ranges in temperature.</td>
<td></td>
</tr>
<tr>
<td>• Security of vehicle support required for periods of standby without crew in attendance. Fuel supply and maintenance support must be available.</td>
<td></td>
</tr>
<tr>
<td>• Decontamination supplies and support required for responses to incidents with potential threat to responding services or transport of infectious patients.</td>
<td></td>
</tr>
</tbody>
</table>

1. **Ambulances most often should be ordered as Type, Any**
2. When ordering an ambulance, more consideration should be given to the special needs than the type. Example: all-wheel drive (AWD) BLS, four wheel drive (4WD) with high clearance ALS, ALS or BLS standard two wheel drive (2WD)
3. **Note: With the limited existence of a true (4WD) with high clearance, additional medical resources, such as REM, ATV/UTV capability may be needed**
Advanced Life Support (ALS) Ambulance

A ground ambulance with the personnel, medically necessary supplies and service to perform basic life support and advanced life support assessment and intervention within the state of registration. Advanced life support intervention may include: The administration of intravenous (IV) administration of fluids/medication, manual defibrillation/cardioversion, cardiac pacing, endotracheal intubation, chest decompression, surgical airway, or intraosseous administration of fluids/medication. Standard configuration is at least one certified/licensed EMT Paramedic and one EMT Basic. An additional ALS Kit is not required when ordering.

Basic Life Support (BLS) Ambulance

A ground ambulance with the personnel, medically necessary supplies and service to perform basic life support life support assessment and intervention within the state of registration. Standard configuration is two EMT Basics. An additional BLS Kit is not required when ordering.

Dispatch Coordination Role

Identifying the type and kind of medical resources necessary for a given incident can and will vary. On incidents where roads are the primary control features it may be appropriate to order more ambulances and fewer line-medic teams. Conversely, on incidents with limited or no road access incidents with no road access will require more fireline qualified paramedics and EMT teams. In both instances, the intent behind the resources ordered is the same, to provide for immediate ALS intervention and determine the most appropriate means of transport to definitive care given the patient condition. These decisions lie within Incident Command but it is important for dispatch to recognize these considerations.

See next page for an example fire of what a medical resource organization might look like on a large incident:
**Jocho Fire** – Type 2 IMT is managing the incident, they have 6 staffed DIVS, and a night shift with 2 DIVS active. The fire is 10,000 acres and has 500 personnel assigned. The ICP is in a small community with a clinic staffed by a physician’s assistant. The closest level 1 trauma facility is 3 hours by ground, 1 hour by air. The closest burn unit has the same travel times.

Local EMS response includes 2 ALS Ambulances. DIV A,B,C are accessed by one primary road system and DIV D,E,F are accessed by another. So, one ambulance can provide transport for each side.

<table>
<thead>
<tr>
<th>Location</th>
<th>Resource Type</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIV A</td>
<td>1 -Fireline Medical Team</td>
<td></td>
</tr>
<tr>
<td>DIV B</td>
<td>1 -Fireline Medical Team</td>
<td>1-ALS Ambulance</td>
</tr>
<tr>
<td>DIV C</td>
<td>1 -Fireline Medical Team</td>
<td></td>
</tr>
<tr>
<td>DIV D</td>
<td>1 -Fireline Medical Team</td>
<td></td>
</tr>
<tr>
<td>DIV E</td>
<td>1 -Fireline Medical Team, 1 REM Team Ambulance with 24 hour coverage</td>
<td>Steep terrain, difficult access Either 2 Ambulances for day and night coverage on one ambulance and two crews.</td>
</tr>
<tr>
<td>DIV F</td>
<td>1 -Fireline Medical Team</td>
<td></td>
</tr>
<tr>
<td>NIGHT DIV E</td>
<td>1 -Fireline Medical Team</td>
<td></td>
</tr>
<tr>
<td>NIGHT DIV F</td>
<td>1 -Fireline Medical Team</td>
<td></td>
</tr>
<tr>
<td>Helibase</td>
<td>Shorthaul Aircraft with crew 1-ALS Ambulance</td>
<td>Given that there is a staffed night DIV I would suggest an aircraft that could fly under NVG, Daytime only USFS Shorthaul resources could be considered.</td>
</tr>
<tr>
<td>ICP</td>
<td>1-Ambulance with 24 hour coverage 1-Fireline Medical Team to assist MEDL in daytime. 1-MEDL to staff Med Unit at Night or additional Fireline Medical Team.</td>
<td></td>
</tr>
</tbody>
</table>

On this incident, if you assume that each resource is only crewed for a single shift you would have:

- 10 Fireline Medical Teams
- 4 ALS Ambulances
- 1 Short Haul Helicopter with NVG capabilities
Supplies
Supplies are identified as materials or goods not defined in any other resource or service category.

Examples of supply resources are:

- NFES items
- Mobile Cache Vans
- Local Purchase

Fire Cache Procedures

NFES Cache Designations:

National Interagency Support Caches (NISC) - Provide the broadest areas of coverage and service, identified in the National Interagency Support Cache Management Plan.

National Interagency Radio Support Cache (NIRSC) – provides communications equipment and support nationwide to incidents.

Local Area Interagency Support Caches - provide direct support to more than one agency and generally covers more than a single administrative management unit. Service boundaries are determined by the cooperating agencies and agreements.

Initial Action Caches - Generally provide single agency support to one administrative unit. Initial action caches may provide interagency support based on local agreements.

There are two NFES National Interagency Support Caches in the Southwest Area located at Prescott, Arizona, and Silver City, New Mexico. They are part of a national interagency network of facilities and procedures that provides equipment and supplies to wildland fire incidents nationally.

<table>
<thead>
<tr>
<th>Cache</th>
<th>Unit ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescott Interagency Fire Cache</td>
<td>AZ-PFK</td>
</tr>
<tr>
<td>Silver City Interagency Fire Cache</td>
<td>NM-SFK</td>
</tr>
</tbody>
</table>

Ordering Procedures (General)

All requests for supplies out of the Southwest Area caches will have an “S” number assigned. Orders placed to the cache from a dispatch office or an IMT must be clear and concise and the guidelines in the National Equipment and Supply Catalog must be followed. This includes correct NFES numbers, item descriptions, quantities, units of issue, and standard packs. The caches will not process incomplete orders. When a Type 1 or 2 IMT is assigned, NFES orders are placed direct from the IMT Supply Unit (this includes the preorder) to the servicing cache in the “Incident to Cache” Supply Block (100,000-199,999) of IROC. Type 3 organizations/teams may go direct also but this decision must be coordinated with the IMT, host dispatch, and servicing cache. Typically this decision will depend upon the qualifications present within the Supply/Logistics section of the T-3 team.
Large Orders

On occasion, the caches receive orders where the quantity requested exceeds the normal stocking level of the item. Honoring such orders can cause unnecessary shortages. In cases where the order appears unusually large, the caches can refer the order to the Southwest Area Coordination Center Manager for verification with the Incident Commander. When resource shortages occur and at Preparedness Levels 4 and 5, the Southwest Coordinating Group will establish priorities.

Returning Cache Items

All local agency equipment and supplies will be returned to a local cache. All other equipment and supplies should be returned to the nearest NFES National Interagency Support Cache (NISC) for refurbishing and redistribution. Stolen, destroyed, and missing property and supplies should be documented on an AD-112 Form along with a law enforcement report in the case of stolen property. This documentation should be sent to the servicing cache prior to transitioning teams or prior to the control date of an incident, whichever occurs first. Returns will not be accepted for credit if received more than 30 days after the control date of an incident or the close of a project.

Hazardous Material

Most incidents use petroleum products in their operations; gasoline, diesel, mixed fuel, etc. These fuels or products should remain or be recycled at the host agency where the incident occurred. Some fuels can be used for other land management projects. Fuel containers and tanks such as gas cans, saws, and pumps, issued from the cache must be purged prior to return to the cache.

Incident Replacement Guidelines

The National Interagency Support Caches at Silver City, NM, and Prescott, AZ, will process incident replacement orders in the following manner.

Incident Replacement of NFES Items

Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged, or rendered unserviceable on the incident.

The IMT or other incident personnel may authorize replacement of items at the incident if available, or by approving an Incident Replacement Requisition, OF-315/NFES 001300, for replacement of NFES items by the incident’s servicing cache. Should the replacement of the approved items not be feasible prior to demobilization of the requesting resource, the incident’s servicing cache will forward the request to the resource’s servicing cache. Caches may only process requests for NFES items. Requests for non-NFES items should be requested on a separate incident replacement requisition to be processed by the home unit.

Please refer to the current Interagency Incident Business Management Handbook, chapter 30, for procedures dealing with replacement of non-NFES supplies and equipment.
Replacement orders should be placed within 30 days of control of the incident.

**Type I and Type II Incidents**

The Supply Unit Leader will be responsible for handling incident replacement orders when a Type 1 or Type 2 team is utilized. The Supply Unit Leader will approve replacement requests by each unit, based on NUS Engine Stocking Level form or other fire equipment inventory documents. The Supply Unit Leader will determine if equipment and supplies are available at the incident to be used for replacement. If the equipment or supplies needed are unavailable at the incident, the Supply Unit Leader will forward the incident replacement requisition to the cache. This form must be complete, with “S” numbers (100,000-199,999 “Incident to Cache” block) and the home unit address (no post office boxes).

If the unit is unable to receive the replacement requisition at the incident, the materials will be shipped directly to the resource’s home unit address.

**Local Unit Incident Replacement: Type 3, 4, and 5 Incidents**

The hosting units’ Agency Administrator or authorized representative must approve all replacement requests. Since there is usually no qualified Supply Unit Leader in place on these types of incidents, all requests for replacement will come through the incident dispatch office and an “S” number will be issued (1-99,999 block of IROC). The request is then placed to the cache through the IROC/ICBS interface.

**Incident-to-Incident Transfer of Equipment and Supplies**

Transfer of equipment and supplies between incidents, including those operating under Area Command authority, may occur only with proper documentation so accountability is maintained. Transfer of communications equipment creates safety concerns by increasing the risk of frequency conflict and the possibility of damaged equipment or equipment not tuned being utilized. This may only be done with approval of the NIRSC Communications Duty Officer (CDO).

**Cache Support to Non-fire Incidents**

Non-fire incidents are usually reimbursable and may include non-Federal agencies. Examples are Federal Emergency Management Agency and Presidential declared disasters and Agency declared emergencies (i.e., New Castle poultry disease eradication), oil spills, rescues, and law enforcement actions. The procedures described above apply in these situations.

Silver City and Prescott Fire Caches will accept non-fire orders from Federal agencies, for orders related to project work, timber, recreation, range, special events, etc., as per direction of the Washington Office. Non-USFS prescribed fire support requires a reimbursable agreement between the USFS and conducting agency.

For requests from non-Federal agencies, it is direction that a cooperative agreement must be in place between the two agencies, prior to supplies being ordered, this is for all orders, other than ongoing incidents. Agreements must be started 60 days prior to the date supplies are needed.
Mobile Cache Support Van Procedures

Mobile Cache Support Vans are used as a means to rapidly supply a Type 1 or Type 2 incident with a predetermined list and quantity of various supply items. A contents list is available in the NWCG NFES Fire Supplies and Equipment Catalog in the Kit Section under NFES 2069.

Mobile Cache Support Van Locations

The Silver City Cache maintains Mobile Cache Support Vans as follows:

- 1 ea. Springerville, Arizona
- 1 ea. Albuquerque, New Mexico
- 1 ea. Santa Fe, New Mexico
- 1 ea. Alamogordo, New Mexico
- 3 ea. Silver City, New Mexico
- 1 ea. Tucson, Arizona (optional, if equipment and supplies are available)

The Prescott Fire Cache maintains Mobile Cache Support Vans as follows:

- 1 ea. White River, Arizona
- 1 ea. Kingman, Arizona
- 1 ea. Las Vegas, Nevada
- 1 ea. Cedar City, Utah
- 1 ea. Phoenix, Arizona
- 1 ea. Roosevelt Lake, Arizona
- 1 ea. Prescott, Arizona
- 1 ea. Flagstaff, Arizona

Security and protection from damage to the van and contents is the responsibility of the unit having custody of the Mobile Cache Support Van.

The Mobile Cache Support Vans are to be used only for emergency incident support.

If the seal on the Mobile Cache Support Van is broken or it is dispatched to an incident from its assigned location, a resource order must be submitted through the appropriate channels and it will be issued to the identified incident. The incident host unit is responsible for transportation of the Mobile Cache Support Van to the incident, and return of the empty trailer to the issuing cache. Deviations to this process must be cleared with the responsible NFES National Interagency Support Cache Manager.

A 50-Person Module is available from the Silver City Cache for Type 3 and Type 4 incidents. This can be ordered with NFES 008634 - Module, 50-Person Kit. Order 1 kit for every 50 persons assigned to the incident.

Reporting Critical Inventory of Cache Items

When incident situations warrant, the NICC will begin monitoring inventory levels of the National Interagency Support Caches and NFES local area caches. A message requesting the needed information will be sent to all concerned.
Radio Equipment and Systems

Operational Procedures - All radio communications between agencies are restricted to mobile radios for emergency use and on pre-assigned frequencies only. Transmissions are to be conducted in a concise and professional manner. Clear text will be used in lieu of 10-code. Agency frequencies are not to be used for any other purpose than contacting the respective agency dispatch office.

Agency dispatchers have the authority to enforce local agency policies related to radio communications and to prevent radio transmissions from other agency mobile radios if necessary. Misuse by individual units may result in cancellation of an individual agency’s authority to share radio frequencies. The basic concept of individual fire resource utilizing another agency’s frequency is as follows:

Units dispatched through normal dispatch channels to another agency may contact the receiving agency dispatch office on the local radio frequency once the responding resource is within the agency’s jurisdictional boundaries.

Units may contact another agency dispatch office to provide notification of a fire, accident, or any other type of emergency which is located on that agency’s jurisdiction.

The following describes unauthorized use of agencies’ frequencies covered under this guide, unless a specific agreement is in place:

- One or more units utilizing another agency’s radio frequency for administrative use
- Units utilizing any agency’s frequency outside of that agency’s jurisdictional boundary
- Contacting agency Dispatch Centers for other than emergencies
- Failing to follow directions from any agency dispatch office responsible for the agency frequency

When the local agency frequency becomes (or has the potential to become) saturated with incident management radio traffic, individual incidents can be assigned a tactical frequency. Protocol would then be that the Incident Commander, or designated person, would provide the communications link back to dispatch on the agency frequency while the rest of the incident communications would be on the assigned tactical frequency.

When a Type 1 or Type 2 IMT is assigned to an incident, the team Communications Unit Leader should contact the NIRSC direct to obtain incident specific frequencies; however, once these frequencies are obtained, the COML should notify the incident dispatch of these frequencies. The Communications Unit Leader can then develop and implement the communications plan at the time the team assumes management of the incident and, therefore, they would not interfere with local agency communications.

Reference the Interagency Standards for Fire and Aviation Operations (Red Book) for additional guidance on frequency use.
Ordering and Replacing ICS Command/Logistics Radio Systems

**NIRSC ICS Communications Equipment Catalog** - Contains detailed information on contents of the NIRSC Starter System (NFES 4390) which includes VHF Command, UHF Logistics systems, other radio kits, and complete instructions on how to order them.

**NIRSC Users Guide** - Contains instructions on management and dispatch of communications systems, system identification, and a complete discussion on how best to use the radio systems. It also contains information on the ICS Command System (VHF) and Logistics System (UHF) frequencies.

An ICS Radio Starter System Kit (04390) consists of nine boxes and is intended to provide an incident with all preliminary radio equipment necessary to provide for communications on large incidents. The SWCC prepositions four 04390s year-round in the Southwest Area at each fire cache (Prescott and Silver City). The starter kits are preprogrammed by technicians at the National Incident Radio System Cache in Boise, ID.

A 04390 is to be ordered by the servicing dispatch center whenever a Type 1 or Type 2 IMT is deployed within the Southwest Area. An IROC order is to be placed with the SWCC’s supply desk and will be filled by one of the prepositioned kits pending SWCC consultation with the NIRSC to determine which kit should be sent. If no prepositioned kit is available, the SWCC will put the order to the NICC so it can be filled from NIRSC for the incident.

During busy seasons, in order to provide for communications essential for the safety of resources on the ground, it is sometimes necessary to charter a flight to expedite the delivery of radio equipment from Boise. It is encouraged for Communications Unit Leaders and Communications Technicians to attempt to bundle additional radio equipment orders so as to provide for efficient use of charter flights. Due to the high cost of charter flights, it is important for the servicing dispatch center, SWCC, and involved support cache to be in communication in order to assure someone will be ready to meet the arriving flight. It is sometimes possible for Communications Advance Team (CAT) members (See: **Overhead Chapter**) to meet flights or retrieve the 04390 from the Cache, and such arrangements can be made with the SWCC.

When any radio kit is ordered, a contact name and number must be listed in “Special Needs.” It should also be indicated in “Special Needs” as to whether or not a charter flight is requested should the kits need to come from Boise and to what airport it should be delivered. Airport information should include a vendor warehouse or runway location if possible. If overnight shipping is acceptable, then a physical shipping address must be listed in “Special Needs.”

A 04390 is NEVER to be reassigned without express permission of a NIRSC/NICC representative through the SWCC.

When no longer needed for the incident, the unit using the radio cache shall expeditiously pack up and arrange for transportation of the 04390 from its unit to the NIRSC at Boise. Unless otherwise directed, use “Commercial Air Freight” as the normal means for returning radio systems to Boise for refurbishing. Depending on commitments of radio systems, we may need to ship the system direct to Boise via charter aircraft.
Boxcar type lead seals for the radio shipping boxes are located in the Communication Unit Leader’s Kit, which is located in the smallest numbered Tactical Division Radio Kit. The seal should only be broken by the receiving Communications Unit Leader or Communications Technician at the incident.

Items available from Southwest Area caches are listed in the Southwest Area Interagency Equipment portion of the “National Interagency Equipment and Supply Catalog.”

**Portable RAWS (Remote Automatic Weather Stations)**

Portable RAWS are available to remotely monitor weather and fuel conditions. Wildland fire suppression is a priority use, but portable RAWS may be available for prescribed burns, post-incident, or BAER related monitoring or other projects.

NIFC Fire RAWS (FRWS NFES 5869) are ordered through the NICC via the Supply Desk at the SWCC. Fire RAWS are appropriate for relatively short-duration incidents, such as large fires and/or prescribed burns. The supply order needs to specify in the “Special Needs” section in IROC as to whether or not two RAWS technicians are required. Where the need for RAWS technicians is specified, they will be dispatched without the need for a subordinate overhead order.

NIFC Project RAWS (NFES 5870) are ordered through the NICC via the supply desk at the SWCC. Project RAWS are appropriate for relatively long-duration situations, such as BAER efforts and post-incident monitoring. The supply order needs to specify in the “Special Needs” section in IROC as to whether or not two RAWS technicians are required. Where the need for RAWS technicians is specified, they will be dispatched without the need for a subordinate overhead order. The SWCC Predictive Services meteorologists can assist with obtaining portable RAWS for any wildland fire incident, or in deciding which type of RAWS may be most appropriate. Additionally, the Predictive Services meteorologists manage three portable RAWS which may be used under certain circumstances.
Chapter 50 – Aircraft

Aircraft may be used for a wide range of activities, including point-to-point transport of personnel, equipment, and supplies. Tactical use may include applications such as retardant delivery, helicopter logistical and tactical support, air tactical and Lead Plane operations, suppression or preparedness reconnaissance, helitorch operations, etc.

The four primary sources for aircraft are:

- Agency owned or leased
- Exclusive use
- Call-When-Needed (CWN) contracts, or On Call contracts and Aircraft Rental Agreements through the Department of the Interior Office of Aviation Services (OAS) and the U.S. Forest Service
- Cooperator Aircraft (USFS/DOI approved State and County aircraft/pilots)
- Commercial airlines (i.e. Delta, United, Southwest, etc.)

All aircraft and pilots, other than commercial carriers or “End Product” contracts, must be approved (carded) by the Office of Aviation Services (OAS) or the USDA Forest Service. The flight manager or helicopter manager is responsible for ensuring both the aircraft and pilot are currently approved for the desired mission. The Flight Manager Duties and Responsibilities Form can be found at: https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm.

Commercial airlines and aircraft operating under “End Product” contracts are exempt from the aircraft and pilot approval requirements.

The Southwest Coordination Center, in coordination with the SWCG/ GMAC Group, has dispatching control of all Large Airtankers (LATs), Very Large Airtankers (VLATs), nationally contracted SEATs, and Lead Plane/ASMs operating from bases located within the Southwest Area. The priorities for LATs, VLATs, SEATs and Lead Plane/ASMs are: (1) life and property; (2) initial attack; and (3) other priorities established by management. During periods of high fire activity nationally, the National Interagency Coordination Center will prioritize LATs, VLATs and Lead Plane/ASMs, as appropriate. Requests for National assets (i.e. Airtankers, Lead Planes, ASMs, and Type 1 and 2 Helicopters) should go through SWCC.

Ordering Aircraft

All aircraft ordering will be done in accordance with agency fiscal regulations, agreements, and policies. Within specific agency regulations, the SWCC and dispatch centers will strive to use the most cost effective and safest aircraft in support of all flight missions to meet the time constraints of the request.

Agencies unable to meet flight requests and aircraft needs using their own contract aircraft will place the order through the dispatch center. Dispatch centers may order aircraft (except National Resource designated aircraft) from an adjacent center.
USFS & DOI Aircraft Procurement and Payment (Released VS Reassigned)

Reference the Interagency Tech Bulletin 2015-01 to assist in determining what agency initially hired the aircraft and if or when this should change to a different agency payment system. The helicopter/flight manager and vendor are the responsible parties in determining the initial path to take, depending on the original resource order and contract jurisdiction.


Aircraft Dispatch Form Requirements

The Aircraft Dispatch Form is required for all non-local (outside of the ordering dispatch area) requests for the following:

- Airtanker, Lead Plane, and ASM requests in initial attack, extended, and complex incidents
- Helicopters and Air Attack requests in initial attack or upon request of the sending unit or SWCC
- For resources coming from outside the GACC (or leaving the GACC), contact SWCC to see if the form is required

If multiple aircraft are being ordered, or they are ordered within reasonably close timeframes of each other, one submission of the form to SWCC or an adjacent neighbor dispatch will suffice. This form provides many benefits over the IROC resource order for both dispatch and the aviation community such as readability of incident locations, elevations, frequencies, hazards, contacts, and flight following information. An IROC request must then follow to the sending dispatch office as soon as practical. All requests not filled within the Southwest must be in IROC for placement to NICC. Units shall ensure that IROC incident information is accurate to include current frequencies, reporting locations, and contacts.

Flight Management Procedures

Types of Flights

Mission

These types of flights are often referred to as “tactical” or “Special Use” flights.

A mission flight is a flight that either:

- Requires work to be performed in the air (e.g., external loads, aerial supervision, retardant delivery, sizing up an incident, etc.)
- Initiates or terminates at a location other than a developed airport or permanent helibase

The pilot and aircraft must be agency approved (carded) for the mission being performed. Mission flights may require an authorization or cost comparison form. The following are examples of mission flights:
• Retardant/water delivery
• Survey/aerial recon
• Lead plane
• Air attack
• Smokejumper delivery
• Delivery of personnel/cargo to unimproved landing sites (helispots)
• Videography/mapping
• Aircraft/pilot inspection flights

Point-to-Point

These types of flights originate at one developed airport or permanent helibase, with a direct flight to another developed airport or permanent helibase. A point-to-point flight is conducted higher than 500 feet above ground level (AGL) except for takeoff and landing. OMB Circular A126 requires justification and a cost comparison calculation for administrative flights, however, the resource order is sufficient for tactical prepositioning of aircraft. Refer to specific agency policy for guidance and required forms. The following are examples of point-to-point and/or administrative flights:

• Prepositioning
• Attending training
• Giving a speech
• Functional assistance trip
• Attending a workshop

If a vendor is moving an aircraft under their own volition (non-revenue), it is not considered mission or point-to-point and is technically outside of any dispatching responsibility of flight tracking and/or flight following and will not have a flight schedule form. If a vendor requests flight tracking and/or flight following, it may be given as a courtesy, but is not required.

Flight Manager

There will be a flight manager designated on all passenger flights originating within the Southwest Area. The Southwest Area will use the “National Mobilization Guide” direction for flight manager duties and responsibilities. The Flight Manager Duties and Responsibilities Form can be found at: [https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm](https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm).

The flight manager is responsible for ascertaining the most efficient means of transportation to meet the criteria/schedule. The dispatch office will provide assistance in estimating aircraft costs but is not responsible for completing the cost comparison/justification worksheets/forms. The responsible party (flight manager or authorizing authority) must complete and sign (certify) the cost comparison/justification worksheets. These worksheets can be found in appendices 9, 10, and 11.

Agencies are responsible for compiling documentation of the cost comparison/justification form and the flight invoice for each administrative flight. Department of Interior documentation
Flight Plans

All flights (fixed wing or rotor) must be on a flight plan. There are two appropriate types of flight plans: FAA Flight Plan and Agency Flight Plan. The type of flight plan (method of flight following) is normally documented on the Flight Request/Schedule Form, however, certain types of flights may not require this form (See: “Aircraft Flight Request/Schedule Form”).

- **FAA** – Required when a flight proceeds beyond a geographic boundary (Exception: Initial Attack that requires crossing a geographic area border) or those flights within the Southwest Area not on an Agency Flight Plan. There are two types of FAA Flight Plans:
  1. Instrument Flight Rules (IFR) - FAA flight following is automatically provided by Air Traffic Control (ATC) on this type of flight plan.
  2. Visual Flight Rules (VFR) - The pilot must request FAA flight following. ATC may or may not provide it. It is the pilot’s responsibility to confirm with dispatch which type of FAA flight plan will be used. The pilot shall close out the flight plan with the FAA once the flight is completed.

- **Agency** – Required when an FAA Flight Plan is not filed. Agency Flight Plans are most often used for flights taking place within the Southwest Area. The responsibility of ensuring a safe completion of a flight (flight following) lies with the originating dispatch office, unless a positive, documented handoff occurs (see “Handoff Procedures for Dispatch Centers”). There are two types of Agency flight following:
  1. Automated Flight Following (AFF) - AFF is the preferred method of agency flight following (once radio communications have been confirmed). If the aircraft and flight following office have AFF capability, it shall be utilized. Periodic radio transmissions for flight following reasons are acceptable but should be short and infrequent when utilizing AFF. See “Automated Flight Following (AFF) Procedures,” for more detailed information.
  2. Radio Check-in/Check-out – This requires verbal communication via radio every 15 minutes through the duration of the flight. The dispatcher logs the aircraft call sign, location, and heading.

At the conclusion of the flight, the flight manager/pilot will ensure that the receiving dispatch office is notified of their arrival. The receiving dispatch office is responsible for notifying the originating dispatch office. If an aircraft is overdue, it is the receiving dispatcher’s responsibility to initiate aircraft search and rescue actions. The flight following dispatch office shall be continually staffed while an aircraft is airborne. Flight following problems should be documented in the SAFECOM system.

Federal/state agencies and cooperators utilizing aviation resources for non-fire projects are not automatically tracked and/or flight followed on Agency Flight Plans. Any requests for the Southwest Dispatch Centers to perform this function must be part of a Project Aviation Safety Plan (PASP) and coordinated well in advance of the project and will have a flight request.
schedule form completed. Requests for flight following as a courtesy is at the discretion of the dispatch office. Vendors performing “End-Product” contracts for the USFS will not be flight followed by Southwest Dispatch Centers; however, Dispatch Centers should ensure that the appropriate deconfliction has occurred when these flights are occurring in their respective dispatch area.

**Aircraft Flight Request/Schedule Form**

Used for documenting aircraft, pilot, passenger, itinerary, and type of flight plan. Required information on this form includes (but is not limited to):

- Incident Name/Number and Request Number
- FAA Registration, “N” number and Call Sign
- Aircraft Make/Model/Color
- Pilot and Vendor Name and Contact Information
- Mission Description
- Passenger/Cargo Information
- Flight Itineraries
- Flight Plan Type/Method of Flight Following

**Aircraft Flight Request/Schedule Form Requirements**

The Aircraft Flight Request/Schedule Form is required to be completed (regardless of the type of flight plan filed) for those flights that are:

- Point-to-Point
- Mission flights with fuel stops or passenger pickup (not direct to an incident)
- Flights leaving the geographic area

In accordance with the guidelines above, the sending Dispatch Center is responsible for initiating a flight schedule form. This needs to occur before the aircraft begins flight. Dispatch Centers should communicate with pilots and/or flight managers to coordinate the completion of a flight schedule form as accurately as possible. The type of flight plan must be documented as this information is critical for initiating search and rescue actions. Once the flight schedule form is created, it must be emailed or faxed to the Southwest Coordination Center. If the SWCC is the hiring/sending Dispatch Center, a form will be created and emailed or faxed to the receiving Dispatch Center. The SWCC will send the form to all the affected Dispatch Centers when Agency Flight Plans are filed. The form will be sent to the National Coordination Center (NICC) by the SWCC for those flights leaving the geographic area.

**Responsibilities of the Sending Dispatch Center**

- Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the initial departure airport from pilot/vendor
- Relay the ATD, ETA, and type of flight plan/flight following being utilized (FAA or Agency, AFF or Radio check-in) to the SWCC
- Notify the SWCC of known delays/advances of a flight plan exceeding 30 minutes
• Assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist
• On any flight requiring stops enroute to a destination within the Southwest Area, instruct the pilot-in-command or flight manager to contact the SWCC at 888-440-4333. Aircraft support vehicles should contact the SWCC at fuel stops

On any flight proceeding beyond the Southwest Area, instruct the pilot-in-command or flight manager to contact the NICC at 800-994-6312. Aircraft support vehicles should contact the NICC at each fuel stop.

Responsibilities of the SWCC

• Relay the flight itinerary and type of flight plan/flight following being utilized to the requesting Dispatch Center or NICC via email or fax
• Notify the requesting Dispatch Center or the NICC in delays/advances of a flight plan exceeding 30 minutes
• Assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist

Responsibilities of the Receiving Dispatch Center

• Confirm arrival of aircraft by telephone to the SWCC
• Notify the SWCC of any delays of a flight plan exceeding 30 minutes; notify the SWCC of any aircraft overdue by more than 30 minutes
• Initiate/assist with search procedures for overdue aircraft. Utilize the Interagency Aviation Mishap Response Guide and Checklist

Automated Flight Following (AFF) Procedures

Automated flight following is the preferred type of Agency Flight Following. Automated flight following provides the dispatcher with a wide range of information on the flight, airspace, and other data that may be pertinent to the flight. This reduces pilot workload, clears overloaded radio frequencies, and provides the dispatcher with much greater detail and accuracy on aircraft location and flight history. AFF does not eliminate hand-off procedures.

Requirements to Utilize Automated Flight Following (AFF)

• Automated flight following does NOT reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability and for the aircraft to be monitoring appropriate radio frequencies during the flight
• When utilizing AFF, periodic “ops normal” radio transmission checks may be desirable. These should be very brief and less frequent than the 15-minute radio check-in procedures
• Procedures for flight requests, ordering aircraft, requirement for a flight manager, etc., are the same as radio check-in procedures
• The aircraft must be equipped with the necessary hardware (transmitter and antenna)
• The Dispatch Center responsible for flight following must have a computer connected to the Internet immediately available to them in the Dispatch Center. Dispatch Center(s) responsible for flight following shall be staffed for the duration of the flight.

• Training: The flight following dispatcher must have a working knowledge of the automated flight following program and must have a current username and password for the automated flight following system.

• When a flight will cross “dispatch boundaries” (example: A flight will originate on Unit A, fly on Unit A, then continue to Units B and C), coordination between Dispatch Centers of Units A, B, and C must be accomplished. If an aircraft is being dispatched in the later part of the day, it is the responsibility of the sending unit to ensure that dispatch centers responsible for flight following during any portion of the flight must be open.

Procedures for Utilizing AFF

• When an aircraft is ordered, or a user requests flight following from a Dispatch Center and the above listed requirements are met, automated flight following shall be utilized.

• Other standard information shall be communicated to the Dispatch Center, such as route of flight, passengers, purpose of flight, radio frequencies to monitor, known flight hazards, TFR information, ETD, etc. (no change from radio check-in procedures).

• The Dispatch Center must log on to the automated flight following Web site, verify that the aircraft icon is visible on the screen, and be able to quickly monitor this page at any time during the flight.

• If the flight will cross “traditional dispatch boundaries,” the originating Dispatch Center must coordinate with affected units, and establish that the aircraft will be handed off when the border is crossed.

• When an aircraft is initially airborne and outside of sterile cockpit environment, a radio call shall be made to the flight following Dispatch Center stating “Nxxxx off (airport or helibase name) AFF,” Dispatch Center shall respond “Nxxxx, (dispatch call sign) AFF.” This is required to positively verify that both the aircraft and the Dispatch Center are utilizing automated flight following, radios are operational, and that the dispatcher can “see” the aircraft on the computer screen. If there is a problem at this point, revert to normal radio 15-minute check-in procedures until the problem is resolved.

• The Dispatch Center then sets a 15-minute timer and, at a minimum, monitors the computer at 15-minute intervals for the duration of the flight. Periodic radio check-ins are acceptable but should be very brief and infrequent.

• When the aircraft has completed the flight and landed, the pilot or passenger (observer, flight manager, ATGS, etc.) shall contact the Dispatch Center via radio or telephone informing them that they are on the ground.

Procedures for Pilot/ Flight Manager

• Contact dispatch with a request to utilize AFF (preferably via phone prior to flight).

• Provide dispatch with appropriate flight information (same as radio check-in procedures).
• Obtain appropriate FM frequencies and tones to be monitored during flight and brief on radio calls you will make and what response is expected
• Shortly after takeoff and outside of sterile cockpit environment, contact dispatch via radio stating “Nxxxx off (airport or helibase name) AFF”
• If radio contact is not made with Dispatch Center, return to airport/helibase
• If radio contact is made and AFF is verified by Dispatch Center, monitor assigned frequencies, including guard, for duration of flight
• If a deviation from planned and briefed flight route occurs, contact Dispatch Center via radio with the change
• If AFF capability is lost at the Dispatch Center, or the signal is lost during the flight, flight following will revert to 15-minute radio check-in procedures
• Although not required at any time during the flight, it is acceptable to check in via radio with dispatch to confirm they can still “see” you
• Inform dispatch upon landing that you are on the ground

Procedures for Aircraft Dispatcher

• When AFF is requested, ensure AFF program access is available and request standard flight information from the pilot/flight manager. Document using existing dispatch forms and logs
• Provide pilot/flight manager with appropriate frequencies to monitor during the flight (dispatch frequency, national flight following, etc.). Ensure these frequencies are monitored during duration of flight
• If flight following will be handed off to another Dispatch Center during the flight, brief this with the pilot, flight manager, providing frequency change, call sign, and other appropriate information
• Brief with pilot/flight manager on radio calls expected and responses you will provide
• Check AFF system to ensure icon for the aircraft is shown
• Shortly after takeoff, pilot, flight manager will call via radio stating “Nxxxx off (airport or helibase name) AFF.” Check aircraft icon color and verify time and date. Respond to the radio call, stating “Nxxxx, (dispatch call sign) AFF”
• Keep the AFF system running on your computer during the entire flight
• Set 15-minute timer and check flight progress as appropriate during the flight. Document using existing forms and logs
• An “ops check” radio call is acceptable at any time during the flight. These should be brief and infrequent
• If the icon turns RED, it means the signal has been lost. Immediately attempt contact with the aircraft via radio and follow normal lost communication, missing aircraft, or downed aircraft procedures as appropriate
• If radio contact is made after a lost signal, flight may continue utilizing 15-minute radio check-ins for flight following
• Use same procedure if computer system goes down during flight
Handoff Procedures for Dispatch Centers

- When a flight crosses “traditional dispatch boundaries,” flight following will be handed off from one Dispatch Center to another; a positive radio handoff must be made. If a positive handoff is not made, this will be communicated with the aircraft/aircrew. This must be coordinated between the affected Dispatch Centers and the aircraft.

Coordination Requirements

- Flight following handoffs must be coordinated when using AFF
- Affected Dispatch Centers will monitor appropriate frequencies, and if frequency changes are required, when and where they should be made
- Whenever possible, utilize national flight following frequency (168.650, Tone 110.9, both transmit and receive) for entire flight
- Ensure pilots/flight managers are briefed on any handoffs anticipated (call signs, frequencies and when to switch) and if a combination of AFF and radio check-ins will be required (when and where)

NOTE: Remember that Guard (168.625 tone 110.9 TX and RX) is always available to make contact with an aircraft or Dispatch Center, and then move off guard to the appropriate frequency.

Aviation Frequency Management

National Air Guard Frequency

168.625 MHz (tone 110.9 TX and RX) – A National Interagency Air Guard frequency for aircraft will be used for emergency aviation communications. Continuous monitoring of this frequency in narrowband mode is mandatory by agency dispatch centers. RX and TX tones are required nationally.

This frequency, 168.625 MHz, is restricted to the following use:

- Air-to-air emergency contact and coordination
- Ground-to-air emergency contact
- Initial call, recall, and redirection of aircraft when no other contact frequency is available
National Flight Following Frequency

168.650 MHz (tone 110.9 TX and RX) – The national flight following frequency is used to monitor agency and contract aircraft. This frequency is used for flight following; it is not to be used during mission flights or incident operations.

All dispatch centers/offices will monitor the national fight following frequency at all times.

This frequency, 168.650 MHz, is restricted to the following use:

- Flight following, dispatch, and/or redirection of aircraft
- Air-to-ground and ground-to-air administrative traffic
- Not authorized for ground-to-ground traffic

Interagency Use of I.A. Preassigned Frequencies

Initial attack AM and FM frequencies are issued annually by the National Incident Radio Support Cache (NIRSC) to pre-identified geographic areas in the Southwest. These areas are referred to as Initial Attack Zones and correspond to the Southwest Area Zone boundaries. In certain instances, there are two or more dispatch centers within a given zone, thus requiring close communication between these affected centers when multiple incidents are occurring. The frequencies issued on these maps are intended for initial attack incidents on any jurisdiction(s) within that zone. Often there are not enough frequencies available for individual units to always specify a particular I.A. frequency. Pre-programming of these frequencies annually is encouraged, but individual units and dispatch centers must realize these frequencies may not always be available if other incidents are occurring within that zone.

FM Frequencies (Air-to-Ground, VHF-FM)

A standard air-to-ground (A/G) naming convention has been implemented in the Southwest. This naming convention utilizes a standardized frequency identifier (or name system) for initial attack zone air-to-ground frequencies. Air-to-ground frequencies will be assigned a numerical name (example: a given frequency, 1xxx.xxx, will be designated as “A/G 1” and all other air-to-ground frequencies will get an ascending numerical name. The standard naming of the air-to-ground frequencies will not dictate the priority usage of a frequency. Please reference the Southwest Area Aviation Contacts and Communications Guide accessible via the Aviation Tactical Resource Report (username and password required).

Each zone has pre-assigned air-to-ground frequencies. These frequencies have been assigned considering geographical locations to avoid as much interference as possible. If conflicts arise, a temporary reallocation of frequencies can be arranged through coordination with the SWCC. For the current year’s frequencies, reference the Southwest Area Aviation Contacts and Communications Guide.
VHF-AM Frequencies – Air Tactics (Air-to-Air)

Each zone has pre-assigned air-to-air frequencies. Frequencies allocated to zones for initial attack are not to be dedicated for project fire use. Additionally, the frequency 122.925 is approved for Air Tactical aircraft to utilize for in brief/debrief with other aircraft arriving/departing incidents.

Additional Frequencies

The following are some reminders before ordering and during use of these frequencies:

- Need?
- Operate all aircraft on one victor frequency?
- Has the traffic decreased enough so that the frequency can be released (or one if you originally had two)?

*These are for Initial Attack Only.* Once the primary and secondary air-to-air frequencies have been assigned, the dispatch coordination center will then send an aircraft resource order to the SWCC on an as-needed basis for additional VHF-AM frequency (to “fill behind” the primary for that zone). This new frequency will then be used for any other initial attack within that zone.

Once an incident goes beyond the initial attack stage (the next day or operational period), the dispatch coordination center will place new VHF-AM frequency orders with the SWCC for that incident. The primary VHF-AM frequency for that zone will then become available for initial attack and the secondary (“fill behind”) frequency will be released. For the current year’s frequencies, reference the Southwest Area Aviation Contacts and Communications Guide.

Unit Frequencies

For the current frequencies, reference the Southwest Area Aviation Contacts and Communications Guide.

Instrument Flight Conditions – FSM 5716.12

Use only multi-engine or turbine powered single-engine aircraft for flights in Instrument Meteorological Conditions (IMC) that meet the applicable Instrument Flight Rules (IFR) requirements in Federal Aviation Regulations (FAR) Part 135, Part 91 and Part 61 as referenced in FSH 5709.16 or applicable contracts.

Low level (FSM 5716.3) fixed wing flight operations will be conducted only in daylight Visual Flight Rules (VFR) conditions (30 minutes prior to official sunrise until 30 minutes after official sunset).
Night Flying - 5716.2

Use only multi-engine or turbine powered single-engine aircraft for night flights that meet the applicable requirements in FAR Part 91 and Part 61 as referenced in FSH 5709.16 or applicable contracts.

Pilots flying night missions shall land at airports or heliports that meet Federal Aviation Administration (FAA) lighting standards, except:

- This restriction does not apply to helicopter flights utilizing Night Vision Goggles (NVG)
- Low level helicopter flight operations will only be conducted using NVG. Helicopters will be approved for such an operation
- Reciprocating engine powered single-engine aircraft flights at night are authorized only for ferry and cargo-carrying missions at pilot-in-command discretion and in accordance with FAR Part 91

Sterile Cockpit Procedures

All aircraft with agency communication radios will only monitor FAA VHF air traffic frequencies and agency guard frequency (for emergency only) within 5 miles of an uncontrolled airport. On departure, Large Airtankers and Very Large Airtankers will cease operation on agency radios after reporting “rolling.” All other aircraft (including SEATs) will cease operation on agency radios before taxiing onto the active runway, or lifting off for helicopters. After reaching 5 miles from the airport, or outside class B, C, or D airspace, routine check-in and communication on agency radios will resume. On arrival, all aircraft will cease operations on agency radios (except for emergencies) at least 5 miles from the airport or when in contact with approach control or tower. The pilot will radio the dispatcher and advise they are either under FAA flight control or 5 miles from landing. After landing and when clear of the active runway, communication with dispatch or the base may resume.

Overdue and Missing Aircraft

At 30 minutes past the last scheduled check-in time or the filed ETA, the Dispatch Center currently responsible for flight following the aircraft will confer with intermediate and/or destination Dispatch Center(s) involved to determine the aircraft’s location or whether the aircraft can be contacted by radio or located by other means. For mission flights, the aircraft is considered overdue at the scheduled check-in time. Refer to the Interagency Aviation Mishap Response Guide and Checklist for procedures to follow in the event of an overdue and/or missing aircraft.
National Infrared Operations (NIROPS) Airborne Thermal Infrared Fire Mapping

Infrared Thermal Mapping Operations Manual - Users of infrared services should be familiar with the contents of the National Infrared Operations Guide available from the Infrared Operations Specialist at NIFC.

Ordering Infrared Mapping Services

Each request for an infrared flight will be ordered by 1530 daily and under a separate “A” request number after the original resource order form and infrared aircraft order form are completed. A new request number needs to be assigned for each day. An infrared scanner form needs to be completed on the NIROPS Web site at: https://fsapps.nwcg.gov/nirops/users/login

Airborne Thermal Infrared Fire Mapping Unit

This unit is available through the National Interagency Fire Center.

Equipment is mounted in an aircraft and, when ordered, the equipment, aircraft, and an infrared crew are sent as a package. Each IR crew consists of the pilot, copilot, and operator/technician. When ordering this unit, refer to and fill out the online “Infrared Scanner Order” at: https://fsapps.nwcg.gov/nirops/users/login

An infrared interpreter should be ordered to acquire the data by remote means and produce products. Infrared interpreters typically work remotely from their home unit. This individual will work under the Situation Unit Leader or Planning Section Chief.

Other Aerial Assets

All other unconventional aerial assets (including experimental aircraft, Unmanned Aircraft Systems) must follow agency policy processes (inspection, approval, risk management, etc.) prior to use.

Large Transport Aircraft

Ordering Information - When requesting large transport aircraft, the following information is required:

- Number of passengers or number of hand crews
- Time needed at pickup point, departure time, terminal, and gates for all intermediate stops and final destination
Lead Plane/Aerial Supervision Module (ASM)

Incidents will place orders for Lead Planes/ASM aircraft with the local dispatch. Local dispatch may mobilize lead/ASM aircraft based at airports under its control. All requests for lead/ASM aircraft located/based outside the zone where the incident is located will be placed through the Southwest Coordination Center. Dispatch centers will notify the SWCC immediately of lead/ASM aircraft commitments.

The Southwest Area has one Lead/ASM pilot, Thomas French. If flying as Lead, the call sign is Lead 33. If flying as an ASM, with RJ Estes as the Air Tactical Supervisor, the call sign is Bravo 33. This aircraft will routinely be dispatched as an ASM.

Air Attack

The USFS Southwestern Region hosts two Exclusive Use Air Attack platforms, Phoenix-Mesa (Air Attack 312) and Sierra Vista (Air Attack 305); and shares four Forest Service Air Attack platforms, Alamogordo, Santa Fe, Prescott, and Flagstaff. These platforms typically mobilize in early April/May and remain until late June to mid-July.

The aircraft and ATGS do not “belong” to any particular unit and will be dispatched throughout the SWA based on current/predicted fire conditions. While these assets are primarily utilized for initial attack, they may also be assigned to large incidents.

Additional Fixed Wing Air Tactical aircraft are hired through a USFS Regional Light Fixed Wing contract or the DOI On-Call contract. The Government does not guarantee the placement of any orders for use under these contracts and is obligated only to the extent of authorized orders placed. Units may request specific aircraft capabilities (such as pressurization, air-conditioning, etc.), based on current and forecasted weather conditions, operating altitudes, incident proximity, airspace, terrain, and other local considerations or concerns as appropriate. The aircraft dispatcher will then make hiring determination by considering the following:

- Aircraft capabilities and performance based upon individual mission factors
- Date time needed
- Cost considerations

The receiving unit must provide approval for these capabilities if not on the original order. For out of area assignments it is important to note that the ATGS can request specific capabilities (such as pressurization and air-conditioning only); however, it must be approved in advance by the receiving unit.

At PL3 and above an Air Tactical Coordinator should be ordered to coordinate all Air Attack aircraft and ATGS Trainee assignments within the SWA.
Aircraft Replacement

If an aircraft is due for scheduled (planned) maintenance or requires maintenance to correct any deficiencies to the aircraft, the contractor may substitute or replace the aircraft with a carded aircraft equal to or greater than the awarded performance at no cost to the government to include positioning of replacement aircraft. Flight time, availability or standby shall not be paid to facilitate replacements or substitutions. The vendor is required to give 3 days’ notice for substitution of aircraft for required maintenance. Other substitutions or replacement requests will be on a case by case basis.

All requests for substitutions or replacements shall be coordinated with the Contracting Officers’ Representative (COR). The COR will coordinate substitutions and replacements with the Regional Aviation Maintenance Inspector and the Contracting Officer (CO). The CO is the only person with legal authority to approve substitution of aircraft. Once approval is obtained, the vendor shall notify the ordering Dispatch Center of the substitution or replacement. The Dispatch Center shall notify SWCC. If the vendor cannot provide an aircraft equal to or greater than the awarded performance the ordering Dispatch Center shall initiate a new resource order for a replacement aircraft from other vendors holding a valid Regional Call-When-Needed agreement.

Relief Pilots

The Contractor may furnish a relief crew to meet the days off requirement in accordance with the ‘Flight Hour and Duty Limitations’ clause. Approval to furnish relief crews and costs for transporting relief crews must be approved (per the terms of the contract) in advance by the CO. Approval will be noted on the payment invoice in the remarks section.

Mission Supervision over an Incident

The Lead Plane, Aerial Supervision Module (ASM), Air Tactical Group Supervisor (ATGS), and Helicopter Coordinator (HLCO) mission(s) is to ensure effective supervision and timely mission accomplishment of all aircraft over an incident.

Economics and Safety of Operation

In most cases, it is more effective and safer to dispatch an Airtanker with Lead Plane/ASM rather than an Airtanker alone. The flight time required for the Airtanker to establish communications, recon the fire, look for hazards, set up approach and exit routes, and make the required dry run(s) exceeds the combined cost of Airtanker and Lead Plane/ASM where the latter performs these operations. See Incident Aerial Supervision Requirements Table.

Order an Air Tactical Group Supervisor (ATGS) or ASM to direct operations involving multiple aircraft when a Lead Plane is not available. Federal policy dictates additional requirements as listed on the following page (Reference Interagency Aerial Supervision Guide):
### Incident Aerial Supervision Requirements

***ASM can perform all LEAD missions.***

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>HLCO</th>
<th>LEAD</th>
<th>ATGS / ASM***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three or more aircraft assigned to incident</td>
<td>If no ATGS AND only rotor wing</td>
<td>If no ATGS AND only fixed-wing</td>
<td>ORDERED</td>
</tr>
<tr>
<td>Airtanker (Multi-Engine) Drops conducted between 30 minutes prior to, and</td>
<td>N/A</td>
<td>REQUIRED IF NO ATGS</td>
<td>REQUIRED IF NO LEAD</td>
</tr>
<tr>
<td>30 minutes after sunrise, or 30 minutes prior to sunset to 30 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>after sunset.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAFSS / VLAT</td>
<td>N/A</td>
<td>REQUIRED</td>
<td>N/A</td>
</tr>
<tr>
<td>Airtanker not IA carded</td>
<td>N/A</td>
<td>REQUIRED</td>
<td>N/A</td>
</tr>
<tr>
<td>Level 2 SEAT operating on an incident with more than one other tactical</td>
<td>N/A</td>
<td>REQUIRED IF NO ATGS</td>
<td>REQUIRED IF NO LEAD</td>
</tr>
<tr>
<td>aircraft on scene.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Government Aircraft</td>
<td>N/A</td>
<td>REQUIRED IF NO ATGS</td>
<td>REQUIRED IF NO LEAD</td>
</tr>
<tr>
<td>Congested Area Fight Operations</td>
<td>CONSIDER</td>
<td>ON ORDER</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>Periods of marginal weather, poor visibility or turbulence.</td>
<td>REQUIRED IF NOT ATGS</td>
<td>REQUIRED IF NOT ATGS</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>Military Helicopter Operations</td>
<td>ON ORDER</td>
<td>N/A</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>Night Helicopter water dropping operations with 2 or more helicopters.</td>
<td>N/A</td>
<td>N/A</td>
<td>ORDERED</td>
</tr>
<tr>
<td>When requested by airtanker, helicopters, ATGS, Lead, ATCO, or ASM.</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
</tbody>
</table>

- **Required:** Aerial supervisory resource(s) shall be over the incident when specified air tactical operations are being conducted.
- **Ordered:** Aerial supervisory resources shall be ordered by the controlling entity (Air tactical operations may be continued while the aerial supervision resource is enroute to the incident. Operations can be continued if the resource is not available.)
- **Assigned:** Tactical resource allocated to an incident. The resource may be flying enroute to and from, or on hold at a ground site.
- **N/A:** Not authorized or applicable to the level of supervision required for the mission/resource.
Permanently assigned “call signs” will be used for pilots on Lead Plane missions. The word “lead” will precede the pilot’s call sign. The pilots’ call signs will remain the same, regardless of location or the aircraft being flown. “Bravo” is the designator for ASMs. For example, when Lead 33 is teamed with an ATS, they become Bravo-33. The State of Alaska ASM designator is A, Alpha. The CalFire ASM designator is C, Charlie.

Incidents with three or more aircraft over or assigned to them should have aerial supervision over or assigned to the incident. Additionally, aerial supervision (ATGS/Lead/ASM/HLCO) should be ordered if the following conditions exist:

- Periods of marginal weather, poor visibility, or turbulence
- Two or more branches of the fire organization associated with an incident
- Request for a Lead Plane/ASM by an Airtanker pilot

Definitions of Key Aerial Supervision Terms

a. **Required:** Aerial supervisory resource(s) that shall be over the incident when specified air tactical operations are being conducted

b. **Ordered:** Aerial supervisory resources that shall be ordered by the controlling entity (Air tactical operations may be continued while the aerial supervision resource is enroute to the incident. Operations can be continued if the resource is not available.)

c. **Over:** The air tactical resource is flying above or is in a holding pattern adjacent to the incident

d. **Assigned:** Tactical resource allocated to an incident. The resource may be flying enroute to and from, or on hold at a ground site

**Note:** VLATs, MAFFS, the USFS C-130 and some “Next Gen” LAT’s require an ASM/Lead Plane.

### Airtankers

Airtanker and Airtanker Base information can be found in the Airtanker Base Directory.

#### ICS Airtanker Types

Airtankers are typed by the amount of retardant carried.

<table>
<thead>
<tr>
<th>Type</th>
<th>Minimum Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>VLAT</td>
<td>8,000+ gallons</td>
</tr>
<tr>
<td>1</td>
<td>3,000 gallons</td>
</tr>
<tr>
<td>2</td>
<td>1,800 gallons</td>
</tr>
<tr>
<td>3</td>
<td>800 gallons</td>
</tr>
<tr>
<td>4</td>
<td>100 gallons</td>
</tr>
</tbody>
</table>
Managing Airtanker Use

Dispatch Centers may mobilize Airtankers based at airports under its control. All requests for Airtankers located or based outside the zone where the incident is located will be placed through the SWCC. Exceptions to this are requests for initial attack. The NICC has the final decision of the placement of large Airtankers and VLATs.

Aerial Supervision and/or Airtanker Start Times

If conditions warrant, incidents may request that aerial supervision and/or Airtankers report for duty at an earlier start time than their standard duty day. Start times must be coordinated and approved by SWCC and NICC for national aviation assets to insure the geographic area has adequate coverage during daily operation periods. Earlier start times will be approved for aerial supervision modules (ASM), Lead Planes, and heavy Airtankers if the following criteria exist:

- Values at risk on an incident are considered imminently threatened and a normal start time would hamper firefighting efforts
- Early activation of aviation resources will minimally impact anticipate needs for flight time later in the operational period
- SWCC, NICC, and GMAC (if activated) are in agreement that the above impacts and consideration have been addressed

Minimum Information Required by the Airtanker Base for Initial Attack Dispatch

- Latitude and longitude (degrees, decimal minutes), bearing, and distance
- Ground contact and FM frequency
- Other aircraft assigned and VHF frequency
- Known hazards or obstacles and airspace deconfliction concerns

Dispatch Rotation and Priority

Airtanker Base managers must be particularly sensitive to maintaining fair and equitable procedures. To this end, the following guide has been nationally adopted:

- Airtankers at an Airtanker Base normally will be dispatched on a “first in–first out” except when:
  - Upon receiving dispatch to a different base, the next aircraft in rotation has an operating restriction at the new base; or,
  - A demonstrable benefit to the Government would be realized by changing the rotation
- Aircraft coming on after days off will go to the end of the rotation
Regulations for Airtanker Dispatch

Airtanker Dispatch Limitations - Startup/Cutoff Times

To reduce the hazards to large Airtanker operations posed by shadows in the early morning and late evening hours, limitations have been placed on times when Airtankers may drop on fires. Note that the limitations apply to the time the aircraft arrives over the fire and conducts its dropping activity. Dispatchers and Airtanker Base managers, in consultation with Airtanker Coordinators or Air Tactical Group Supervisors, are mutually responsible for ensuring these limitations are not exceeded. The following shall apply (refer to the above chart).

Aerial Supervision Optional

Airtankers may be dispatched to arrive over the fire under normal agency aerial supervision policy provided that the aircraft’s arrival is between 30 minutes after official sunrise and 30 minutes before official sunset.

Air Tactical Group Supervisor or Lead Plane, or ASM Required

A qualified Air Tactical Group Supervisor Lead Plane or ASM is required on scene if the Airtanker’s arrival over the fire dropping activity shall occur during:

- The period from 30 minutes prior to official sunrise to 30 minutes after official sunrise,
  or
- The period from 30 minutes prior to official sunset to 30 minutes after official sunset

The priorities for Airtanker and Lead Plane/ASM use are: (1) life and property, (2) initial attack, and (3) other priorities established by management. To assure these priorities are met, the SWCC will manage and coordinate all Airtankers and Lead Planes/ASMs operating within the Southwest Area. Situations may develop necessitating the prompt and direct reassignment of Airtankers and Lead Plane/ASMs enroute to an incident or diverting them from an established project fire.
The SWCC requires nightly release of large Airtankers. New requests need to be placed using established channels the next morning if an incident anticipates Airtanker usage the following day (See: “NWCG Standards for Airtanker Base Operations” and “NWCG Standards for Aerial Supervision”).

When aircraft and/or flight crews become unavailable for any reason, the SWCC shall be notified immediately. Notify the SWCC when the aircraft returns to service.

Over-Weight Agreements

Grant County Airport (Silver City, NM), White Sands-Alamogordo, NM, Winslow-Lindbergh, AZ and Prescott, AZ airports have provided overweight agreements to allow for the operation of C-130 Airtankers from those respective Airtanker Bases. The airport authority may rescind these agreements anytime damage occurs to the runway.

Dispatching Airtankers Outside of the Southwest Area

**Mandatory** information when sending an Airtanker out of the Southwest Area:

- Aircraft call sign and FAA “N” number
- Pilot/copilot name and passenger names
- Mandatory day(s) off
- Amount of retardant on board. Specify if full load, partial load, or empty

Unless otherwise requested on the order, the following guidelines will apply when dispatching Airtankers outside the Southwest Area.

Airtankers will be sent empty when:

- On a move up and cover assignment
- Being released to a specific base
- Enroute fuel stop required

*In all instances the Airtanker Base Manager will consult with the pilot and the pilot has the final word on capability and flight.*

Very Large Airtankers

Albuquerque NM, Roswell NM, Mesa-Gateway AZ and Sierra Vista, AZ are the only approved VLAT bases in the Southwest Area.

Advanced notice through the local Dispatch Centers is required to activate the Albuquerque (7-10 days) and Roswell (24-48 hours) VLAT bases. The Southwest Coordinating Group must approve all activations and deactivations for Albuquerque (notification to the USFS Regional Aviation Officer) and Roswell (notification to the NM BLM State Aviation Manager) VLAT bases. Approved Lead Planes or ASM are required for all VLAT missions.

Airtanker Base Managers will evaluate response times when VLATs and LATs are operating from the same base. It may be more efficient to set up separate VLAT operations either at the same airport or load LATs at a different Airtanker Base.
Large Airtanker Operations

In accordance with the LAT and VLAT contracts, do not load aircraft with retardant unless dispatch is imminent.

Single Engine Airtanker (SEAT) Operations

DOI Exclusive Use SEATs are pre-positioned in the SWA starting in mid-May annually. These aircraft should be dispatched to initial attack incidents in the same manner as other national aviation resources. At times, SEAT re-positioning will be managed by the SWCG in consultation with the Aviation Committee and/or a SEAT Coordinator.

SEATs shall be ordered and managed at the local (unit) or zone level. Orders for SEAT Managers need to be placed at the same time as the SEAT order if not already in place.

Hosting agencies of DOI EU SEAT contracts will assign a Project Inspector. This ensures that contract requirements are being met. A SEAT Manager will also be assigned.

DOI Contract SEATs and CWN SEATs must have a pre-use inspection by a qualified SEAT Manager prior to performing a mission.

Airtanker Base Managers (ATBM) are authorized to oversee the SEAT operations without the presence of the SEAT Manager (SEMG) while SEATs are assigned to work out of their base. The ATBM will oversee the SEAT operations when the assigned SEMG is enroute, or for a specified amount of time that has been agreed upon between the SEMG and the ATBM.

SEATs may operate from the same facility as large Airtankers, provided the base has been trained in SEAT use and SEAT operational procedures and specifics have been incorporated into each base’s operating plan.

Ordering of fire suppression chemicals (retardant, foam, and gel) is the responsibility of the ordering unit.

Preparations for utilizing a SEAT at an airport (non-established SEAT Base) need to be made well in advance of operations (i.e. agreements, use of water, payments, etc.).

All SEAT operations will be conducted in accordance with the Southwest Area SEAT Operations Plan and the NWCG Standards for Single Engine Airtanker Operations.

As single engine aircraft, SEAT operations are limited to flight during the official daylight hours and under VFR conditions only.

In order to realize the full economic and operational effectiveness of the SEATs and to optimize their self-sufficient capabilities, SEAT fire operations should be established as close to the incident as possible using available airports/airstrips. Use of roads will require prior approval by State, area, or regional aviation management who must coordinate with state and local transportation departments and law enforcement.
Modular Airborne Firefighting Systems (MAFFS)

MAFFS provides emergency capability to supplement commercial airtankers on wildland fires. MAFFS are National Resources and are used as a reinforcement measure when contract airtankers are committed or not readily available. The SWCC will ascertain that all suitable commercial Airtankers under contract within the area are assigned to fires or pledged to an initial attack need before placing a specific request for a MAFFS mission to the NICC. The NICC will ascertain that all suitable commercial contract Airtankers nationally are committed to incidents, initial attack, or are unable to meet the timeframe requirements of the request.

Ordering Criteria

When ordering MAFFS the following support need to be ordered:

- One (1) each MAFFS Liaison Officer (MLO aka MAFF) and 1 each MLO trainee.
- One (1) each Airbase Radio Kit (NFES 4660)
- One (1) each MAFFS Communications Specialist (THSP) One (1) each Assistant MAFFS Liaison Officer.
- One (1) each MAFFS Airtanker Base Manager (MABM) and 1 each MABM trainee, Logistics, Finance, and Information personnel.
- MAFFS Operations must also include a MAFFs qualified Lead Plane.

Requests for MAFFS will be placed through established ordering channels to the SWCC. When ordering MAFFS, a minimum of 24 hours lead time is requested by the Air Force.

A MAFFS liaison officer shall be assigned and shall be present at the designated operating base a minimum of 8 hours before the MAFFS aircraft are scheduled to arrive. The liaison officer shall ascertain the following equipment is readily available before the first aircraft arrives:

- Forklift, minimum 6,000-pound capacity
- Battery charger, power cert, 28-volt, aircraft
- Jet fuel, JP-4 or Jet A.

Approved SWA MAFFS Bases

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABQ</td>
<td>Albuquerque, NM</td>
</tr>
<tr>
<td>IWA</td>
<td>Phoenix-Mesa Gateway, AZ</td>
</tr>
<tr>
<td>PRC</td>
<td>Prescott, AZ</td>
</tr>
<tr>
<td>ROW</td>
<td>Roswell, NM</td>
</tr>
</tbody>
</table>

NOTE: Operating MAFFS and DC-10 from the same base may result in difficult logistical issues and/or a delay in launching either type of aircraft, check with the base manager.
Releasing MAFFS Units

MAFFS units will be released from the fires before commercial Airtankers and will not continue to make retardant drops if those Airtankers have been shut down. The MAFFS units will not be held on standby without prior permission from the NICC. When release is contemplated, the NICC shall be informed for determination of possible redeployment to other fires.

Note: For more complete information, consult the current MAFFS Operational Guide.

Retardant Avoidance Areas

There are specified areas on each national forest in the Southwest Area where the use of retardant/fire chemicals has been determined to adversely affect terrestrial and aquatic species. These areas are identified on the individual retardant avoidance maps located at all regional Airtanker Bases, Dispatch Centers, permanent helibases, and supervisor’s offices and on the SWCC website: https://data.fs.usda.gov/geodata/edw/fire-avoidance.php

If a misapplication of retardant occurs, follow the reporting and monitoring guidance found on the USFS Aerial Application of Retardant Web site: https://data.fs.usda.gov/geodata/edw/fire-avoidance.php

Smokejumpers

The Southwest Area/Gila National Forest will typically preposition smokejumpers at the Grant County Airport (Silver City, NM). Other airports are available for this purpose and can be utilized as needed. Smokejumpers are typically ordered May-July (timeframes may vary). The smokejumper primary mission is initial attack but may be utilized for any wildfires within the SWA.

Smokejumper capability in the Southwest is usually achieved by ordering detailers on “O” numbers initially along with an aircraft on an “A” number. Once the resources are in place, they may be ordered to an incident via an “A” request number and a completed Smokejumper Request Form can be found at: https://gacc.nifc.gov/swcc/_dispatch_logistics/dispatch/mobguide/mobguide.htm

Helicopters

ICS Helicopter Types

Type 1 5,000 pounds cargo capacity
Type 2 helicopters have 10 to 15 passenger seats or 2,500 pounds cargo capacity
Type 3 helicopters have 4 to 9 passenger seats or 1,200 pounds cargo capacity
Type 4 helicopters have 4 or less passenger seats or 600 pounds cargo capacity
Dispatching Helicopters Outside the Southwest Area

Mandatory information required when sending a helicopter outside the Southwest Area:

- Helicopter “N” number
- Make and model of aircraft
- Pilot’s name and names of ALL passengers flying in the helicopter
- Helitack foreman’s name and total number of crewmembers
- Helitack truck, ATD, and ETA. Chief of Party and crewmembers’ names. (Document route of travel, if needed.)
- Service truck, ATD, and ETA

Flight Planning/Resource Tracking

Helicopters on incidents from the Southwest Area to another geographical area must file an FAA flight plan and will also be given resource tracking by the NICC. Pilots must call the NICC toll-free at 1-800-994-6312 at each enroute stop to close out the previous leg of flight and file the next leg. Service truck and helitack truck drivers shall be instructed to check in with the NICC at each fuel stop and overnight location in the event of a reassignment or cancellation. Zones may request service truck/helitack trucks to check in; however, this does not exempt them from calling the NICC.

High Density Altitude Operations

Caution must be used when ordering helicopters for use in high density altitude (DA) conditions. Typical elevations and temperatures occurring within the SWA often dictate the use of aircraft with high density altitude performance capability (i.e. above 8000 ft. MSL). Be aware some specific models of helicopters may have operating limitations below typical hot day DA conditions occurring in SWA. Furthermore, though a helicopter may be able to operate at a high DA, its effectiveness and efficiency may be of low value to the user. At high DA all aircraft are negatively affected; controllability, payload and airspeed are reduced.

*Performance capability and/or limitations for the conditions must be requested.*

For Forest Service orders, the Regional Helicopter Specialist will be advised of the request prior to the SWCC placing the order to the NICC, it is recommended contact be made with any host agency Regional Aviation Manager/Specialist for this type of order. This will enable the specialist to contact the incident and determine the most appropriate helicopter to request. The Regional Helicopter Operations Specialist will consult with the National Helicopter Coordinator to insure that aircraft filling these requests can operate within the density/altitude at the respective incident(s).
Off Unit Assignments

The manager and crew on duty for initial attack response at time the order is received will be dispatched with the helicopter. Specialized equipment, e.g., long line, sphere dispenser, etc., will be sent. The helitorch must be specifically requested by the ordering unit in order for the helitorch module to be sent.

When ordering a helicopter, provide fuel and support vehicle directions to incident base camp.

Helicopter Rappelling

Rappellers must be currently proficient, have approved and inspected equipment, and all appropriate log books must be up-to-date before rappel operations begin. Rappelling is currently limited to fire management operations, rappel training/proficiency, or approved project operations. Rappel crews may work on other agency lands.

Proficiency Rappels for Exclusive Use Crews When Assigned

Rappel resources are a critical initial attack resource and must maintain their proficiency and readiness at all times. Normally proficiency is an agency responsibility, but DOI and USFS have agreed to the following common proficiency guidance for rappel resources assigned to incidents:

- Proficiency rappels will be allowed on DOI and USFS fires in accordance with the requirements in appendix N of the Interagency Helicopter Rappel Guide
- Incident commanders will determine an acceptable time and location for proficiency rappels
- Costs associated with proficiency rappels will be the responsibility of the agency contracting the helicopter

Short-Haul Capable Helicopters

The SWA has three Type III exclusive use short-haul capable helicopters available for emergency medical extraction. Two are located at Grand Canyon National Park, one is located on the Coronado National Forest in Tucson. Short-haul capable aircraft will still be considered primarily firefighting resources; they will continue to perform typical fire missions such as water drops, cargo and personnel transport while being available for short-haul missions if needed.

Emergency medical short haul will be just one of a number of options for treating and extracting injured or ill personnel. All such options must be considered and included in pre-incident emergency medical planning.
Short-haul proficiency operations will be allowed on DOI and USFS fires in accordance with the requirements in the Forest Service Emergency Medical Short-haul Operations Plan or the Department of Interior Helicopter Short-haul Handbook.

- Incident commanders will determine an acceptable time and location to meet proficiency schedules
- Costs associated with proficiency operations will be the responsibility of the agency contracting the helicopter

**Call-When-Needed (CWN) Helicopters**

After dispatch has determined that an exclusive use helicopter cannot be obtained, a CWN helicopter may be ordered. Helicopter management modules will be assigned to each helicopter when ordered. Module members and helicopter shall be joined at a staging area away from but convenient to the incident base, such as the nearest airport, to inspect the helicopter, check communications, and confirm operational procedures prior to being sent to the incident.

Helicopter managers must ensure that helicopters and pilots are properly approved (carded) prior to being put into service. CWN Type 3 helicopter lists are available from the SWCC and the Regional Helicopter Operations Specialist. Interagency dispatch centers shall notify the SWCC when hiring CWN helicopters. The user unit is responsible for ensuring data is entered into ABS for USFS procured aircraft and AMS for DOI. The helicopter manager and vendor are the responsible parties in determining the initial path to take, depending on the original resource order and contract jurisdiction. When hired on the DOI On-Call Contract or USFS Regional Call When Needed Contract, stay with respective system until resource is “RELEASED” (demobilized), no matter how many reassignments take place to other land ownerships. Helicopter Manager and/or Dispatch Center is responsible to notify SWCC prior to hiring CWN helicopters for project work so a determination can be made and communicated to the vendor when hired under an established project rate.

There are two categories of Type 3 helicopters:

- Standard Category: passenger hauling, etc.
- Limited Use: must comply with IHOG requirements (Chapter 2 Personnel)

The Southwest Area Coordination Center is the main office authorized to place orders under the contract. However, dispatch centers may place orders for resources based within their zone. Contractors may not accept orders from any other source.

All CWN Type 1 and Type 2 helicopters must be ordered through the NICC and the manager must be identified on the IROC order.
There are three categories of Type 2 helicopters:

- Standard Category: passenger hauling, etc.
- Restricted Category: no passenger carrying, lift only, seats removed
- Limited Use: complies with IHOG requirements (Chapter 2 Personnel)

All USFS Type 1 helicopters are in the restricted category. No passengers are allowed onboard the aircraft. The DOI BLM has one Type I on contract that is permitted to transport essential DOI only crewmembers. USFS personnel are not permitted to ride in this aircraft. This aircraft is permitted to operate on USFS lands. Consult the USFS Regional Helicopter Specialist or Bureau Aviation Manager for more information.

Information on CWN helicopters may be found in the schedule of items in the agency contracts. These schedules show hourly cost, minimum daily guarantee, and home bases.

The NICC assumes that CWN orders are for standard category helicopters unless stated otherwise.

**Helicopter Modules**

Units requesting modules for call-when-needed (CWN) and On-Call helicopters will utilize Overhead requests, using a separate “O” number for each member. Module members shall be joined with the helicopter away from the incident, to perform the pre-use contract inspection, confirm operational procedures, check communications, etc. before proceeding to the incident.

Call-when-needed (CWN) helicopters and On-Call will be managed by a qualified module (See: [https://www.nwcg.gov/sites/default/files/publications/pms510.pdf](https://www.nwcg.gov/sites/default/files/publications/pms510.pdf)):

- Type 3 Helicopters – Manager (HMGB) and two crew persons (HECMs)
- Type 2 Standard Helicopters – Manager (HMGB) and three crew persons (HECMs)
- Limited Use Helicopters - Manager (HMGB) and other personnel as needed

Approval may be obtained to manage two limited use helicopters with one qualified manager (HMGB). All of the following criteria must be met (See: [https://www.nwcg.gov/sites/default/files/publications/pms510.pdf](https://www.nwcg.gov/sites/default/files/publications/pms510.pdf)):

- An order for a second manager has been placed
- The helicopters are physically located side by side
- A qualified helibase manager is assigned
- Aerial supervision is being provided
- The appropriate agency Aviation Manager at the State, Area, or Regional level must grant approval on a case-by-case basis
Exclusive Use Contract Helicopters

- FS Exclusive Use Type III Helicopters are solicited, inspected, and contracted at the Regional level
- All Exclusive Use Contract Helicopters for DOI Agencies are solicited, inspected, and contracted by DOI AQD and OAS
- Exclusive Use Contract Helicopters are dispatched locally by the Administrative Unit
- Exclusive Use Module members are “rostered” with the helicopter, therefore they will be assigned an A dot number

Military Helicopters (DOD)

For the use of (regular) military helicopters on incidents:

- During a fire emergency, the use of military aircraft in the firefighting mission will be governed by the MOU for DoD helicopter use signed and approved on Oct 21, 1990
- See: National Interagency Mobilization Guide Chapter 50 for the ordering process
- See: Military Use Handbook, NFES 2175, for guidelines on the use of the military on incidents

National Guard Helicopters

Requests for the use of National Guard helicopters within the Southwest Area will be processed following established requesting procedures through each respective State Forestry office. The use of these helicopters and crews is determined by Agency manual direction and approval letters issued at the Regional level. For more information, refer to the operating plans for the New Mexico and Arizona National Guard units and the IHOG.

Temporary Airport Control Tower Operations

Requesting FAA Air Traffic Control Support

When aviation operations becomes complex at uncontrolled airports or helibases, the FAA may be requested to provide air traffic control support. Units should contact the SWCC to obtain this service. When ordering, lead time of at least 24-48 hours is desirable. Requests should specify the following:

- Ground/takeoff control problems
- Approach control/landing problems
- Where it is needed
- Approximate duration of use

GACCs within the FAA’s Western Service Area (AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA, and WY) may request FAA air traffic control support through the Western Service Area Agreement when air operations in support of an incident. FAA temporary control towers are ordered on an aircraft order.
Ordering procedures are outlined within the current FAA agreement located at https://www.nifc.gov/nicc/logistics/references/Airspace_Guide/Chapter11.docx. The SWCC will not need to forward the request to the NICC.

Note – The FAA’s WSA agreement covers Arizona and does NOT include New Mexico. The SWCC will contact the FAA’s WSA Regional Operations Center (ROC) at 206-231-2000 and ask to speak to a duty officer regarding a temporary tower order. The ROC will connect the SWCC with the appropriate FAA duty officer. The ROC is the primary point of contact for the FAA for this request.

If the request is for New Mexico or for West Texas, call the Central ROC, 817-222-5006. The FAA has requested additional information be provided when requesting FAA temporary control towers. The FAA Temporary Tower Request Form can be found at: https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm

The Temporary Tower Request Form along with the aircraft resource order will be forwarded to the FAA at the time of the request. In addition, there is a helpful checklist in chapter 11 of the Interagency Airspace Coordination Guide that aids in the ordering and set-up process of a temporary tower.

National Airspace Coordinators

When airspace operations in support of an incident becomes complex an Airspace Coordinator should be requested. Units will use normal dispatch channels through the SWCC to process the resource order.

Temporary Flight Restrictions (TFR) 14 CFR 91.137

Criteria for Establishing Restrictions

Temporary flight restrictions will be established when incident related (e.g. wildfire) aviation activities present potential conflict with other aviation activities and sustained air operations are anticipated over a specific incident. A Notice to Airmen (NOTAM) may be filed with the FAA Flight Service Station for non-emergency aviation activities. Complete information regarding TFRs can be found in the Interagency Airspace Coordination Guide: https://www.nifc.gov/nicc/logistics/references/Airspace_Guide/Chapter06.docx

Temporary flight restrictions for wildfires are generally issued 14 CFR 91.137 (a) 2. When requesting a TFR, fill out the TFR request form in addition to the resource order. The following is to be included:

- The FAA requires that latitude/longitude information for TFRs must be provided in degrees, minutes, and seconds, including a reference to north latitude and west longitude. If the seconds’ information is not available, add two zeros to the description. Do not use spaces, commas or other symbols in the description. Example: ddmssN/dddmssW or 450700N/1177005W
• The standard is a 5 NM radius circular TFR. If a polygon shape is used, the corner points must be listed in a clockwise sequence around the requested TFR to avoid a “bow-tie” depiction.

• Wildfire TFRs are typically for daylight hours only (1200 UTC to 0500 UTC), unless there are specific circumstances where airspace needs to be protected 24 hours. **If a daylight hours only TFR is requested after 1200 UTC (0500mst/0600mdt), it will only be accepted by the FAA for that first day. It will expire at 0500UTC (2200mst/2300mdt).** A new request must be submitted to SWCC to begin the next operational period. If it is known that a TFR will be needed for the second operational period and beyond, offices should place that request to SWCC during that first operational period to ensure it gets issued by the FAA before 1200 UTC on the second day.

• VOR bearing and distance descriptions should be to the closest VOR. Do not use NDB or T-VOR information in the description.

• The Southwest Area standard altitude guidance is 3,000 feet above the highest elevation on the incident. Altitude must be given to the FAA as MSL.

• Temporary flight restriction requests shall be placed with the zone Dispatch Center, which will place it with the SWCC. The SWCC will place the temporary flight restriction request with the appropriate FAA Air Route Traffic Control Center (ARTCC). The NOTAM number assigned will be relayed to the requesting unit when received from the ARTCC.

• Dispatchers should keep in mind that it takes from 30 minutes to 2 hours (or longer) for this NOTAM to be broadcast and disseminated throughout the aviation system. This delay is not reason to delay the mission. A NOTAM does not mean the TFR will not be penetrated by unadvised or uninformed aircraft.

• Airspace restrictions involving military training routes (MTR) require additional notification of the temporary flight restriction to the controlling military base. Military aircraft may be operating outside an MTR and be unaware of NOTAMs/TFR.

• Dispatch shall ensure the airspace restriction is canceled as soon as it is no longer required. This is done by cancellation of the request with the SWCC through normal dispatch channels.

**Note: TFRs and Airport Closures** - The FAA does not manage airports and cannot request closure of an airport. If incident aviation activities create potential conflicts with adjacent airport operations, the local unit may contact the airport manager to discuss the potential hazard. The actual airport closure is at the discretion of the airport manager.
Temporary Flight Restriction Areas

NOTE: ATGS, Lead Planes, dispatch or HLCOs have no legal authority to waive 14 CFR 91.137 and allow nonparticipating aviation into the TFR, which do not meet the following criteria:

1. The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on-scene emergency response activities.
2. The aircraft is carrying law enforcement officials.
3. The aircraft is operating under the ATC approved IFR flight plan.
4. The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather, or terrain; notification is given to the Flight Service Station (FSS) or ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations; and the operation does not hamper or endanger relief activities and is not conducted for observing the disaster.
5. The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed with the appropriate FAA or ATC facility specified in the Notice to Airmen and the operation is conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the official in charge of on scene emergency response activities.

Incident Aircraft

- Incident dispatch in which the wildfire is burning must be contacted and permission requested to fly over the fire
- Dispatch will need the aircraft type (fixed wing or rotor wing) and identification (“N”) number. Dispatch will contact the incident to coordinate a convenient time, radio frequency(s), and contact point for news media aircraft entry into the temporary flight restriction area
- PERMISSION FOR INCIDENT AIRCRAFT IS GRANTED/DENIED BY THE AIR ATTACK SUPERVISOR, THE LEAD PLANE PILOT, OR THE AIR OPERATIONS BRANCH DIRECTOR ONLY. Entry into the temporary flight restriction area will be granted/denied upon reaching the contact point and establishing radio contact with on-scene air operations personnel
- If radio contact is not established, permission is NOT granted to enter the area. Dispatch must be contacted to reschedule
Law Enforcement and News Media

Media

Media access to this type of TFR may be the most misunderstood aspect of aircraft allowed into a TFR. According to 91.137(a)(2), the following circumstances apply to media entry:

- The aircraft is carrying properly accredited news representatives
- Prior to entering the TFR, a flight plan is filed by the media aircraft with the appropriate FAA or ATC facility specified in the TFR NOTAM
- The operation is conducted above the altitude used by the disaster relief aircraft, unless otherwise authorized by the official in charge of on-scene emergency response activities (i.e. the Air Tactical Group Supervisor)

The FAA interpretation is that media aircraft are allowed inside a TFR as long as they maintain an altitude above disaster relief aircraft. If the disaster relief aircraft happen to be on the ground, then the media has been known to fly at any altitude within the TFR.

No parameters are set that require communication by the media with either dispatch or the disaster relief officials in charge prior to flight. Air Tactical Group Supervisors are reminded that if the media have met the above criteria, they are allowed inside the TFR area. Air Tactical Group Supervisors have the right to allow the media to fly at lower altitudes when it can when it can be safely accomplished, but do not have the authority to remove the media from the TFR if they have met the criteria stated in 91.137(a)(2).

Media Operating Unmanned Aircraft Systems

The FAA has not established policy for media operating UAS over wildfires. Allowing accredited news media to operate UAS over wildfires will be handled on a case by case basis by the Unit Aviation Manager, the FAA and the Incident Commander.

Law Enforcement

Law enforcement officials are allowed into the TFR area. There is no caveat that requires prior notification or communication during their flight. Agency personnel are strongly recommended to coordinate frequency sharing and TFR information with local law enforcement agencies that may utilize aircraft.

Airspace Deconfliction

Airspace deconfliction is a term used to describe the process of reducing the risk of a near mid-air collision or TFR intrusion by sharing information regarding flight activity with military units, general aviation, and other agency aviation programs.
Military Deconfliction

Pre-fire season preparation contacts by the responsible unit must be made with military bases in charge of special use airspace (SUA) and military training routes (MTRs) to obtain key phone numbers and personnel names to aid in timely communications. The Sectional Aeronautical Charts provide information on SUA and the AP/1B Flight Information Publication provides detailed information on MTRs. Additional information about SUA and MTRs may be found in the “Interagency Airspace Coordination Guide”.

All units must review the SUA and MTR route structure (AP/1B and sectionals) for any conflict with established helibases, helispots, or Airtanker Bases under their control. The unit aviation officer should work to resolve any conflicts.

Confirm the individual(s) who will be the point of contact for all military bases in charge of SUA and/or MTRs. Obtain and provide key phone numbers and personnel names to aid in timely communications. The appropriate unit aviation officer will contact all military bases with SUA/MTR responsibility and will distribute a complete mailing list by separate correspondence.

Units must ensure that dispatch centers, Airtanker Bases, helibases, and aviation project managers are provided with the SUA information and MTR structure within the Southwest Area. Also, each unit must produce and distribute aviation hazard maps that include all military airspace impacting the area.

When aircraft operations associated with a project, wildfire, or prescribed fire are expected to conflict with military aircraft operations, dispatch centers are required to notify the responsible military scheduling office. At times, it may be necessary to request the interruption of a MTR or to request entry into SUA. When requesting the interruption of a MTR, provide the following information:

- Military training route number and segments that are affected
- Notification that a temporary flight restriction (91.137) is being requested with the FAA
- Request that the route be closed or altitude changed to accommodate FAR 91.137 TFR
- Hours the restriction/change is to be in effect
- List of military commands and current routes are found in the DOD AP/1B. Address requests to the commanding officer of military organizations

Boundary Deconfliction

Procedure - Potential for airspace conflict exists along each boundary between neighboring dispatch centers. When aircraft are operating on or near these boundaries, it is required that the affected dispatch centers communicate to reduce the hazard. The requirement for coordination is due to the possibility of two or more units conducting simultaneous aviation operations within these areas. Reference the “Interagency Airspace Coordination Guide,” chapter 7.

Each dispatch center must first identify where aircraft conflict could occur between adjacent dispatch center areas.
Contact information must be shared and made available between the dispatch centers.

It is the responsibility of the dispatch center where the aircraft operation originated to make initial contact with each neighboring center that is affected.

Ensure Air-to-Air frequencies are communicated to all aircraft associated with boundary operations.

Hazard maps must be produced and distributed that display all known aviation hazards including boundary areas for the unit.

**Violations of Temporary Flight Restrictions by Manned Aircraft**

Violations of temporary flight restrictions should be reported to an FAA facility as rapidly as possible. If reported immediately, the FAA may be able to locate the offending aircraft on radar and track it to its destination. If information is passed quickly to the FAA, the flight plans can be pulled and it will be easier to find the aircraft. Initial reporting will be by telephone, followed up with a written report by an appropriate government official to the FAA within 15 days.

**Information Needed** - Provide as much of the following information as possible:

- Time of violation
- Location
- Type and model of aircraft involved
- “N” number, any identifying markings
- Color(s)
- Altitude
- Direction of flight
- Nature of violation

When a TFR violation is reported, notify the SWCC immediately and submit a SAFECOM.

See the “Interagency Airspace Coordination Guide” (2011) for further guidance and checklists.

**Unmanned Aircraft Systems (UAS)**

For UAS TFR incursions, refer to the Script for Reporting a UAS situation to the FAA ARTCC which can be found at:


UAS are considered aircraft and therefore must adhere to USFS/DOI policy (including approval and carding of aircraft and pilots). UAS include any aircraft used or intended to be used, for flight in the air with no onboard pilot.

UAS missions must be approved in advance by DOI (OAS) or the U.S. Forest Service, Washington Office and Regional Aviation Officer prior to use on any USFS/DOI agency projects (to include fire/incidents/prescribed fire, BAER, etc.).

When UAS are flown for USFS/DOI work or benefit, FAA, USFS, and DOI regulations apply.
Agency UAS operations conducted on wildfires must adhere to the guidance found in the Interagency Unmanned Aircraft Systems Operations Guide

Units wishing to utilize UAS must have a plan in place for how they are going to collect, process, and disseminate data gathered by a UAS. Consult with your Unit Aviation Officer or the Regional/State aviation staff to assist in selecting and ordering the aircraft best suited for the mission.

The following minimum standards apply:

- All aircraft (to include UAS) purchase, lease, or acquisition must follow agency procurement policy and procedures

**USFS**

UAS flights under USFS operational control must adhere to USFS policy and regulations regarding their use. Guidance can be found in FSM 5713.7, the USFS National Aviation Safety and Management Plan and at http://www.fs.fed.us/science-technology/fire/unmanned-aircraft-systems and the USFS Southwestern Region Desk Guide at: https://gacc.nifc.gov/swcc/dispatch_logistics/aviation/Agency_Docs/USFS/UAS_Desk_Guide_V1_0.pdf

**DOI**

UAS flights under DOI operational control must adhere to DOI policy and regulations regarding their use. Guidance can be found in 350-353 Departmental Manuals and Operational Procedures Memoranda 11: https://www.doi.gov/aviation/library/opm

The use of any UAS (including model or remote controlled aircraft) for compensation is considered a “commercial” operation per the FAA. Commercial UAS operators must have a Section 333 Exemption and COA or Part 107 certification issued by the FAA. A list of companies with valid 333 Exemptions can be found here: https://www.faa.gov/uas

Key Points for all agencies:

- IMTs must notify the agency administrator prior to use of UAS. A modification to the Delegation of Authority should be considered
- Personally owned UAS or model aircraft may not be used by federal agencies or their employees for interagency fire use
- An emergency COA can only be issued by the FAA if the proponent already has an existing COA for their aircraft. The request must be accompanied with a justification that no other aircraft exist for the mission and that there is imminent potential for loss of life, property, or critical infrastructure, or is critical for the safety of personnel
- Cooperators, pilot associations and volunteer aviation groups or individuals may offer to fly unmanned aviation missions (i.e. aerial surveys, fire reconnaissance, infrared missions, etc.) at no charge to the IMTs. Although these offers seem very attractive, we cannot accept these services unless they meet FAA, USFS and/or DOI policy
The FAA has established guidelines for hobbyists who fly model and remote controlled aircraft via Advisory Circular 91-57. Model aircraft are to be flown only for recreation or hobby purposes. For further information, refer to: [https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/documentinformation/documentID/1028086](https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/documentinformation/documentID/1028086)

Additional information can be found on the FAA website: [https://www.faa.gov/uas/](https://www.faa.gov/uas/)

**Aircraft Operations in the Grand Canyon Area**

The Grand Canyon National Park Special Flight Rules Area (GCNP SFRA), 14 CFR Part 93 Subpart U-Special Flight Rules in the Vicinity of Grand Canyon National Park, AZ, extends from the surface to 17,999 feet MSL and affects all aircraft operations in and around Grand Canyon National Park (refer to the Grand Canyon VFR Aeronautical Chart). This includes tour, general aviation, airline, military, cooperator and all government agency aircraft including project, fire, SAR and disaster relief aircraft. The Federal Aviation Administration (FAA) has issued the U.S. Department of the Interior (DOI) a FAA Form 7711-1 “Certificate of Waiver or Authorization” which allows aircraft engaged in official government flight operations for DOI (or their interagency partners) to operate within the Special Flight Rules Area. DOI may re-issue this authorization to each pilot-in-command (PIC) upon the successful completion of the GCNP SFRA training and testing program at [http://www.iat.gov](http://www.iat.gov). THIS AUTHORIZATION MUST BE RE-ISSUED ANNUALLY.

Flight crews operating in the GCNP SFRA should have a thorough understanding of Federal Aviation Regulation 93 Subpart U, must have successfully completed the online training and testing, and be in possession of a current 7711-1 authorization **prior** to entering this special use airspace. To access and run the online GCNP SFRA training and testing module, you will need a current copy of the Grand Canyon VFR Aeronautical Chart. FAA Form 7711-1 will be issued electronically to each PIC after successful completion of the training and testing. These credentials must accompany pilots whenever they are operating aircraft in the SFRA. Each PIC is responsible for complying with the DOI-issued FAA Form 7711-1 and its “Special Provisions.” FAA Form 7711-1 does not constitute a waiver to deviate from other applicable Federal Aviation Regulations, such as “see-and-avoid” responsibilities and other portions of Part 91, Part 135, etc. Pilots are reminded to check the expiration date of their FAA 7711-1 “Special Provisions” to insure that the flight will be conducted within the effective dates of that authorization.

Prior to entry in the SFRA, persons conducting flight operations must contact the Williams Dispatch Center in Williams, AZ, at (928) 635-2601 in accordance with the special provisions of the DOI waiver. Specific questions or concerns on flights in the Grand Canyon SFRA should be discussed prior to flight with the Grand Canyon Helibase and/or Grand Canyon Interagency Aviation Officer. For questions regarding the online training process, contact IAT training at (208) 433-5058, Office of Aviation Services, Boise, ID, or visit [www.iat.gov](http://www.iat.gov).
Transmitting Aircraft Costs within the Southwest Area

Agencies involved in the shared use of aircraft must transmit information to each other for the completion of flight invoices and fire costs.

**Required Information** - It is the responsibility of aviation managers and/or dispatchers to transmit the following information between using and paying agencies or organizations. The information will be transmitted by the close of business for ALL associated aircraft costs, i.e., flight times for Airtankers, Lead Planes, helicopters, retardant costs, landing fees, overtime, extended standby, etc.

- Flight date, name, and number of the fire(s)
- Type aircraft and call sign of each aircraft
- Flight time(s) and costs associated with each aircraft
- Retardant amount dropped and retardant cost for each aircraft
- Miscellaneous costs (service truck mileage, RON charges, landing fees, fuel cost, etc.)
- Grand total cost

Light Aircraft and Pilot Inspections

**Forest Service Carded Aircraft**

Regional aviation personnel will conduct carding of contract light fixed wing aircraft and pilots.

**OAS Carded Aircraft**

The Department of the Interior, OAS inspects and approves aircraft used on contracts and rental agreements.

Forest Service units may use an aircraft approved by the OAS for specific missions without re-inspection if it has one of the following OAS Cards:

- Form OAS 36-A, Aircraft Data Card (Fixed Wing)
- Form OAS 36-B, Aircraft Data Card (Helicopter)
- Form OAS 47, Aircraft Data Card (Fixed Wing)
- Form OAS 36-C, Aircraft Data Card (Airtanker)
CWN/On Call Charter Aircraft

When charter aircraft are ordered, the type of aircraft, aircraft identification ("N" number), and pilot’s name with the company providing the service will be obtained and documented on the flight schedule. It may be necessary for the aircraft charter company to substitute a different aircraft or pilot. These substitutions may take place at the last minute. If the company substitutes another aircraft or pilot, the traveler or flight manager is responsible for the following actions prior to the flight:

- Check the aircraft data card, Form 5700-21 or OAS 36A, OAS 36B, or OAS-47 to confirm the aircraft being substituted is approved for use
- Check the pilot’s card, Form 5700-20, OAS 30-A, or OAS 30-B, to confirm the pilot being substituted is approved for use
- Determine if there is a difference in price and, if so, how much
- Notify the Dispatch Center of substitutions/changes prior to departure

Aircraft Radio Equipment and Frequency Management

See the “USDA/USDI Aircraft Radio Communications and Frequency Guide” (updated annually and distributed by NIRSC) or the Aviation Contacts and Communications Guide produced annually by the Southwest Area.

Aviation Accidents and Incidents

Reporting Procedures - All accidents and incidents with potential shall be reported to the Agency Aviation Safety Manager. The Interagency Aviation Mishap Response Guide and Checklist should be followed, including the notification process.

For incidents of all severity, units will immediately complete a SAFECOM via hard copy or the Internet at: https://www.safecom.gov. The national accident reporting number is 1-888-4MISHAP (1-888-464-7427).

Examples of incidents that Airtanker Base managers, lookouts, or other ground personnel may see or be involved in include: aircraft running over hoses, engines or rotors ingesting items from off the ramp, low passes at lookout towers, near misses of obstacles or other aircraft on the ground, violation of pilot duty limitations, flight following, or any violation of policy or normally safe operating procedures.

Examples of in-flight incidents pilots must report include precautionary or emergency landings, engine malfunction resulting in an emergency landing or in-flight shutdown, potential failure or loss of a system or component essential to safe flight, smoke in cockpit or fire in flight, jettisoning or loss of cargo, sling loads, retardants, or other chemicals, bird strikes, or near misses of obstacles or other aircraft in flight or on the ground, etc.

Personnel shall not ride in, or place back into contract availability, an aircraft involved in an accident or incident until the aircraft is declared airworthy by a certified A & P mechanic and approval has been received as per agency policy.
All pilots involved in an accident or incident with potential will be removed from all flight duty until returned to flight status per agency policy.

Approved Airports, Special Procedures, and Restrictions

Airport Use

Airports listed in the commercially available RGR Publication’s “Pilot’s Guide to Southwestern Airports” may be used for USFS missions without prior approval. Other agencies require no special approval for airport landings.

Crossing White Sands Military Range (WSMR) and Holloman Air Force Base (AFB), & Fort Bliss, Texas (FTB)


An aircraft on an emergency incident mission for the Pecos Zone (PEZ) or the Department of Defense (WSMR, Holloman AFB, & Ft. Bliss) **MUST BE GRANTED CLEARANCE PRIOR TO ENTERING RESTRICTED AIR SPACE.** The PILOT should use the following established protocol:

While airborne, the pilot should contact Cherokee Control on VHF frequency 126.95 or UHF frequency 305.5. Cherokee Control maintains total control of the air spaces listed above. Range activities will dictate request approvals. Cherokee Control is not staffed on a 24-hour basis.

If there is NO response from Cherokee Control, then coordination then the pilot is advised to contact Holloman Approach (RAPCON) on VHF frequency 120.6 or UHF frequency 269.225. Holloman Approach can grant clearance to cross White Sands Missile Range or Holloman Air Force Base. If there is no response from either of those agencies prior contact telephonically with Range Control can grant access through the restricted areas.

If clearance is not granted to the pilot through the direct use of the radio frequencies listed above, requests through the Alamogordo Dispatch Center MAY NOT OVERRIDE THE DECISION. **A MISSILE FIRING SCHEDULING CANNOT BE INTERRUPTED UNTIL THE MISSION IS COMPLETE.**

If the pilot cannot establish contact with either Cherokee Control, Holloman Approach (RAPCON) by radio, or Range Control via landline they may then contact the Alamogordo Interagency Dispatch Center on Forest Net North 170.5000 or Forest Net South 173.7750 RX/TX tone 103.5 or Air Guard 168.6250 RX/TX tone 110.9 for assistance.

If the Alamogordo Interagency Dispatch Center cannot be reached, the pilot should contact the nearest dispatch center or the Southwest Coordination Center in Albuquerque for assistance. The Dispatch Center should contact the following telephone number for accessing range clearance.

- **CHEROKEE CONTROL (575) 678-8000**
- **RANGE CONTROL (575) 678-2222/2221**

Once contact has been established by the pilot or Dispatch Center with either Cherokee Control, Range Control, or Holloman Approach (RAPCON), identify the aircraft, give the FAA
number, purpose for crossing, and current position. CHEROKEE CONTROL, Holloman Approach (RAPCON), or Range Control will advise the pilot or dispatch office with information regarding frequency assignment for communication and tracking while crossing the restricted areas. **CLEARANCE MAY BE DENIED**, in this case the aircraft may not enter the airspace.

**Hazardous Material Special Permit 9198**

Refer to the DOI and USFS Hazardous Material Special Permit 9198. Some commercial airlines may refuse to transport chain saws or hazardous material; be prepared to provide alternative shipping. For more information, see the “[Interagency Aviation Transport of Hazardous Materials Handbook](#)”.

**Large Transport - Contract and Charter Aircraft**

**Airports Approved for Large Transport Aircraft**

Landing and taking off from any airport is left to the discretion of the pilot or aircraft company. Those airports most used by the Southwest Area are:

<table>
<thead>
<tr>
<th>Arizona</th>
<th>New Mexico</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoenix-Mesa Gateway</td>
<td>Albuquerque International</td>
</tr>
<tr>
<td>Phoenix Sky Harbor International</td>
<td>Roswell Industrial Park</td>
</tr>
<tr>
<td>Tucson International</td>
<td></td>
</tr>
<tr>
<td>Texas</td>
<td>Oklahoma</td>
</tr>
<tr>
<td>El Paso International</td>
<td>Will Rogers International</td>
</tr>
</tbody>
</table>

**Large Airtanker Base Locations**

**Arizona**

<table>
<thead>
<tr>
<th>Airport</th>
<th>Latitude N / Longitude W</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winslow</td>
<td>35 01’ 20” / 110 43’ 20”</td>
<td>J. Sullivan</td>
</tr>
<tr>
<td>Ft. Huachuca</td>
<td>31 35’ 00” / 110 20’ 00”</td>
<td>G. Gil</td>
</tr>
<tr>
<td>Prescott</td>
<td>34 39’ 05” / 112 25’ 18”</td>
<td>C. Matthews</td>
</tr>
<tr>
<td>Phoenix-Mesa Gateway</td>
<td>33 18” 15” / 111 39” 45”</td>
<td>C. Price</td>
</tr>
</tbody>
</table>
New Mexico

<table>
<thead>
<tr>
<th>Airport</th>
<th>Latitude N / Longitude W</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albuquerque</td>
<td>35 02’ 31” / 106 36’ 18”</td>
<td>R. Beal</td>
</tr>
<tr>
<td>Silver City</td>
<td>32 37’ 55” / 108 09’ 14”</td>
<td>S. Ochoa</td>
</tr>
<tr>
<td>Alamogordo</td>
<td>32 50’ 24” / 105 59’ 26”</td>
<td>S. Mitchell</td>
</tr>
<tr>
<td>Roswell Air Center</td>
<td>33 18’ 06” / 104 31’ 50”</td>
<td>J. King</td>
</tr>
</tbody>
</table>

Note - For Airtanker Base restrictions, refer to the Interagency Airtanker Base Directory.

Exclusive Use Contract Helicopter Base Locations

<table>
<thead>
<tr>
<th>Arizona Unit</th>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apache-Sit.</td>
<td>Round Valley</td>
</tr>
<tr>
<td>Coronado</td>
<td>BDI</td>
</tr>
<tr>
<td>Coronado</td>
<td>Tucson</td>
</tr>
<tr>
<td>Kaibab</td>
<td>Pittman</td>
</tr>
<tr>
<td>Prescott</td>
<td>Prescott</td>
</tr>
<tr>
<td>Tonto</td>
<td>Payson</td>
</tr>
<tr>
<td>Fort Apache</td>
<td>Whiteriver</td>
</tr>
<tr>
<td>Navajo</td>
<td>Window Rock</td>
</tr>
<tr>
<td>Grand Canyon</td>
<td>Grand Canyon</td>
</tr>
<tr>
<td>Grand Canyon</td>
<td>Grand Canyon</td>
</tr>
<tr>
<td>AZ Strip BLM</td>
<td>St. George</td>
</tr>
<tr>
<td>Phoenix BLM</td>
<td>Weaver</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Mexico Unit</th>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cibola</td>
<td>Sandia</td>
</tr>
<tr>
<td>Gila</td>
<td>Silver City</td>
</tr>
<tr>
<td>Mescalero</td>
<td>Apache Summit</td>
</tr>
<tr>
<td>Santa Fe</td>
<td>Los Alamos / TA 49</td>
</tr>
</tbody>
</table>
Single Engine Airtanker Bases

**Arizona**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Designated Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Apache BIA</td>
<td>Showlow, AZ</td>
</tr>
<tr>
<td>Arizona State Forestry</td>
<td>Wickenburg, AZ</td>
</tr>
<tr>
<td>Arizona State Forestry</td>
<td>Marana, AZ</td>
</tr>
<tr>
<td>Arizona State Forestry</td>
<td>Wilcox, AZ</td>
</tr>
<tr>
<td>Gila District BLM</td>
<td>Safford, AZ</td>
</tr>
<tr>
<td>Colorado River District BLM</td>
<td>Kingman, AZ</td>
</tr>
</tbody>
</table>

**New Mexico**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Designated Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA-SW Region</td>
<td>Double Eagle, NM (AEG)*</td>
</tr>
<tr>
<td>Las Vegas, N4S</td>
<td>Las Vegas, NM*</td>
</tr>
<tr>
<td>Jicarilla BIA</td>
<td>Dulce, NM*</td>
</tr>
<tr>
<td>Lincoln NF</td>
<td>Sierra Blanca, NM*</td>
</tr>
<tr>
<td>Pecos District BLM</td>
<td>Carlsbad, NM</td>
</tr>
<tr>
<td>New Mexico State Forestry</td>
<td>Raton, NM*</td>
</tr>
</tbody>
</table>

*Contact the appropriate unit and allow 1-5 days lead time for base activation.*

**Helitorches**

**Location of Helitorches in the Southwest Area**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoenix District BLM</td>
<td>Weaver Mountain, AZ</td>
</tr>
<tr>
<td>Fort Apache BIA</td>
<td>Whiteriver, AZ</td>
</tr>
<tr>
<td>Gila NF</td>
<td>Silver City, NM</td>
</tr>
</tbody>
</table>
Plastic Sphere Dispenser (PSD)

Locations of Plastic Sphere Dispensers in the Southwest Area

<table>
<thead>
<tr>
<th>Unit</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson NF</td>
<td>Los Alamos, NM</td>
</tr>
<tr>
<td>Phoenix BLM</td>
<td>Weaver Mountain, AZ</td>
</tr>
<tr>
<td>Cibola NF</td>
<td>Tijeras, NM</td>
</tr>
<tr>
<td>Coronado NF</td>
<td>Tucson, AZ</td>
</tr>
<tr>
<td>Coronado NF</td>
<td>Douglas, AZ (BDI)</td>
</tr>
<tr>
<td>Safford District BLM</td>
<td>Safford, AZ</td>
</tr>
<tr>
<td>Socorro District BLM</td>
<td>Socorro, NM (2)</td>
</tr>
<tr>
<td>Gila NF</td>
<td>Silver City</td>
</tr>
<tr>
<td>Kaibab NF</td>
<td>Pittman Valley, AZ</td>
</tr>
<tr>
<td>Grand Canyon NP</td>
<td>Grand Canyon, AZ</td>
</tr>
<tr>
<td>Navajo Region BIA</td>
<td>Window Rock, AZ</td>
</tr>
<tr>
<td>Prescott NF</td>
<td>Prescott, AZ</td>
</tr>
<tr>
<td>Tonto NF</td>
<td>Payson, AZ</td>
</tr>
<tr>
<td>Fort Apache BIA</td>
<td>Whiteriver, AZ</td>
</tr>
<tr>
<td>Apache-Sitgreaves NF</td>
<td>Springerville, AZ</td>
</tr>
<tr>
<td>Santa Fe NF</td>
<td>Los Alamos, NM</td>
</tr>
</tbody>
</table>

**Coronado NF** – Tucson Helitack - When dispatched within the Southwest Area, the helicopter will be dispatched with the dispenser and at least 5,000 spheres, unless requested otherwise. Tucson Helitack will have at least 1 gallon of ethyl glycol with the helitack truck.

**Gila NF** – Helitack crew will take the PSD and 5,000 spheres with them when dispatched to any incident within the Southwest Area.

**Kaibab NF** – Normal dispatch will have the PSD and 5,000 spheres in the support truck.

**Tonto NF** – Normal dispatch will have the PSD and 5,000 spheres in the support truck.

**Lincoln NF** – Spheres available if requested with order.

**Santa Fe** – Normal dispatch will have PSD and 5,000 spheres in the support truck. 2 additional machines available at Los Alamos/TA-49.

**Navajo Region BIA** – Normal dispatch will have 5,000 spheres (dragon eggs). Dragon eggs cannot be ordered from the Cache, they must be ordered from the vendor.
Note: All units require an operator ordered with the machine.

All PSD Machines are Premo Mark III with one exception; Navajo Helitack has a Red Dragon PSD Machine.

Dispensers will not be dispatched without a certified operator. The operator will be responsible for proper transport and handling of the dispenser and spheres throughout the entire assignment.

Loaded spheres are not flammable and can be shipped in the cardboard container by UPS, etc. Commercial air carrier may still refuse to transport the spheres.

Note - Guidelines governing organization, position requirements, etc., are found in the “Interagency Aerial Ignition Guide.”

Simplex Seeder Bucket

The Prescott and Gila National Forests have a SIMPLEX SEEDER BUCKET, Model 6300 available for seeding operations as needed. Specifications as follows:

- 200 lbs. empty weight
- 23 cubic foot capacity
- Approximately 450 lb. capacity
- 11 horsepower gas engine to power seeder
- Maximum swath width - 120 feet
- Electric/hydraulic control system
- Pilot activated switch on helicopter collective/cycle

Operator must go with seeder and is ordered through normal dispatch channels.
Emergency Helicopter Extraction Source List

An emergency helicopter extraction source list has been developed to facilitate the location of helicopter extraction resources within each GACC. It is important to note that this is a source list only, assets listed in the list may not be available at the time of request.

National Park Service

Grand Canyon, AZ (2)

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>MD-900/207El</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>138 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>No</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>No</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>1 – 1.5 Hours</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>None/Short-Haul</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>2 Hours (280 Miles)</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet-A). Contract fuel truck available.</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>EMT/Paramedic (includes Helitack support personnel)</td>
</tr>
<tr>
<td>Paid Extended Staffing</td>
<td>Determined by flight request.</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>Yes. Case by Case basis.</td>
</tr>
<tr>
<td>Notes:</td>
<td>This is a national fire resource helicopter. Available for long term assignment for national/regional incidents. Procurement can be initiated by MOU or incident “P” number. Check availability, may already be assigned to an incident. Both helicopters are not available simultaneously.</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact Williams Dispatch Center (WDC), 928-635-2601, Helicopter Program Manager Eric Graff at 928-856-0319 or 928-638-7823.</td>
</tr>
<tr>
<td><strong>Make &amp; Model</strong></td>
<td>AS-350 B3</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Perform @ 7000’/90° F.</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Cruise Speed</strong></td>
<td>126 mph</td>
</tr>
<tr>
<td><strong>VFR</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>IFR</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>FM Radio Programmable</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Night Vision Goggles (NVG)</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Order Response Time</strong></td>
<td>30 Minutes</td>
</tr>
<tr>
<td><strong>Hoist Type:</strong></td>
<td>None/Short Haul</td>
</tr>
<tr>
<td><strong>Fuel Cycle:</strong></td>
<td>2.5 Hours (340)</td>
</tr>
<tr>
<td><strong>Refueling:</strong></td>
<td>Can refuel @ FBO’s (Jet A). Contract fuel truck available.</td>
</tr>
<tr>
<td><strong>Medical Personnel:</strong></td>
<td>EMT/Paramedic (includes Helitack support personnel)</td>
</tr>
<tr>
<td><strong>Paid Extended Staffing:</strong></td>
<td>Determined by flight request.</td>
</tr>
<tr>
<td><strong>Paid Relocation:</strong></td>
<td>Yes. Case by Case basis</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td>This is a national fire resource helicopter. Available for long term assignment for national/regional incidents. Procurement can be initiated by MOU or incident “P” number. Check availability, may already be assigned to an incident. Both helicopters are not available simultaneously.</td>
</tr>
<tr>
<td><strong>Ordering Procedure:</strong></td>
<td>Contact Williams Dispatch Center (WDC), 928-635-2601, Helicopter Program Manager Eric Graff at 928-856-0319 or 928-638-7823</td>
</tr>
</tbody>
</table>
### Arizona Department of Public Safety (4)

**Flagstaff, AZ**

**Kingman, AZ**

**Phoenix, AZ**

**Tucson, AZ**

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>5 – Bell 407’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>126 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>No</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>Yes</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>5 – 10 minutes</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>None/Short Haul</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>2 Hours (250 miles)</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet A) Fuel trucks and fuel trailers available.</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>Paramedics</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>24/7</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>No</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact Arizona State Dispatch @ 800-309-7081. Dept. of Public Safety Dispatch 24 hr. # 800-247-6337, Aviation Bureau, 602-223-2535 during business hours.</td>
</tr>
</tbody>
</table>
### Air Force (Davis-Monthan Air Force Base)

**Tucson, AZ – Active Military**

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>Sikorsky HH-60 Pavehawk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>150 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>Yes</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>Yes</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>1-2 Hours +</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>Breeze Eastern/Lucas Western (Rated 600 lbs. / 200 ft. cable</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>300 miles</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet A) Possible in-flight refueling</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>Paramedics</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>Extended staffing provided 24/7</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>No</td>
</tr>
<tr>
<td>Notes:</td>
<td>Direct contact: 305 RQS, Lt. Col Nathan Horner, Ops Desk best contact phone # 520-228-2168 or 520-228-2316 or 520-228-5290.</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>GACC or 911 Dispatch Centers should coordinate requests for Military, Coast Guard and National Guard resources through the Air Force Rescue Coordination Center(AFRCC) at phone# 800-851-3051.</td>
</tr>
</tbody>
</table>
New Mexico National Guard
Santa Fe, NM

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>Sikorsky UH-60A+/L Blackhawk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>150 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>Yes</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>Yes</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>1 – 2 Hours</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>Goodrich (Rated-600 lobs. / 250 ft. cable)</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>350 miles</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet A)</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>Paramedics w/meds</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>No</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>No</td>
</tr>
</tbody>
</table>

Notes: Orders go through Santa Fe Interagency Dispatch who will request from New Mexico State Forestry who will forward the request to New Mexico Homeland Security Secretary who will get the Governors approval. National Guard Contact CW3 Chuck Boehler (505) 474-1163 or duty cell 505-699-2122

Ordering Procedure: Contact Santa Fe Dispatch 505-438-5600
# Air Force (Kirtland Air Force Base)

Albuquerque, NM – Active Military

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>Sikorsky HH-60 Pavehawk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>150 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>Yes</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>No</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>Yes</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>1 – 2 Hours +</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>Goodrich or Lucas Western (Rated 600 lbs./ 200 ft. cable)</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>300 miles</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet A). Possible in-flight refueling</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>medics</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>Extended staffing provided24/7</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>No</td>
</tr>
<tr>
<td>Notes:</td>
<td>The 58th Special Operations Wing will place a call to the Air Force Rescue Coordination Center (AFRCC) at Tyndall Air Force Base in Florida. The AFRCC has the Go/No Go decision on accepting the mission</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact local Dispatch. Dispatch/Requesting Office will contact the 58th Special Operations Wing at Kirtland (505)846-9482 or (505)846-3777</td>
</tr>
</tbody>
</table>
# H & HS Yuma OpsO Active Military Marine Corp

**Yuma, AZ**

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>Bell HH-1N Huey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000'/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>110 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>Yes</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>Yes</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>Goodrich (Rated 600 lbs. / 250 ft. cable). Short Haul 600 lbs. / 250 ft.</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>200 miles</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet A)</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>1 Navy Corpsman EMT equivalent</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>Extended staffing provided 24/7</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>Mission Dependent</td>
</tr>
<tr>
<td>Notes:</td>
<td>Direct contact 928-269-2326</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact Arizona State Dispatch 800-309-7081. Air Force Rescue Coordination Center (AFRCC) 800-851-3051</td>
</tr>
</tbody>
</table>
Phoenix Police/Fire Department
Phoenix, AZ

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>Augusta A109E Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>160mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>No</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>No</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>No</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>0 - 30 minutes</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>Breeze Eastern (Rated 600 lbs./ 250 ft. cable)</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>2Hours (300 miles)</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet A) Fuel trailer available</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>Paramedics (ALS)</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>Extended staffing provided 24/7</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>No</td>
</tr>
<tr>
<td>Notes:</td>
<td>City of Phoenix Police Dispatch Air. Unit Hanger 606-262-6151.</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact Arizona State Dispatch 800-309-7081</td>
</tr>
</tbody>
</table>
# Bernalillo County Sheriff’s Department

**Albuquerque, NM**

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>A-Star (AS350 B3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>126 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>No</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>Yes** (see notes)</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>30 Minutes – 2 Hours</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>Lucas Goodrich (300 lbs. capacity)</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>2.5 hours (340 miles)</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBOs (Jet A). We also have a fuel truck for away ops.</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>Paramedic/EMT and support personnel</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>Determined by flight request</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>Yes Case-by case basis</td>
</tr>
<tr>
<td>Notes:</td>
<td>**NVG- search and rescue but not for hoist operations. Helicopter N911ZZ, comes equipped with a day camera/FLIR and downlink</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact Bernalillo County Communication Center at (505)798-7000. Director of Operations is Deputy Larry Koren Phone (505)239-1241</td>
</tr>
</tbody>
</table>
**Bernalillo County Sheriff’s Department**  
Albuquerque, NM

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>Bell UH-1H Huey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000’/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>110 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>No</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>Yes</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>30 Minutes – 2 Hours</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>Goodrich (Rated 600 lbs. / 250 ft. cable)</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>2.5 Hours (230 miles)</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBO’s (Jet A) Fuel truck available.</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>Paramedic/EMT and support personnel</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>Determined by flight request</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>Yes. Case by Case basis.</td>
</tr>
<tr>
<td>Notes:</td>
<td>NVG’s for search and rescue only, not for hoist operations. The aircraft comes equipped with day light camera/FLIR downlink. Direct contact. Director of Operations Deputy Larry Koran 505-239-1241</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact Albuquerque Dispatch 505-346-2660. Bernalillo County Communications Center 505-798-7000</td>
</tr>
</tbody>
</table>
## Coronado National Forest

**Tucson, AZ**

<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>A-Star (AS350 B3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform @ 7000'/90° F.</td>
<td>Yes</td>
</tr>
<tr>
<td>Cruise Speed</td>
<td>126 mph</td>
</tr>
<tr>
<td>VFR</td>
<td>Yes</td>
</tr>
<tr>
<td>IFR</td>
<td>No</td>
</tr>
<tr>
<td>FM Radio Programmable</td>
<td>Yes</td>
</tr>
<tr>
<td>Night Vision Goggles (NVG)</td>
<td>No</td>
</tr>
<tr>
<td>Order Response Time</td>
<td>0-30 Minutes</td>
</tr>
<tr>
<td>Hoist Type:</td>
<td>None – Short Haul</td>
</tr>
<tr>
<td>Fuel Cycle:</td>
<td>2.5 hours (340 miles)</td>
</tr>
<tr>
<td>Refueling:</td>
<td>Can refuel @ FBOs (Jet A). We also have a fuel truck for away ops.</td>
</tr>
<tr>
<td>Medical Personnel:</td>
<td>EMT and support personnel</td>
</tr>
<tr>
<td>Paid Extended Staffing:</td>
<td>Determined by flight request</td>
</tr>
<tr>
<td>Paid Relocation:</td>
<td>Yes  Case-by case basis</td>
</tr>
<tr>
<td>Notes:</td>
<td>This is a national fire resource helicopter. Available for long term assignment for national/regional incidents. Check availability, may already be assigned to incident</td>
</tr>
<tr>
<td>Ordering Procedure:</td>
<td>Contact Tucson Interagency Dispatch Center at (502)202-2710. Helicopter Program Manager Luke Abell at (520)664-0600</td>
</tr>
</tbody>
</table>
Southwest Area Aircraft Emergency Transport Sources

Helicopter Transport

*Note: Basic information (if possible) needed from personnel on scene before placing order for medivac helicopter.*

- Elevation of landing site
- Latitude and longitude (degrees minutes, decimal minute)
- Temperature
- Wind speed and direction
- Weight of patient
- Is there a landing site, brief description of size, hazards, tall trees, uneven ground etc.?
- General location
- Is a Helitack qualified person available?

Air Ambulance Helicopter Transport

Arizona

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact</th>
<th>Base Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Air/LifeNet</td>
<td>1-800-642-7828</td>
<td>Florence, Marana, Rio Rico, Wilcox, Safford, Gilbert, Globe, Parker, Payson, Lake Havasu City, Show Low, Prescott, Kearny, Springerville, Sun City West</td>
</tr>
<tr>
<td>AirEvac</td>
<td>1-800-321-9522</td>
<td>Showlow, Globe, Safford, Phoenix, Mountain Vista, Buckeye, Glendale, Casa Grande, Sierra Vista</td>
</tr>
<tr>
<td>Guardian Air</td>
<td>1-800-523-9391</td>
<td>Flagstaff, Cottonwood, Winslow, Kingman, Tuba City, Page</td>
</tr>
<tr>
<td>Tri-State Care Flight</td>
<td>1-800-800-0900</td>
<td>Bullhead City, Kingman, Parker, Yuma, Quartzsite, Fort Mojave</td>
</tr>
<tr>
<td>Lifeline</td>
<td>1-800-949-7173</td>
<td>Saint David, Douglas, Nogales</td>
</tr>
</tbody>
</table>
### New Mexico

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Coverage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-State Care Flight</td>
<td>1-800-800-0900</td>
<td>Taos, Raton, Santa Fe, Bernalillo, Gallup, Truth or Consequences, Tucumcari, Portales, Roswell, Artesia, Carlsbad, and one in Durango, CO</td>
</tr>
<tr>
<td>Native Air</td>
<td>1-800-242-6199</td>
<td>Silver City, Deming, Las Cruces, Roswell, Alamogordo, Hobbs, Carlsbad</td>
</tr>
<tr>
<td>PHI Air Medical</td>
<td>1-800-633-5438</td>
<td>Grants, Albuquerque, Socorro</td>
</tr>
<tr>
<td>Gallup Med Flight</td>
<td>1-877-488-8148</td>
<td>Gallup</td>
</tr>
<tr>
<td>AeroCare</td>
<td>1-800-627-2376</td>
<td>Clovis, Lovington</td>
</tr>
<tr>
<td>University of New Mexico Hospital</td>
<td>1-865-435-9866</td>
<td>UNMH Helipad</td>
</tr>
<tr>
<td>Trans Aero Medevac</td>
<td>1-844-435-4911</td>
<td>Artesia, Carlsbad</td>
</tr>
</tbody>
</table>

### Texas

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Coverage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>AeroCare</td>
<td>1-800-627-2376</td>
<td>Lubbock, Seminole, Odessa and Ft. Stockton</td>
</tr>
</tbody>
</table>

### Air Ambulance Fixed Wing Transport

### Arizona

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angel Medflight</td>
<td>1-877-264-3570</td>
<td>Scottsdale</td>
</tr>
<tr>
<td>Native Air</td>
<td>1-800-642-7828</td>
<td>Deer Valley, Showlow</td>
</tr>
<tr>
<td>AirCare 1 International</td>
<td>1-877-760-7760</td>
<td>Scottsdale</td>
</tr>
<tr>
<td>Tri-State Careflight</td>
<td>1-800-800-0900</td>
<td>Yuma, Parker</td>
</tr>
<tr>
<td>Air Ambulance America</td>
<td>1-800-262-8526 #3 305-582-3278</td>
<td>19 Lear jets operating nationwide</td>
</tr>
</tbody>
</table>
New Mexico

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-State Careflight</td>
<td>1-800-800-0900</td>
<td>Gallup, Roswell</td>
</tr>
<tr>
<td>Gallup Med Flight</td>
<td>1-877-488-8148</td>
<td>Gallup</td>
</tr>
<tr>
<td>AirCare 1 International</td>
<td>1-877-760-7760</td>
<td>Albuquerque</td>
</tr>
<tr>
<td>Med Flight Air Ambulance</td>
<td>1-800-842-4431</td>
<td>Albuquerque, El Paso</td>
</tr>
<tr>
<td>Air Ambulance America</td>
<td>1-800-262-8526 #3</td>
<td>19 Lear Jets operating nationwide</td>
</tr>
<tr>
<td>Native Air</td>
<td>1-800-242-6199</td>
<td>Carlsbad, Roswell</td>
</tr>
<tr>
<td>University of New Mexico Hospital</td>
<td>1-865-435-9866</td>
<td>3 aircraft in Albuquerque</td>
</tr>
</tbody>
</table>

Texas

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Air</td>
<td>1-800-642-7828</td>
<td>El Paso, Midland, Snyder</td>
</tr>
</tbody>
</table>

Colorado

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-State Care Flight</td>
<td>1-800-800-0900</td>
<td>Durango</td>
</tr>
</tbody>
</table>

Standard Air to Ground Frequency for Air Medevacs on Wildland Fire Incidents

The lack of a standard Air to Ground frequency for Air Ambulances responding to medevac incidents has resulted in a number of documented complications over the last several years in the wildland fire community.

All wildland fire agencies in the Southwest Geographic Area have adopted VMED 28 as the primary Air to Ground frequency when dealing with Air Ambulance/Air Medevac operations under our operational control. VMED 29 will be utilized as a secondary frequency on the rare occasion that VMED 28 is being used on an adjacent emergency.

VMED 28: Rx 155.3400 MHz, Tx 155.3400 MHz with Tx CTCSS tone 156.7 MHz
VMED 29: Rx 155.3475 MHz, Tx 155.3475 MHz with Tx CTCSS tone 156.7 MHz
Chapter 60 – Predictive Services and Intelligence Operations

Predictive Services

Predictive Services is a program concept incorporated at the Geographic Area Coordination Center and National Coordination Center. At the Southwest Coordination Center, Predictive Services consists of two Fire Weather Meteorologists and a Wildland Fire Analyst (detailed FBAN position when activated). At times, Predictive Services will work collaboratively with the Intelligence Operations Section to produce Predictive Services outlook products.

SWCC Predictive Services

The overarching intent of the Predictive Services program is to provide operational support for the National Coordination System (NCS) by informing decision-making relative to timely and effective mobilization and placement of incident management resources. SWCC Predictive Services fulfills this intent by providing integrated planning and decision support tools that support the operations of the NCS and also enable more proactive, safe, and cost effective fire management in general. Most of these tools focus on when and where significant fire activity will occur, which is the primary driver of the usage of nationally shared incident management resources and impacts on the capability of the National Coordination System.

SWCC Predictive Services Staff

- Group Leader: Chuck Maxwell (Meteorologist) (505) 842-3419
- RAWS Coordinator: Rich Naden (Meteorologist) (505) 842-3415
- Wildland Fire Analyst: Detailer (FBAN as needed) (505) 842-3473

Fire Weather

The “Southwest Area Fire Weather Annual Operating Plan” (AOP) is the official document to describe fire weather services in the Southwest Area. The Fire Weather AOP, available fire weather forecasts, and a variety of weather intelligence is available online via the “Weather” section of the SWCC Web site at: http://gacc.nifc.gov/swcc/predictive/weather/weather.htm

The brief information here is only a guide.

National Weather Service

The National Weather Service (NWS) offices in Albuquerque, NM; Amarillo, Lubbock, Midland, and El Paso, TX; Phoenix, Flagstaff, and Tucson, AZ; and Las Vegas, NV, provides fire weather forecasts and services for their respective areas. Fire weather products and services provided by NWS are detailed in the Southwest Area Fire Weather AOP, which is reviewed and updated as necessary on an annual basis in April. Contact information for NWS offices is in Chapter 70.
Southwest Area Predictive Services Group — Fire Weather Program

The Fire Weather Program element of the Predictive Services Group manages the interagency RAWS/NFDRS network, assists with wildland fire course instruction, provides liaison to the NWS fire weather program, engages in technology transfer, and provides consultation, briefings, and other fire weather support in both a routine and non-routine fashion. Extensive fire weather information and products are available on the “Weather” section of the SWCC Web site, and verbal consultation and briefings can be obtained by contacting the SWCC Predictive Services.

Red Flag Warnings and Fire Weather Watches

Red Flag Warning

A Red Flag Warning is used to warn of an impending or unusually severe fire weather event. A Red Flag Warning will be issued immediately by NWS when the following combination of conditions is occurring or expected within 24 hours:

- 20 ft. wind speeds sustained > 20 m.p.h. or gusting consistently above 35 mph
- Relative humidity < 15 percent
- NFDRS adjective fire danger ratings of “high” or greater

When a warning is issued, the phrase RED FLAG WARNING will be in the headline of the routine forecast or short warning statement. The warning remains in effect until it is either canceled or it expires.

Fire Weather Watch

A Fire Weather Watch is used to alert the possible development of a significant fire weather event in the near future. A Fire Weather Watch is issued when the fire weather forecaster is reasonably confident that significant conditions may occur within the next 72 hours. When a watch is issued, the phrase FIRE WEATHER WATCH will be in the headline of the routine forecast or short warning statement. The watch remains in effect until it expires, is canceled or is upgraded to a warning.

The NWS may terminate the Red Flag Warning or Fire Weather Watch when conditions subside, or the warning/watch may be allowed to expire according to the timeframe indicated in the product.

Agency administrators are responsible for implementing a red flag alert based on actual local winds, burning conditions, hazards, fuel loading, and other associated risks, in combination with the Red Flag Warning or Fire Weather Watch issued by the National Weather Service.

Identification of red flag events are the responsibility of the National Weather Service forecast offices.
Spot Weather Forecasts

Site-specific spot weather forecasts for wildfires, prescribed fires, search and rescue, etc., are available upon request at any time from the National Weather Service (NWS). Consultation service is available for planning projects in which weather might be a factor.

Spot weather forecast requests are made to the appropriate NWS office using one of the following methods:

**Primary** – Use an NWS office’s Internet spot forecast request page.

**Secondary** – Complete and fax in backup Spot Forecast Request form at: [https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm](https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/mobguide/mobguide.htm)

**Last Resort** – Phone in the request to the NWS office.

All NWS Web sites and phone/fax numbers can be found in the SWA Interagency Fire, Aviation, and Dispatch Directory (password protected) located at: [https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/dispatch.htm](https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/dispatch.htm)

Additionally, NWS Web sites can be accessed from the fire weather portion of the **Southwest Area Wildland Fire Operations - Fire Weather page at** [https://gacc.nifc.gov/swcc/predictive/weather/weather.htm](https://gacc.nifc.gov/swcc/predictive/weather/weather.htm)

A spot forecast request submitted by Internet or fax must be followed up by a phone call to the NWS to ensure receipt and timely processing. Spot forecasts from the NWS should be returned or made available to the requesting unit via the Internet, fax, or phone within 1 hour of the request. If this does not occur, call the NWS back to check on the status of the forecast. Experience has shown that you will receive better forecasts, and get them sooner, if you take care in giving complete information to the forecasters and maintain communication with them throughout the process. Fire management units in the Southwest Area are required to provide feedback on all non-suppression related spot forecasts. Consult the Southwest Area Fire Weather Operations Plan for complete information.

Ventilation Values

The National Weather Service offices routinely provide ventilation values for guidance in smoke dispersal. To help understand values, included below are the definitions of terms and limiting values.

**Mixing Height** - The height in feet to which relatively vigorous mixing occurs. NWS offices in the Southwest provide mixing height relative to feet above ground level (AGL).

**Transport Wind Speed** - A measure of the average rate of the horizontal transport of air within the mixing layer. Units in knots, i.e., 1 knot time 1.15 = m.p.h. A direction of the transport wind will also be given. When conditions approach the critical values, the direction will likely be light and variable. Thus in these instances, it may be best to consider the normal drainage winds.
Ventilation – The product of the mixing height and the transport wind speeds. It is a measure of the volume rate of horizontal transport of air within the mixing layer per unit distance normal to the winds. Units in knot-feet.

Critical Values – Ventilation categories for Arizona and New Mexico are included in the Southwest Area Fire Weather Operations Plan.

Temperature Inversion – A layer of air in which the temperature increases with height. That is a stable layer that inhibits vertical mixing of air parcels. An inversion near the surface may dissipate through the morning with surface heating; thus, promoting vertical mixing.

National Fire Danger Rating System (NFDRS)

The National Fire Danger Rating System (NFDRS) is a multiple index system developed to provide information about current and predicted fire danger conditions. Research publication INT-39 (Deeming and others, 1977) describes the system in detail. All agencies in the Southwest Area use the NFDRS for computing daily and forecasted fire danger. Refer to the SWA Fire Weather Operating Plan regarding specific procedures for obtaining forecasted NFDRS fire danger indices.

Although NFDRS is not a SWCC Predictive Services product, the fire manager can use NFDRS to provide additional information for fire management activities. These include:

- **Preparedness** - Assure the availability and prepositioning of sufficient forces and equipment
- **Suppression** - How many and what kind of resources to make an appropriate response based on conditions. NOTE: NFDRS is not a site-specific system. A Fire Behavior Predictive System (FBS) should be used to predict fire behavior at a fire site
- **Prescribed Fire** - Use various components for planning and initial action decisions on prescribed fire. NOTE: As noted above, NFDRS is not a site-specific system and a FBS must be used for site-specific information.

Daily observations and forecasted values are posted to the SWCC Web site, Fuels/Fire Danger Web page.

NFDRS Fire Danger Chart

The SWCC uses the Energy Release Component (ERC) and Fuel Model G as the primary tracking tool for determining general fire suppression conditions in the Southwest Area, and to assist in determining the area preparedness level. Fuel Model G is used since it offers the greatest probability for determining fire potential in heavier fuel regimes. The following RAWS units are used to derive the chart:
Additional runs using the same RAWS units are also completed using Fuel Models A, C, and K, broken down by state, and separated by burning index (BI) and ERC. All of these charts, including the SWCC ERC chart above, are completed by the Intelligence Section and posted to the SWCC Web site on Tuesday and Friday afternoon throughout the calendar year. To view the charts, go to the “Fuels/Fire Danger” page. For additional information, contact the SWCC Intelligence Operations Section.

**RAWS Unit NFDRS Charts**

In addition to the SWCC NFDRS Charts stated above, individual RAWS Unit NFDRS Charts are produced to obtain a better picture for a localized area. Charts are created using Fuel Model G for the higher elevations and heavier fuel regimes and Fuel Model A in the lower elevations and the lighter fuel regimes. All of the RAWS Unit NFDRS charts are completed by the Intelligence Section and posted to the SWCC Web site on Tuesday and Friday afternoon throughout the calendar year. To view the charts, go to the “Fuels/Fire Danger” page. For additional information, contact the SWCC Intelligence Operations Section.

**National Fuel Moisture Database (NFMD)**

Wildland fire managers have recognized the strong influence that variations in live and dead fuel moisture content have on fire behavior. Fuel moistures help drive fire suppression staffing and funding decisions; guidelines for prescribed burning call for accurate values for the moisture content of fuels (USDI 2000). In 2007, the National Fuel Moisture Database (NFMD) at [https://www.wfas.net/nfmd/public/index.php](https://www.wfas.net/nfmd/public/index.php) was developed to incorporate direct sampling and submission of the results. Sampling should be done at the beginning and middle of each month from at least March 1 through November 1, and submitted to the program each month. Units may elect to sample and submit data more frequently, or for a greater portion of the year, and all data received by the reporting due dates will be utilized and displayed on the SWCC Web site through the “Fuels/Fire Danger” page. For additional information, contact the SWCC Intelligence Operations Section.
Southwest 7-Day Fire Potential Outlook

The Southwest 7-day Significant Fire Potential Outlook is a tabular/graphical product that is issued daily by 1000 MST/MDT during fire season (usually from mid-April through July) and on weekdays by 1100 MST/MDT during the remainder of the year. It is issued and disseminated via the “Outlooks” section of the SWCC Web site. The product depicts the risk for significant fire activity for each Predictive Services Area (PSA) through the next 7 days, with brown/orange/red colors indicating a moderate/high risk and green indicated near zero risk. The product is intended to depict when and where fire activity is likely to require a level of response beyond the capabilities of local suppression forces and, therefore, require the use of nationally or regionally shared resources. A national graphical composite of 7-day outlooks for the entire country can be viewed at https://fsapps.nwcg.gov/psp/npsg/forecast/. This link is also available via the “Outlooks” section of the SWCC Web site.

Monthly/Seasonal Significant Fire Potential Outlooks

The National Significant Wildland Fire Potential Outlook is a combined text/graphical product issued year round on or near the first business day of each month based on input from the GACC Predictive Services units. The outlook depicts the potential for significant fire activity for the following four month period. The product is available via the “Outlooks” section of the SWCC Web site.

The Southwest Area Monthly Outlook is a combined text/graphical product issued year round on or near the first of each month by SWCC Predictive Services. This monthly perspective of forecast significant fire potential contains more detailed and focused information than national outlook, including a specific graphic for the Southwest. The product is available via the “Outlooks” section of the SWCC Web site.

The Southwest Seasonal Fire Potential Outlook will be issued and updated monthly from January through May to assess significant fire potential specifically during the April through July timeframe that corresponds with the typical Southwest fire season. The intent is to begin framing the peak fire season in the Southwest early in the year, and to compare it to other years and normal levels of seasonal fire activity to assist with preparedness activities. The outlook and outlook methodology are available in both video and presentation formats via the “Outlooks” section of the SWCC Web site.

Video Briefings

Predictive Services personnel will work to develop and post video representations of select products and services to the Predictive Services section of the SWCC web site. The intent is to provide a high quality and flexible means for Predictive Services customers to view decision support information. The information in these video briefings is meant to be strategic in nature, in that it will apply to the entire Southwest Area and focus on looking ahead a week or more.
Daily Video Briefing – Intended to feature the 7-Day Significant Fire Potential product and mimic the information shown at briefings given to SWCC staff, the SWCG, and the SW MAC Group, these video briefings will be produced on a daily basis during the peak of fire season and on an “as needed” basis otherwise. These will be produced during the afternoon in preparation for any briefings given live to the SWCG or SW MAC, and made available online for the field to access when convenient.

Monthly/Seasonal Outlook Briefing – This briefing will feature the monthly and seasonal fire potential outlooks, and is intended to mimic the numerous briefings and presentations given to a variety of audiences in preparation for each fire season. These will be produced and posted on a monthly basis, during the first week of the month, with a priority of being available during the months of January through April.

SWCC Intelligence Operations

Intelligence is the collection, analysis, and dissemination of internal incident specific data directly related to current and emerging wildland fire and all-risk situations. It is often technical in detail, large in quantity, and can be especially critical in Preparedness Levels III, IV, and V.

The overall purpose of SWCC Intelligence Operations is “to provide fire managers and personnel with the most up-to-date and forecasted information on current and emerging situations, availability and commitment of area and national resource, and the potential impact of fire danger in order for the fire manager(s) to make appropriate decisions on the use of wildland firefighting resources.”

Programs and Applications

The SWCC Intelligence Operations Section is responsible for coordinating and managing the following programs and applications as they relate to the Southwest Area: Fire and Aviation Management Web Application (FAMWEB - SIT-209 Application), FTP.NIFC.GOV, IRWIN, National Fuel Moisture Database (NFMD), and WFDSS and IROC/COGNOS (Query Studio) related output products. In addition, the Intelligence Section works to develop new intelligence related products for the Southwest Area, assistance to the MAC Group Coordinator and Decision Support Group, coordination of several products with the Predictive Services Group, and provides ongoing development, maintenance, and management of the SWCC and SWCG websites.
Products

The following products are produced daily and/or weekly by the SWCC Intelligence Operations Section:

- **DAILY**
  - SWCC Morning Situation Report
  - SWCC Daily Prescribed Fire Report
  - SWCC Daily Fire Environment Report
  - SW Daily Resource Summary and Map
  - IROC / COGNOS Reports
    - SWA Incidents, Pending / Filled, UTF, IMT Rosters, Priority Trainee List, Resource Assignment and Availability, Out-of-Area Assignments, etc.
  - SW Wildland & Prescribed Fire Map
  - SW Fire Danger Map by Dispatch Area
  - SW 7-Day Outlook Maps (Day 1 – Day 7)
  - SW 7-Day Anticipated Resource Demand (SWARD) and Maps (Day 1 – Day 7)
  - SW News & Notes (Daily, as necessary)

- **WEEKLY**
  - National Fuel Moisture Database – Arizona and New Mexico NFMD Reports
  - National Fire Danger Rating System (NFDRS) ERC Maps and Charts
  - SW Daily Fires & Acres Report (By Unit and State)
  - SW ICS-209 Report (By State and By the Numbers)

Dispatch Center Intelligence Operations

The dispatch center is responsible for, but not limited to, providing the following intelligence related tasks within the dispatch area:

- Collect wildland fire and prescribed fire information for units within the dispatch area and complete the Daily Dispatch Center Interagency Situation Report (See: SIT Application)
- Complete and/or coordinate Incident Status Summaries (ICS-209) for incidents and IMTs assigned within their dispatch area (See: 209 Application)
- Immediately notify the SWCC should any of the following occur:
  - Incidents that require, or may require, an IMT
  - A large number of new wildland fire starts (i.e. major lightning activity resulting in large number of ignitions)
  - Any wildland fire activity or incident which may be politically sensitive
  - A significant accident, major incident (i.e. aircraft accidents, personal property loss, etc.) or fatality occurs
  - A wildland fire entrapment event occurs
  - Major natural incidents other than wildland fires (i.e. tornados, floods, earthquakes, volcanic eruptions, etc.)
FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS (FAMWEB)

The FAMWEB site at https://fam.nwcg.gov/fam-web/ is the host for a number of online fire-related programs and applications. The primary Intelligence related program via this site is SIT-209 (SIT Application and 209 Application – see sections below User ID).

**User ID.** In order to gain access to the SIT-209 Program, an individual FAMWEB User ID account must be created. No generic FAMWEB User ID’s are allowed.

- **New User:** For a “New User,” you must complete the “New User Accounts” form on the FAMWEB site. This form is found under the “FAMWEB” link located at the top of the left-side menu bar of the FAMWEB website. All blocks with an asterisk (*) are required
  - **SIT-209 Application** – Make sure you select the “SIT-209 Access?” block on the form before submitting. Upon completion, contact the SWCC Intelligence Section at (505) 842-3870 or 3874
  - **FireStat** – FireStat is a USFS only program and is managed by the Fire & Aviation Management Branch, SW Regional Office. Contact Harold Riggs, USFS R03/FAM at (505) 842-3388 for access
- **Current User:** There is no need to create a new account you have a change of station, change of agency, etc. Simply, “Log on” to your FAMWEB account and make the necessary changes (i.e. click the “FAMWEB” link >”User Information”). After the profile has been updated, contact the appropriate application manager to associate your profile to a specific dispatch center in the Southwest Area
- **Passwords:** A password is required for the FAMWEB User ID. This password is required to be changed every 60 – 90 days. If you Logon anytime during this 30-day period, the program will prompt you to change the password. If, at any time, you forget your password, contact the SWCC Intelligence Section to re-set the program with a temporary password. A FAMWEB account that is not logged into within a 330-day period will automatically be deleted.
- **Roles:** If an account is not utilized anytime within a 90-day period, the account will go “INACTIVE.” This will produce an “unauthorized user” page and change the user roles. If this occurs, contact the SWCC Intelligence Operations Section to have the roles re-activated
- **Account Changes:** When a user changes address, duty station, name, etc. the user must update their FAMWEB account. To accomplish this, Logon to your account then click the FAMWEB link in the left-side menu bar and select “User Information.” Make the necessary change(s) and click “Update.”
SIT Application

Overall responsibility for management of the SIT Application for the Southwest Area belongs to the SWCC Intelligence Operations Section to include setting up accounts, monitoring dispatch center submissions, submitting a daily SWCC SIT Report, and troubleshooting issues with the application. The SIT application can be accessed and utilized at local Dispatch Offices, Geographic Area Coordination Centers (GACCs) and the National Interagency Coordination Center (NICC) to produce summary reports to be used by agency managers as a decision making tool. Agency information officers also use the reports to disseminate incident activity to the media and public. The dispatch center is responsible for collecting wildland fire and prescribed fire information for units within their jurisdiction, and submitting the daily Interagency Situation Report (SIT Report, as noted below).

Requirements for Submitting a SIT Report

- From **April 1 to September 30**, unless otherwise noted, a SIT Report is required to be submitted **daily**, no later than **1900 (Dispatch Center / Unit Local Time)**. A report is due **no matter if there was activity that day or not**.
  - If 2 or more days of reporting are missed and the number of fires are 10 or less and/or the number of acres are 100 or less, you should catch-up entries via the “Daily Fire Statistics” tab. If this occurs, please insert a statement in the “Remarks” tab indicating the days the entry covers.
  - If 2 or more days of reporting are missed or skipped, and the number of fires are 11 or more and/or the number of acres are 101 or more, you will need to enter the data directly into the “YTD Statistics” tab.

- From **October 1 to March 31**, unless otherwise noted, a SIT Report is required to be submitted once per week on Thursdays, no later than **1900 (Dispatch Center / Unit Local Time)**. Additional daily submissions will be required during this period if:
  - Significant initial attack or large fire(s) (i.e. ICS-209 fires) occur
  - A Type 1 or 2 Incident Management Team (IMT) is committed to an incident
  - When fire danger for 50% of the units within the dispatch area are in the “Very High” to “Extreme” level

- **TABS:**
  - **Daily Fire Statistics:**
    - Enter the fire danger level, preparedness level, and total number of uncontrolled A-B-C fires for the submission period
    - Acreage from ongoing large fires (i.e. ICS-209 incidents / IMT incidents) does not rollover into the SIT Report program from the 209 Application (see next section). It must be manually entered each day. If an IMT is assigned to an incident, a good rule of thumb is to wait for completion of the ICS-209 by an IMT and enter the change in acreage for each day
  - **Planned Rx:**
    - Not required (i.e. optional)
  - **Remarks:**
Enter the preparedness level for the dispatch area / center
Enter any comments pertaining to fire activity, weather, or any clarification for “Daily Fire Statistics” in the text block
The “On Call” block is optional

YTD Statistics:
- If data is entered daily in the “Daily Fire Statistics” tab, the “YTD Statistics” tab will be updated automatically
- If updates are completed on this tab, please note this entry via the “Remarks” tab

Incident Priority:
- Prioritize all 209 incidents within the dispatch / coordination area

User Guide

A number of reports can be generated for each Dispatch Center, including “Detailed” and “Summary” reports. For information on reports and other components of the SIT Application, download and review the “Interagency SIT Report Application User Guide,” which can be found via the FAMWEB SIT-209 application page.

ICS-209 Application

SWCC Intelligence Operations has overall responsibility for management of the 209 Application for the Southwest Area, including facilitating access to the 209 Program, establishing procedures and protocols for the program in the SWA, and maintaining a database of all ICS-209s for purposes of analysis and GIS. The ICS-209 is a critical interagency incident reporting tool giving daily 'snapshots' of the wildland fire management situation and individual incident information which include cost, critical resource needs, fire behavior, size, etc. Accurate and timely completion of the 209 is necessary to determine appropriate resource allocation during multiple incident occurrences. In conjunction with other sources of information, the information included on the 209 is used by managers (including the SW MAC Group) to determine the priority of an incident and allocation of scarce resources. The 209 application is also a system of record for data on incident activity.

Dispatch Center

The dispatch center has overall responsibility for initiation, updating, and finalizing of all ICS-209s within the dispatch area, and being the point of contact for all ICS-209’s within a dispatch area when the ICS-209 is completed outside of the dispatch center. Turning the rights of the program over to agency personnel outside of the dispatch office (i.e. IMT, District FMO/AFMO, Bureau FMO/AFMO, etc.) is beneficial to reducing the workload in the dispatch center, however, the dispatch center will continue to be the point of contact, and must continue to oversee the updating and finalization of all ICS-209’s in the 209 Program within their jurisdiction.
Requirements for Submitting an ICS-209 for Incidents Less Than 100 / 300 Acres

- **An ICS-209 IS NOT REQUIRED** if an incident is 99 acres or less in timber / slash (Fuel Models 8-13) or 299 acres in grass / brush (Fuel Models 1-7), no matter whether the strategy is Full Suppression Only or Multiple Strategy (i.e. any combination of Confine, Monitor, Point Protection, and Full Suppression).
  - The exception to the above is if any of the below occurs, an ICS-209 must be initiated immediately:
    - A Type 1 or Type 2 IMT is assigned
    - A “managed” Complex is declared
    - A severe accident or fatality has occurred

Requirements for Submitting an ICS-209 for Incidents Greater Than 100/300 Acres

- **An ICS-209 IS REQUIRED** once an incident crosses the minimum threshold of 100 acres in timber / slash (Fuel Models 8-13) or 300 acres in grass / brush (Fuel Models 1-7), no matter whether the strategy is Full Suppression Only or Multiple Strategy (i.e. any combination of Confine, Monitor, Point Protection, and Full Suppression).
  - If the strategy for the incident is **Full Suppression** (i.e. 100%) only
    - An “Initial” ICS-209 will be initiated on the day the incident meets the minimum criteria and subsequent “updates” are submitted “daily” no later than **1800 (Dispatch Center Local Time)**
    - A Final ICS-209 can be submitted once the incident is **100% contained**
  - If the strategy for the incident is **Confine, Monitor, or Point Protection**, or any combination (including Suppression)
    - An “Initial” ICS-209 will be initiated on the day the incident meets the minimum criteria and subsequent “updates” will be submitted on “**Thursday**” no later than **1800 (Dispatch Center Local Time)**
    - If, at any time, one or more of the below occurs, “updates” will be changed to daily submissions:
      - A Type 1 or Type 2 IMT, Type 1 Helicopter (EU), or Type 1 Crew (IHC) is assigned. Once there are no longer any of these resources assigned, submissions may revert to “Thursday” submissions
      - A “managed” Complex is declared
      - A severe accident or fatality has occurred
    - A “Final” ICS-209 will be submitted once the incident is declared **100% contained, controlled, completed, or out**
IMT Assignment

- If an IMT is to be assigned, the dispatch center will generally submit the “Initial” and any “Updated” ICS-209’s until the IMT is in place and has assumed command
- Please note, the dispatch center will need to give “ADS (Authoritative Data Source)” to the IMT for the time period the IMT is in place
- If an IMT remains assigned past the containment date, an ICS-209 will continue to be submitted by the IMT until the IMT transfers command at which time the receiving command (i.e. dispatch center / district / field office) will continue ICS-209 submissions
- While an IMT is assigned, the dispatch center is responsible for receiving and entering daily acreage updates into the SIT application (i.e. Daily Fire Statistics tab)
- If an IMT departs prior to 100% containment, daily submission of the ICS-209 will be continued by the dispatch center (district / field office) until the incident is declared 100% contained

Complexes

A Complex consists of two or more incidents managed by one Incident Commander. It is a Unit / Agency decision to allow an IMT to manage incidents as separate entities or combine incidents into a Complex. If the decision is to manage as a Complex, the following will apply:

- When a complex incident is created, determination of the need for a unique FireCode should be made in coordination with the Agency Administrator and the Incident Business Advisor, if applicable
- The incident name for the Complex shall include the word “Complex” and be a separate name from any of the incidents within the Complex (i.e. if the “West Fork” incident is to be assigned to a Complex, DO NOT name the Complex “West Fork Complex”)
- Incidents can be added to a Complex within the 209 application as either preexisting ICS-209 incidents or as an individual IRWIN incident
- An existing ICS-209 incident must be “Finalized” prior to associating the incident to the Complex
- If an incident is removed from the complex, it may resume 209 reporting as an individual incident if appropriate, using normal ICS-209 reporting guidelines

Merged Incidents

A merged incident occurs when two or more unplanned wildland fire fronts burn together forming one burned area. Management can decide to declare wildland fires as merged or not. A merged wildland fire requires a merged date and association with the remaining active wildland fire to be identified correctly in operational and historical data. The following will apply:

- One fire is chosen as the “consuming” or active wildland fire; the other becomes the “consumed” or merged wildland fire
- An active wildland fire can consume multiple, individual merged wildland fire
- The record for the merged wildland fire will be frozen at its last reported acreage and cost
• Acres for the merged wildland fire and the consuming active wildfire will summed and reported on the active wildland fire
  ○ All new growth will be reported on the active wildland fire
  ○ The active fire perimeter will include burned acres from both wildland fires and will reflect all post-merge growth
  ○ The active fire perimeter will have two or more points of origin based on the wildland fires consumed by it
  ○ When a consuming wildland fire is called “out,” all of the wildland fires it consumed will inherit that status and date

Additional ICS-209 Application Information

• A “Final” ICS-209 must be submitted for all incidents initiated in the 209 Application
• If a wildland fire meets the minimum acreage requirements above, but is contained within one operational period, a “Final” ICS-209 can be submitted in lieu of an “Initial”
• For re-ignitions after an incident has been declared contained or a “Final” has been submitted, an updated ICS-209 will be submitted daily until the incident is declared controlled. To update a “Final,” click the “Only Show Final Approved?” and select the incident from the 209 Application menu. You will need to have “ADS” selected in WildCAD
• The ICS-209 form is available in MS Word (.doc) format for download. It can be found via the opening page of the SIT-209 Application
• The 209 Program User Guide can be found via the “Home” page of the SIT-209 Application

Non-Wildland Fire Incidents

An ICS-209 is required daily for ALL non-wildland fire incidents such as floods, hurricanes, earthquakes, etc., where

• A significant number of resources (i.e. non-local resources required to manage an incident) and/or a significant commitment of one or more national resources (i.e. Type 1 or Type 2 IMT, one or more Type 1 crews, and/or one or more fixed wing or rotor wing aircraft) are assigned.
FTP.NIFC.GOV

The FTP.NIFC.GOV is the primary location for uploading and downloading intelligence related data by incident management (i.e. GIS files, incident maps, IAP’s, etc.).

- On the national level, the primary folder for Incident Management is the “Incident Specific Data” folder. Folders under this header are separated by Geographic Areas
- Uploading files to the FTP.NIFC.GOV site requires a User ID and password (see below)
- There are a number of FTP Programs currently available to upload files to the FTP site. Some of these include WinSCP, CuteFTP, cURL, WS_FTP, and FileZilla

Within the Southwest Area portion of the FTP.NIFC.GOV site, there are two folders: (1) GACC Incidents, (2) GACC Support.

- **GACC Incidents**: Location for files deemed to contain “non-sensitive” data, such as fire perimeter maps, GIS layers, IR data, etc. The data in this folder is downloadable by anyone. A NAP User name and password is required for “uploading” files to the server
- **GACC Support**: Location for files deemed to contain “sensitive” data (i.e. IAPs, phone numbers, aviation assets, frequencies, Infrared, etc.). A NAP User name and password is required for uploading and/or viewing files

To obtain a User ID and password for uploading files to the Southwest Area portion of the FTP.NIFC.GOV Site, please follow the below directions:

- Go to the SWCC Website - Intelligence Operations” page
- Look under the header “Maps & Imagery,” then “Intelligence Applications”
  - “FTP.NIFC.GOV”
  - “Southwest”
    - Click “Getting Started.” Here you will find direction on:
      - NAP Account Requirement
      - Process for Group Approval
      - Completing the SWCC Online Approval Request Form
        - This form will be approved and processed by the SWCC Intelligence Section
          - It will take 24-48 hours for full processing
      - Once the User ID and Password are active, you will be directed to the following:
        - “Setting Up the FTP Program to the SW Folders.” Here you will find direction on:
          - Using the FTP.NIFC.GOV Site
          - Setting Up the FTP Program
          - NAP Password Requirements
          - Frequently Asked Questions
Integrated Reporting of Wildland-Fire Information (IRWIN)

IRWIN is an "end-to-end" fire reporting capable system coordinating data exchange between a number of applications and programs. As the central hub, IRWIN moves data from one program to another and reverse, passing pre-populated data and keeping the data synchronized and up to date. In the dispatch community, primary wildland fire applications currently using the IRWIN environment include EGP, FireCode, FAMWEB 209 Program, WildCAD, and WFDSS. As the IRWIN environment continues to grow and progress, it is imperative that all dispatch centers be familiar with the purpose, function, and methodologies of IRWIN.

- One can monitor all incident related activity via the “IRWIN Observer,” which can be found at https://irwin.doi.gov/observer/
- If you have IRWIN issues or questions related to FAMWEB SIT-209 Applications, please contact the SWCC Intelligence Coordinator
- Other application questions related to IRWIN should be directed to the subject matter expect for that program

IROC / COGNOS (Query Studio)

IROC / COGNOS (Query Studio) is designed to create reports utilizing data from the IROC program. Data used in Query Studio reports are current to the time the report is run. SWCC Operations has created a number of products that are posted to the SWCC website via the Daily IROC Reports link on the Intelligence page. These products are updated using an semi-automated process.

SWCC Intelligence Operations will entertain specific IROC/COGNOS data-related requests from the field. For details, contact the SWCC Intelligence Coordinator.

National Fuel Moisture Database (NFMD)

The National Fuel Moisture Database (NFMD), is a web-based query system that enables user to input and view sampled live-dead fuel moisture information. The system utilizes a database that is routinely updated by fuels specialists who monitor, sample, and calculate fuel moisture data.

SWCC Intelligence Operations is responsible for the administration of the NFMD database in the Southwest Area. A link to the NFMD program can be found via the SWCC website (Fuels / Fire Danger page).

Any unit within the Southwest Area can input data into the NFMD. In order to be a part of the NFMD program, several items are required:

- A login password
- Established Sample site or sites
- Submission of Sample site information (Word Document)
- A dedication to keep the data in the NFMD up-to-date
Appendices and Forms

*Fillable PDFs

SWA Geographic Area Boundary
PDF

SWA Dispatch Boundaries
PDF

SWA Logistical Chart
PDF

Aircraft Dispatch
PDF*

Aircraft Flight Following Request
PDF*

Airspace Deconfliction Documentation
PDF

Cost Comparison Travel Worksheet
PDF*  Online

Day Trip Authorization
PDF

Detail Request
PDF*

Emergency Release Message
PDF

Federal Wildland Fire Temporary Tower Request
PDF*

Flight Manager Duties and Responsibilities
PDF

Flight Request Justification Documentation for Administrative Use of Aircraft
PDF
Appendices and Forms

General Message Form
PDF

ICS-2090 Reporting Flowchart
PDF

ICS-209 (Incident Summary Status)
PDF  Word

Infrared Aircraft Scanner Order
Online

IRWIN Workflow
PDF

Mobile Food and Shower Service Request
PDF

NWS Fire Weather Zones and Forecast Offices
PDF

Passenger Crew and Cargo Manifest Test Form
PDF*

Reporting UAS Situation ARTCC Script
PDF

Request for a Temporary Flight Restriction
PDF*

Resource Extension Request
PDF*  Online

Retardant Reporting
PDF

Single Resource Casual Hire
PDF*

Smokejumper IA Dispatch
PDF
Appendices and Forms

SWA Interagency Critical Incident Stress Management (CISM) Program
PDF

Spot Weather Request
Online

SWCG MOU
PDF

Wildland Fire Fatality and Entrapment Initial Report
PDF