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Intermountain Region

State Agencies
Idaho
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Date: June 21, 2013

To: Great Basin Agency Administrators
From: Chair, Great Basin Coordinating Group
Subject: Work Rest Guidelines and Monitoring Cumulative Fatigue

As we approach the beginning of another challenging fire season, the Great Basin Coordinating Group (GBCG) would like to remind Agency Administrators of the Group's interest in the well-being of all of our employees and contracted resources.

The Coordinating Group appreciates the Agency Administrators commitment to follow work-rest guidelines not only for their personal workforce, but also any assigned resources. This includes incident management teams, support groups and other incident-related personnel. We must ensure that our workforce receives adequate rest periods to mitigate fatigue during what is lining up to be another busy fire season.

In addition, the GBCG expects all personnel working on incidents to diligently charge time actually worked and code that time appropriately. Supervisory personnel are responsible for verifying that actual hours worked and any associated differentials are noted on the appropriate time recording documents as accurate prior to signing those documents. Briefings to incident management teams and other incident personnel should express this expectation.

As the season progresses cumulative fatigue must be monitored. Individuals that work numerous consecutive 15 to 16 hour shifts may not be receiving adequate rest. The Coordinating Group requests that Agency Administrators and Incident Commanders monitor their personnel for cumulative fatigue. The "Shifts in Excess" report from the I-Suite data base is available to assist you in tracking numbers of hours worked and determining any abnormalities that require attention. The GBCG intends to monitor these reports as well so that we are able track indications of cumulative fatigue and ensure our personnel receive adequate rest during assignments.

If you have any questions, please contact me at 775-373-3851.

/s/ Michael Morcom