



File Code: 5100

Date: March 22, 2004

Route To: (6150), (6710)

Subject: Emergency Incident Work-Rest and Length of Assignment Policy

To: Regional Foresters, Station Directors, Area Director, IITF Director, Job Corps, and
WO Staff

Enclosed are the National Wildfire Coordinating Group's (NWCG) work-rest and length of assignment standards for 2004. The Forest Service accepts the NWCG standards as policy, and the enclosed supersedes prior transmittals of work-rest and length of assignment standards.

As you implement the work-rest and length of assignment standards, it is important that your focus remain on its intent; **providing for the safety of firefighters through fatigue management.**

The work-rest ratio has not changed; for every 2 hours of work, 1 hour of sleep or rest will be provided. Sound judgment must be exercised to ensure rest breaks are of adequate duration to provide for fatigue recovery.

The standard length of assignment will continue to be 14 days. However, after a 14-day assignment, 2 mandatory days off will be provided for Forest Service employees. The days off must occur on the calendar days immediately following return travel from the incident. Transaction Code 01 (TC 01) will be used in the Paycheck system to code mandatory days off and will be charged to the incident (either the incident P-code or B-code, as appropriate), unless the days off fall on the employee's regular days off, in which case pay cannot be authorized. If base hours have been fulfilled for the pay period, days off are not compensable.

For mandatory days off on an incident assignment (for example, in association with an assignment extension), TC 01 will be used and the days off charged to the incident, unless the days off fall on the employee's regular days off, in which case pay cannot be authorized. If Line Officers authorize additional days off to mitigate fatigue, TC 66 will be used and the time charged to project funds. Additional authorized days off must be justified and documented by the Line Officer.

Questions relating to fatigue management countermeasures should be directed to Ed Hollenshead at 208-387-5102. Length of Assignment questions should be directed to Alice Forbes at 208-387-5605. Questions regarding Paycheck coding and timekeeping issues should be directed to your servicing HRM office. If you have other non-pay questions regarding this policy, contact Emmy Ibison at 406-329-3463.

/s/ Joel D. Holtrop
JOEL D. HOLTROP
Deputy Chief State and Private Forestry



Regional Foresters, Station Directors, Area Director, IITF Director,
Job Corps, and WO Staff

2

cc: Virginia Heerwagen, Ed Hollenshead, Alice R Forbes, Gary Wilson, Emmy Ibison, Dick
King