

**CHAPTER 20**  
**ADMINISTRATIVE PROCEDURES**

**Ordering Channels/Cost Coding**

All agencies have designated ordering procedures for incident and wildland fire support and services. These established ordering channels provide for: rapid movement of requests, agency review, efficient utilization of resources, and cost effectiveness.

**Geographic Area Coordination Centers (GACCs)**

The GACCs act as focal points for internal and external requests not filled at the local level. GACCs are located in the following Areas:

**EASTERN – Milwaukee, Wisconsin:**

Connecticut, Delaware, Illinois, Indiana, Iowa, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia, and Wisconsin.

**SOUTHERN – Atlanta, Georgia:**

Alabama, Arkansas, District of Columbia, East Texas (plus Texas State Forest Service in West Texas), Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Virginia, Puerto Rico, and the Virgin Islands.

**SOUTHWEST – Albuquerque, New Mexico:**

Arizona, New Mexico, and West Texas (west of the 100<sup>th</sup> Meridian).

**ROCKY MOUNTAIN – Lakewood, Colorado:**

Colorado, Kansas, Eastern Wyoming, Nebraska, and South Dakota.

**NORTHERN ROCKIES – Missoula, Montana:**

Montana, North Dakota, Northern Idaho, and Yellowstone National Park, Wyoming.

**ALASKA – Fort Wainwright, Alaska:**

Alaska.

**NORTHWEST – Portland, Oregon:**

Oregon and Washington.

**NORTHERN CALIFORNIA OPERATIONS – Redding, California:**

Northern California and Hawaii.

**SOUTHERN CALIFORNIA OPERATIONS – Riverside, California:**

Southern California and USA Pacific Islands.

**EASTERN GREAT BASIN – Salt Lake City, Utah:**

Southern Idaho, Western Wyoming, Utah, and a portion of Arizona north of the Colorado River.

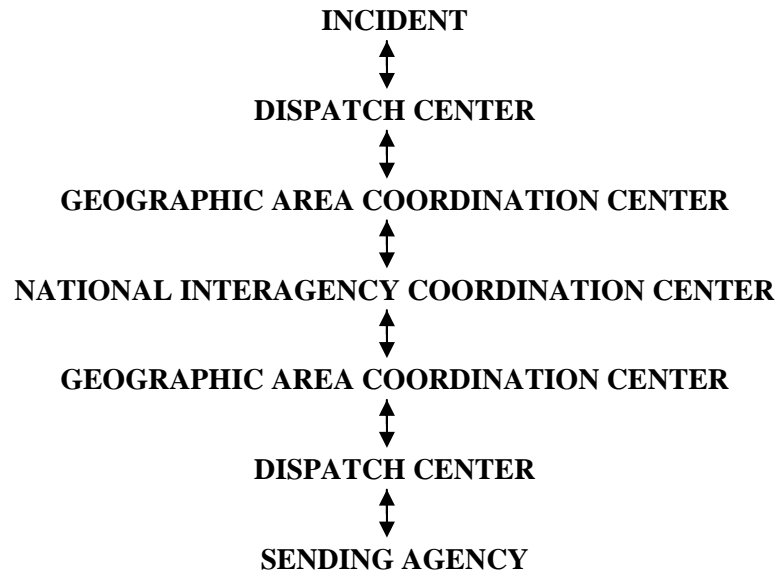
**WESTERN GREAT BASIN – Reno, Nevada:**

Nevada and a portion of California southeast of Lake Tahoe.

## 1 **Ordering Procedures**

2 Resource order requests will be processed using the Resource Ordering and Status System  
3 (ROSS). Resource order requests as the result of an incident, preparedness, severity, and  
4 wildland and prescribed fire will follow the established ordering channel displayed below.

5  
6 At the point in this flow when an order can be filled, reverse the process to insure proper  
7 notification back to the incident or requesting office. Local agency dispatch offices should use  
8 mutual aid agreements with cooperators whenever possible.



## 9 **Support to Border Fires**

10 Border fires are defined as a wildfire that has crossed the boundary from one (1) Geographic  
11 Area into another or where the fire is expected to cross the boundary within two (2) burning  
12 periods.

13  
14 Whereas both Geographic Areas have a vested interest and authority to provide resource support  
15 to the incident, they may order directly from each other in support of the incident. The following  
16 protocols apply:

- 17 • A single ordering point will be designated to ensure proper assignment and  
18 demobilization of resources. The incident will remain with the originating unit for  
19 situation reporting and prioritization.
- 20 • The dispatch organization designated as the single ordering point may place orders to  
21 either GACC using established ordering channels, however only the GACC of the  
22 originating unit expanded dispatch is authorized to place orders with NICC.
- 23 • Prior to initiating border fire support operations, concurrence and agreement must occur  
24 between the two GACCs and NICC. In order to maintain effective coordination and  
25 ensure that the appropriate resources are mobilized, daily conference calls will be  
26 conducted between both GACCs and the expanded dispatch organization for the duration  
27 of the incident.

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## 1 Mobilization and Demobilization Information

2 Travel information for resources will be transmitted by using the ROSS Travel function. Each  
3 travel segment will identify mode of travel, carriers name with flight numbers, departure and  
4 arrival locations with estimated departure time and estimated arrival time (ETD/ETA) using the  
5 local time and time zone.

## 7 Non-Incident Related Ordering

8 Resource acquisition not related to an incident, preparedness, severity, and wildland fire may  
9 also follow these ordering procedures. The use of appropriate cost coding procedures is  
10 required. Procedures for National Interagency Support Cache ordering are located within  
11 Chapter 20.

## 13 Cost Coding

### 14 Interagency Fire and Severity Activities

15 The five (5) Federal agencies with Wildland Fire Management funds (BLM, BIA, NPS, FWS,  
16 and USFS) have an Interagency Agreement for Fire Management which provides a basis for  
17 cooperation on all aspects of wildland fire activities. Included in this agreement is the direction  
18 to NOT bill for services rendered for emergency fire suppression, including severity activities.

19  
20 All fire suppression orders are to have an interagency FireCode assigned by the ordering office.  
21 The BLM, FWS, NPS and BIA will use a four (4) digit interagency FireCode to track and  
22 compile costs for all severity activities; the ordering office must include the word “severity”  
23 within the resource order incident name. (Information on the interagency FireCode can be found  
24 at: [https://www.firecode.gov/help/User\\_Guide.pdf](https://www.firecode.gov/help/User_Guide.pdf))

25  
26 All fire suppression orders are to have a four (4) digit interagency FireCode assigned by the  
27 ordering office. Interagency dispatch procedures have been established to incorporate assigning  
28 one FireCode per fire for use by all federal wildland fire agencies.

29  
30 Orders processed through NICC must have at least one of the following federal agency cost  
31 codes assigned by the ordering office. Financial codes should be consistent with the Incident  
32 Type.

## 34 Bureau of Land Management (BLM)

35 The BLM wildland fire management cost coding is divided into eleven (11) activities:

- 36 • Wildland Fire Preparedness LF1000000
- 37 • Fire Facilities LF3300000
- 38 • Suppression Operations LF2000000
- 39 • Severity LF2100000
- 40 • Emergency Stabilization LF2200000
- 41 • Reimbursables: Fire LF6900000, All Risk LF6910000
- 42 • Hazardous Fuels: LF3100000
- 43 • State Assist: Suppression LF5610000, Preparedness LF5710000
- 44 • Rural Fire Assistance LF3500000
- 45 • Burned Area Rehab LF3200000
- 46 • Joint Fire Science Program LF3400000
- 47 • Fire Trespass L53200000
- 48 • Training Publications LF5810000

As with all BLM fire operations activities (suppression, rehabilitation and fuels), a project number is required regardless of the subactivity code being used. The standard fund coding guidelines used for suppression, rehabilitation, and fuels activities apply. Also, note that the standard severity coding procedure of converting from the severity number to a fire number applies when dispatched to a specific fire. All fire severity numbers have been assigned under program LF2000000.HT0000.

### **Bureau of Indian Affairs (BIA)**

The BIA wildland fire management funding is divided into seven (7) activities and various sub-activities:

• Wildland Fire Preparedness	92200
Preparedness	92120
Interagency Fair Share	92130
National Programs	92140
Self governance	92900
Wildland Fire Preparedness	92T00
Interagency Hotshot Crew	92U00
Fire Ready Reserve	92V00
• Construction & Deferred Maintenance	92400
• Emergency Suppression	92500
Suppression	92310
Emergency Stabilization	92320
Severity	92350
• Hazardous Fuels Reduction Operations	92H00
• Burned Area Rehabilitation	92B00
• Rural Fire Assistance	92R00
• Reimbursable – Wildland Fire Management	9FIRE
Preparedness	9F100
Emergency Operations	9F200
Burned Area Rehabilitation	9F300
Haz. Fuels Reduction Operations	9F400
All Risk Assistance	9F600
Proceed Sales – Property/Equip	9F700

All cost codes require a six digit organization code, four digit fiscal year, then sub-activity and finally the interagency FireCode or project number [when applicable]. The interagency FireCode will be used with the 92500 and 92B00 activities. The use of 92200, 92400, 92H00, 92R00, and 9FIRE activities may require a project number.

Bureau of Indian Affairs personnel will use FireCode to assign one code annually for all severity assistance provided to the Forest Service.

The interagency FireCode will be used by the Bureau of Indian Affairs for tracking and compiling costs for wildland fire suppression and for severity activities.

1  
2 **National Park Service (NPS)**  
3 The NPS wildland fire management cost coding is divided into seven (8) activities and twenty-  
4 five (27) sub-activities:

5	• Wildland Fire Preparedness	8500
6	Readiness	P11
7	Fire Research	P13
8	Fire Management Planning	P14
9	Base-8 for Preparedness Personnel while engaged	P21
10	in Suppression Activities	
11	• Facilities Construction & Maintenance	8505
12	Facilities Construction & Maintenance	D12
13	• Fire Suppression Operations	8530
14	Wildland Fire Suppression	E11
15	Emergency Stabilization	E13
16	Severity/Step-Up	E14
17	• Burned Area Rehabilitation	8540
18	Burned Area Rehabilitation	B11
19	Burned Area Monitoring	B14
20	• Hazardous Fuels Reduction – Non-WUI	8550
21	Fuels Management – Non-WUI	H11
22	Hazardous Fuels Projects – Prescribed Fire	H12
23	Hazardous Fuels Compliance	H13
24	Hazardous Fuels Monitoring	H14
25	Hazardous Fuels Projects – Mechanical	H22
26	Hazardous Fuels Projects – Other	H32
27	• Wildland Urban Interface - WUI	8560
28	Wildland Urban Interface Management	W11
29	Wildland Urban Interface Projects – Prescribed Fire	W12
30	Wildland Urban Interface Compliance	W13
31	Wildland Urban Interface Monitoring	W14
32	Wildland Urban Interface Community Assistance	W15
33	Wildland Urban Interface Project – Mechanical	W22
34	Wildland Urban Interface Projects – Other	W32
35	• Rural Fire Assistance	8570
36	Rural Fire Assistance	R11
37	• Fire Protection Assistance	8520
38	National Income Account	F11
39	Expenditure Account – Preparedness	F12
40	Expenditure Account – Operations	F13

41  
42 The interagency FireCode will be used by the National Park Service for tracking and compiling  
43 costs for wildland fire suppression and for severity activities.

44  
45 **Fish and Wildlife Service (FWS)**

46 The FWS wildland fire management cost coding is divided into five (5) activities:  
47 • Wildland fire Preparedness FF.F10000##ZZZZ0.XX  
48 • Suppression Operations FF.F20000##ZZZZ0.XX  
49 • Severity FF.F21000##ZZZZ0.XX

1	• Emergency Stabilization	FF.F22000##ZZZZ0.XX
2	• Burned Area Rehabilitation	FF.F32000##ZZZZ0.XX
3	• Hazardous Fuels Reduction Operations	FF.F31000##NZZZZ.XX
4	• Wildland Urban Interface Projects	FF.F31000##WZZZZ.XX
5	• Rural Fire Assistance	FF.F35000##ZZZZ0.XX

6

7 *## = agency specific coding*8 *ZZZZ = project assigned code/FireCode*9 *XX = ABC Code*

10

11 All cost codes require a ten-digit cost center, , then the Work Break down Structure (WBS),  
 12 which includes the interagency FireCode or project number. The interagency FireCode will be  
 13 used with the suppression WBS. All fire operations activities require a project number.

14

15 The interagency FireCode will be used by the Fish and Wildlife Service for tracking and  
 16 compiling costs for wildland fire suppression and for severity activities.

17

### 18 **Forest Service (FS)**

19 The interagency FireCode Program will be used to generate a four (4) character code that will be  
 20 used to track and compile costs.

21

- 22 • “P” codes represent wildland fires.
- 23 • “S” codes represent severity requests. Each Region/Forest will have two S-codes for  
 24 severity. One code for Washington Office (National) approved severity and a second  
 25 code for Regional Office approved severity. Region/Unit overrides will be used.

26

27 S (region number) 1111-Short duration severity, approved at the Regional level. Each  
 28 Region/Forest should use their own override.

29

30 S (region number) 9999-Longer duration, approved at the National level. Each Region/Forest  
 31 should use their own override.

32

33 FS Severity Assistance to DOI will use the following codes by DOI Bureau.

34 S70001 1502 -FS resource used on **BIA** severity orders

35 S70002 1502 -FS resource used on **BLM** severity orders

36 S70003 1502 -FS resource used on **FWS** severity orders

37 S70004 1502 -FS resource used on **NPS** severity orders

38

39 “F” codes indicate FEMA supported incidents. An “F” code will be assigned by the Forest  
 40 Service Regional Office that is within the affected FEMA Region. Individual resources ordered  
 41 to a FEMA incident will charge to the appropriate “F” code. Units providing support to a FEMA  
 42 incident will charge to the “F” code in accordance with the FS annual incident job code  
 43 guidance. Under the National Response Framework (NRF), overtime, travel, and per diem are  
 44 reimbursable. Base salary of all employees on assignment to a FEMA incident will be charged  
 45 to the appropriate “F” code and paid from the Emergency Operations (WFSU) account.

46

### 47 **Overhead/Crews**

48 Personnel must be requested by the description found in the Fireline Handbook, NWCG  
 49 Handbook 3, PMS 410-1, NFES 000065 (March 2004) and in the National Interagency Incident  
 Management System (NIIMS) Wildland Fire Qualification System Guide, PMS 310-1, NFES  
 001414 (May 2008). All requests will be in one of these categories:

- 1 • C = Crews by type
- 2 • O = Overhead by position title
- 3 • IA = Initial Attack Rappelers and Smokejumpers

### 7 **Overhead Mobilization and Demobilization**

8 Units filling requests for personnel are responsible for ensuring all performance criteria are met.  
9 Requests will be processed as "fully qualified" unless "Trainee Acceptable" is selected as an  
10 inclusion in ROSS. The sending unit must designate a Flight Manager when two (2) or more  
11 personnel travel together to the same incident via non-commercial air transport. Refer to Chapter  
12 60 for Flight Manager responsibilities.

14 Supplemental Fire Department Resources are overhead tied to a local fire department by general  
15 agreements that are mobilized primarily for response to incidents/wildland fires outside of their  
16 district or mutual aid zone. They are not a permanent part of the local fire organization and are  
17 not required to attend scheduled training, meetings, etc. of the department staff.

18 When mobilizing Supplemental Fire Department Resources outside of the fire district or mutual  
19 aid zone the following will apply:

20 Mobilization will follow established ordering procedures as identified in National, Geographic,  
21 and Local Mobilization Guides. Resources will be mobilized from the Host Dispatch Zone in  
22 which the department is located. Personnel will be provided a copy of the resource order request  
23 after confirmation of availability and prior to departure from their home jurisdiction. Resource  
24 orders shall clearly indicate incident assignment, incident location, expected incident arrival  
25 time, and any additional special needs or equipment authorizations, e.g. cellular phones, laptops,  
26 and rental vehicles.

28 NICC will not accept requests for clerical, driver, or laborer positions. It is not cost effective to  
29 hire and transport such personnel when they are normally available from local sources.

30 If a request requires individuals to be self-sufficient for the duration of the assignment, they must  
31 be able to procure food, lodging, and local transportation.

32 **Name requests for suppression or all-hazard incidents should be rare and are appropriate**  
33 **only for highly specialized positions or to meet specific agency objectives (for example,**  
34 **name requests between state agencies).** The ordering unit must confirm availability for the  
35 individual being requested prior to placing the request.

37 Severity requests often involve strategic movement of resources from areas with lower fire  
38 potential. In these cases, name requests may be appropriate and are typically directed by agency  
39 managers.

41 Name requests charged to budgeted/programmed, non-suppression funds are acceptable and will  
42 be processed without delay.

44 All name requests not filled by the sending unit will be returned to the requesting unit by NICC  
45 as UTF.

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

1 During demobilization of resources, emphasis will be placed on having personnel home no later  
2 than 2200 hours local time. Occasionally, the availability of large transport aircraft will dictate  
3 timeframes during demobilization.

#### 7 **Crews**

8 Crews will be ordered by a standard type. Three (3) types exist for National or interagency  
9 assignments. They are; Type 1, Type 2, and Type 2 with IA (initial attack) capability. Refer to  
10 Chapter 60 for minimum crew standards for national mobilization.

11  
12 NIFC Forest Service has contracted nationally for T-2IA Crews (National Contract Resources, or  
13 NCR). National Contract Resources (NCR) are hosted by local units (Host Unit Coordination  
14 Centers, or HUCC) which are contractually required to utilize dispatch priorities when  
15 mobilizing crews, as outlined in section C.7 of the National Type-2IA Firefighter Crew Contract.  
16 See the following web-site for further details:

17 <http://www.fs.fed.us/fire/contracting/crews/crews.htm>

#### 19 Type 1 Crews:

20 Crews that meet minimum standards identified within the Fireline Handbook, NWCG Handbook  
21 3, PMS 410-1, NFES 000065 (March 2004). Interagency Hotshot Crews (IHC) are a Type 1  
22 Crew that exceeds the Type 1 Standards as required by the National IHC Operations Guide  
23 (revised 2011). Interagency Hotshot Crews require appropriate Federal or State agency  
24 sponsorship and a recommendation by their respective Geographic Area Coordinating Group for  
25 inclusion into the National Interagency Mobilization Guide. NICC will maintain availability  
26 status of Type 1 Crews, but will not recognize internal Geographic Area rotations of these crews.

27  
28 Type 1 Crews attempting to transport chain saws on other than NIFC contract jets should be  
29 prepared to ship their chain saws via an alternative method should loading be refused. Type 1  
30 Crews normally come equipped with hand tools. There may be occasions when Type 1 Crews  
31 transported by air do not arrive with hand tools. If tools are needed, they should be ordered  
32 separately as supply items.

33  
34 When Type 1 Crews are transported by aircraft, the receiving unit should be prepared to provide  
35 the following:

- 36 • Crew transportation.
- 37 • Vehicle to transport saws, fuel, and hand tools separate from crew transportation.
- 38 • Fire equipment (minimum two (2) cases of fuses).
- 39 • Chain saws (four (4) kits).
- 40 • Saw fuel (ten (10) gallons, unmixed).
- 41 • Bar oil (five (5) gallons).

#### 43 Type 2 and Type 2 IA Crews:

44 Crews that meet minimum standards identified within the Fireline Handbook, NWCG Handbook  
45 3, PMS 410-1, NFES 000065 (March 2004). Type 2 Crews will be ordered as Type 2 or Type 2  
46 IA. In addition to the Type 2 minimum standards, Type 2 IA Crews can be broken up into  
47 squads and have three (3) qualified sawyers.



1 Type 2 and Type 2IA Crews ordered through NICC **DO NOT** come with chain saws or hand  
2 tools when transported by air. If chain saws or hand tools are needed, they should be ordered  
3 separately as supply items.  
4

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6  
7 Units sending Type 2 and Type 2 IA Crews will determine the ratio of crews to Crew  
8 Representatives (CREP) needed for a given assignment. Depending on the assignment, ratios of  
9 1:1 to 1:4 may be appropriate. These responsibilities can be met by an Interagency Resource  
10 Representative (IARR) as well. A CREP assigned to Type 2 or Type 2 IA Crew will remain  
11 with the crew from the initial dispatch until the crew is released to home unit. CREPs are not  
12 required for agency regular crews.  
13

14 Standard crew size is twenty (20) people maximum and eighteen (18) people minimum  
15 (including Crew Boss, Crew Representative, and trainees).  
16

17 All equipment will be inspected and weighed at time of mobilization to ensure adherence to safe  
18 transportation procedures.  
19

20 All crew personnel mobilized and demobilized outside the local unit through NICC will be  
21 identified on a crew manifest form. Crew supervisors or will maintain a minimum of four (4)  
22 accurate copies of this form at all times. Crew weights will be manifested separate from  
23 personal gear and equipment weights. The crew supervisor or CREP will ensure compliance  
24 with weight limitations. (See Chapter 10 for standard weight and gear policy)

25 Anytime a Geographic Area or State has committed four (4) or more crews, an Interagency  
26 Resource Representative (IARR) can be sent by the sending unit or the receiving unit can request  
27 them. For each IARR sent, it is the responsibility of the sending GACC to mobilize, demobilize,  
28 and ensure proper notification is made to the receiving GACC. An IARR mobilized to incident  
29 assignments away from their home unit should have the ability to be fiscally self-sufficient. If  
30 the IARR is not self-sufficient, the receiving unit must be notified in advance so they can be  
31 prepared to support them.  
32

### 33 **Interagency Wildland Fire Modules**

34 Orders for Interagency Wildland Fire Modules will be placed through established ordering  
35 channels in ROSS using an Overhead Group Request (Module, Wildland Fire) and configured  
36 according to Chapter 60.  
37

38 Interagency Wildland Fire Modules provide skilled and mobile personnel for prescribed fire  
39 management and wildfires managed for resource or ecological benefit in the areas of planning,  
40 fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- 41 • Support burn unit preparation.
  - 42 • Support mechanical hazardous fuel reduction projects.
  - 43 • Assist with fire effects plot work.
- 44

### 45 **Smokejumpers**

46 Smokejumpers primary mission is initial attack. While most effective at providing rapid initial  
47 response, smokejumpers are well equipped to respond to extended attack incidents and short-  
48 term critical need missions on large fires. Smokejumpers are normally configured by planeload,  
49 with each load ranging from 2 to 20 smokejumpers depending on aircraft type and smokejumper

1 availability. Smokejumpers may be configured as crews (hand crew, engine crew, or helitack  
2 crew) or as single-resource overhead for Incident Command System positions. Concurrence  
3 with NICC must be obtained prior to configuring smokejumpers as crews or modules for  
4 extended attack operations.

5  
6 NICC must be notified when a Geographic Area has internally committed or mobilized 50% of  
7 their smokejumpers. Geographic Areas will inform NICC of the establishment of smokejumper  
8 spike bases.

9 There are two primary methods for ordering smokejumpers. The type of order should be  
10 predicated on immediate need or augmentation.

### 11 12 **Initial Attack Load**

13  
14 When smokejumpers are needed jump-ready for initial attack with aircraft, they are to be  
15 requested in ROSS as “Load, Smokejumper, Initial Attack” on an Aircraft request. Specifying  
16 the delivery system is not permitted. The sending unit will fill the request with a roster in ROSS  
17 or by forwarding a manifest form, with name and agency identification, through the established  
18 ordering channels. This information can be acquired after the jumpship is airborne. Any intent  
19 to retain Smokejumpers which have not been utilized as an IA load will be negotiated between  
20 the GACCs and NICC. GACCs pre-positioning smokejumpers when multiple starts are  
21 occurring or predicted will specify the anticipated duration. If not deployed during this period,  
22 smokejumpers will be made available for higher priorities, unless longer duration is negotiated  
23 between the GACCs and NICC.

24 Smokejumpers held as boosters after release from the first IA assignment will be placed on an  
25 Overhead order using individual “O” requests. Smokejumpers recovered and mobilized to  
26 another assignment, internally or across Geographic Area boundaries, will also be placed on an  
27 Overhead order.

28  
29 Aircraft delivering Initial Attack smokejumpers will return to the sending base or a designated  
30 airport before the end of the pilot’s daily flight or duty limitations. Any intent or necessity to  
31 retain the aircraft will be negotiated between NICC and the GACCs. If the aircraft is retained  
32 past the first operational period, it will be placed on an Aircraft request through established  
33 ordering channels.

### 34 35 **Booster Load/ Individual Smokejumper Pre-position**

36  
37 Boosters may be ordered from one individual base or could be filled by individuals from  
38 multiple bases. When requesting a booster or pre-positioning individual smokejumpers they will  
39 be ordered by individual Overhead requests. Requests may specify a desired delivery system  
40 (round or square parachutes). Smokejumper aircraft must be ordered separately if the aircraft is  
41 needed beyond delivery of the smokejumpers. Booster Load/Individuals may be kept up to 14  
42 days. NICC, GACCs, and local dispatch center should communicate with the hosting and  
43 potential sending smokejumper base(s) before the order(s) are placed and filled.

### 44 45 **Helicopter Module**

46 Call-When-Needed (CWN) helicopters will be managed by a qualified Helicopter Manager  
47 (HMGB) and qualified Helicopter Crew Members (HECM); when combined they function as a  
48 helicopter module.

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TYPE HELICOPTER	FAA STANDARD / TRANSPORT CATEGORY	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use <u>or</u> FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager only	Manager only
2	Manager plus Three (3) Helicopter Crewmembers	Manager only	Manager only
3	Manager plus Two (2) Helicopter Crewmembers	Manager only	Manager only

CWN Helicopter and Module must meet up away from Incident(s) or Fire Operations.  
The minimum required staffing levels must be filled with fully qualified personnel.  
Trainees may be ordered in addition to the standard module configuration.

5 Units requesting helicopter modules for Call-When-Needed helicopters will do so using an  
6 Overhead (O) support request for each position. Helicopter module requests should be  
7 coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module  
8 for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module  
9 positions internally first.  
10 If the intended use is for initial attack, the HMGB request must specify that a fitness level of  
11 arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified.  
12 If helicopter personnel/modules are required to arrive with special needed items (flight helmets,  
13 radios, etc.), it must be specified at the time of request.

14

### 15 Helicopter Rappellers

16 The USDA Forest Service operates 12 rappel bases nationally in Regions 1, 4, 5, and 6. Each  
17 base utilizes Bell medium helicopters, and generally operates from May through October.  
18 Rappellers primary mission is initial attack. When rappellers are needed for initial attack with  
19 aircraft, they are to be requested in ROSS as “Load, Rappeller, Initial Attack” on an Aircraft  
20 request. Additional mission specific information should be documented on the resource order.  
21 When ordered for initial attack, rappellers will be self-sufficient for 36 hours after deployment  
22 on an incident and are assigned to the user unit until released.  
23 Rappel boosters will be ordered by individual Overhead requests. Any additional support needs  
24 may be documented on the resource order. See Chapter 60 for additional information.

25

26

### 27 Non-Standard Overhead Groups

28 The generic overhead catalog items “module, fuels” or “module, suppression” will be used to  
29 order non-standard overhead groups and configured according to Chapter 60. All requests for  
30 these catalog items will be placed through established ordering channels using an Overhead  
31 Group Request. Length of assignment rules apply to all non-standard overhead groups.

32

### 33 Communications Coordinator (COMC)

1 A Communications Coordinator must be assigned when a second 4390 Starter System is  
2 assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter  
3 System. The Communications Coordinator should be requested as a name requested position.  
4 The GACC will coordinate filling the request with the National Incident Radio Support Cache  
5 (NIRSC) in Boise, ID by calling the National Communications Duty Officer (CDO) at 208-387-  
6 5644. Rental vehicle, lap top computer and cellular phone should be authorized when placing the  
7 request.

8  
9 It is important that this position be ordered as early as possible to alleviate the possibility of  
10 frequency conflicts during multi-incident situations. See Chapter 60 for additional information.

### 11 **Incident Meteorologist (IMET)**

12 Whenever a Geographic Area mobilizes a Type 1 Interagency Incident Management Team, the  
13 Geographic Area will provide an IMET who will be assigned to the incident. Certain situations  
14 could develop where an IMET is not needed for each incident, such as when two (2) or more  
15 incidents are in close proximity to each other. In these cases, one (1) or more IMETs could be  
16 shared by the incidents.

17  
18 IMET status will be maintained by the respective Geographic Area in ROSS. Status will include  
19 updated contact information, the home jetport, individual qualifications, and current availability.

20  
21 When an IMET is needed for an incident, the request will be placed with the local National  
22 Weather Service (NWS) Forecast Office within the local fire weather district in which the  
23 incident is located.

24  
25 If the IMET request is not filled by the NWS Forecast Office or if the National Preparedness  
26 Level is at 4 or higher, the request will be placed up to the GACC. The GACC will contact the  
27 NWS National Fire Weather Operations Coordinator (NFWOC) (Larry Van Bussum, or acting)  
28 in Boise, Idaho by calling the NWS Incident Response Desk at 877-323-IMET (4638).

29  
30 The NFWOC will then identify the name and location of the available IMET to fill the ordering  
31 incidents IMET request. If the available IMET is located within the Geographic Area where the  
32 incident is located, the IMET will be ordered by name request and internally mobilized using  
33 established procedures. If the available IMET is located in another Geographic Area, the IMET  
34 request will be placed to the National Interagency Coordination Center (NICC) as a name request  
35 using established procedures. NICC will place the IMET request to the appropriate Geographic  
36 Area to be filled.

37  
38 When the NWS cannot provide transportation, the sending dispatch office is responsible for  
39 arranging and providing mobilization needed for the IMET and any required equipment to the  
40 incident. The incident or incidents host agency is responsible for arranging and providing  
41 demobilization needed for the release of the IMET and required equipment back to the home  
42 unit.

43  
44 The IMET is a single resource covered under a reimbursable agreement between the Wildland  
45 Fire Agencies and the Department of Commerce, NOAA-NWS. Standard NWS equipment that  
46 is essential to on-site meteorological support is mobilized with each IMET, no additional  
47 resource order requests are necessary. Standard NWS equipment does not require additional  
48 ordering by the incident. Basic standard NWS equipment includes:

- 49 • Laptop computer

- 1 • Printer
- 2 • Mobile satellite setup and setup tools
- 3 • Cellular telephone
- 4 • Agency or rental vehicle appropriate for off-pavement use
- 5 • Miscellaneous office supply

6  
7 Reimbursement of costs associated with utilization of Standard NWS equipment such as cell  
8 phone usage charges, satellite communication charges, and four-wheel drive SUV, pickup or  
9 similar rental vehicle to travel to incident locations with their equipment (including remote  
10 locations) is authorized under section V., part B item 4 of the Interagency Agreement for  
11 Meteorological and Other Technical Services. Damages, failure, and daily wear incurred to  
12 standard equipment during an assignment are also eligible for reimbursement.

13

#### 14 **Cache Support Positions**

15 These positions are available to assist fire caches during periods of high activity or when  
16 shortages of locally trained personnel hinder cache operations.

17

#### 18 **National Incident Management Teams**

##### 19 **Interagency Incident Management Teams (IMTs)**

20 Incident Management Teams will be ordered by type (Type 1, Type 2 and NIMO). National  
21 Type 1 IMTs will be mobilized according to the National call-out procedures from the National  
22 rotation managed by NICC. Geographic Area Type 2 IMTs will be mobilized according to  
23 Geographic Area policy, with the following exception: Geographic Area Type 2 IMTs that have  
24 been ordered through NICC for staging within a Geographic Area will be prioritized and  
25 assigned to any new Federal Type 2 incident within that Area, or when a replacement team is  
26 needed within that Area.

27

28 IMTs will be requested through established ordering channels configured as identified in Chapter  
29 60. Incident Commanders shall make notification to the receiving Geographic Area through  
30 established ordering channels of any position shortages, or when their team configuration differs  
31 from the standard configuration.

32

33 The primary mission of IMTs is wildfire incident management. IMTs may respond to all-hazard  
34 incidents under the following guidelines:

- 35 • Planned events should be managed internally by the respective agency.
- 36 • The planned length of assignment should not exceed fourteen (14) days without  
37 negotiated approval from the sending Geographic Area and NICC.

38 A Federal Emergency Management Agency (FEMA) mobilization under the National Response  
39 Framework (NRF) will be accomplished according to the National call-out procedures identified  
40 in Chapter 60. For additional information on the NRF, see Chapter 10.

- 41 • The standard length of assignment of fourteen (14) days may be extended up to thirty  
42 (30) days after negotiated approval between the Incident Commander and FEMA.
- 43 • Base hours for Federal employees, in most cases, are not reimbursed by FEMA.  
44 Overtime, premium pay, and travel expenses may be paid by FEMA.

45

#### 46 **National Area Command Team**

47 National Area Command Teams will be mobilized according to the National call-out procedures  
48 from the National Area Command Team rotation managed by NICC. Orders for National Area

1 Command Teams will be placed through established ordering channels using an Overhead Group  
2 Request to NICC, configured as identified in Chapter 60.

### 4 **National Incident Management Organization Teams (NIMO)**

5 Orders for National Incident Management Organization Teams will be placed through  
6 established ordering channels using an Overhead Group Request and configured as identified in  
7 Chapter 60.

### 9 **Incident Support Teams**

#### 10 **National Interagency Buying Teams (BUYT)**

11 National Interagency Buying Teams will be mobilized according to the National call-out  
12 procedures from the National Interagency BUYT Rotation managed by NICC. Orders for  
13 BUYTs will be placed through established ordering channels using an Overhead Group Request  
14 and configured as identified in Chapter 60.

18 The primary mission of a BUYT is to support the local administrative staff with incident  
19 acquisition. In addition, the BUYT Leader has the responsibility for coordinating property  
20 accountability with the Supply Unit Leader. Responsibilities and coordination of BUYTs can be  
21 found in the Interagency Incident Business Management Handbook in Chapter 20 and Chapter  
22 40.

24 BUYTs should not be utilized as defacto payment teams. Incident host agencies should order an  
25 Administrative Payment Team if the situation warrants.

27 BUYTs are ordered by the incident host agency and report to the agency administrator or  
28 designated position, and work with the local administrative staff to support the incident  
29 acquisition effort. Geographic Areas will internally mobilize their National Buying Teams, local  
30 Geographic Area buying teams, or ad-hoc buying teams before requesting a National Interagency  
31 Buying Team from NICC. National BUYTs are mobilized according to National Call-Out  
32 Procedures. (See Chapter 60)

#### 34 **Administrative Payment Teams (APTs)**

35 The National Park Service provides Administrative Payment Teams for incident support. The  
36 purpose of the APT is to expedite payment of financial obligations incurred as a result of an  
37 emergency incident and relieve the local administrative unit of additional work generated by the  
38 incident. After receiving written delegation of authority from the agency administrator, the team  
39 is responsible for payment of all financial obligations incurred during the incident.

41 Requests for APTs will be placed through established ordering channels using an Overhead  
42 Group Request to NICC, configured according to Chapter 60. APTs will be mobilized according  
43 to the National call-out procedures from the APTs Rotation managed by NICC.

44 APTs can make a full range of vendor payments. The following should be considered before  
45 requesting an APT:

- 46 • Is the incident expected to last for more than fourteen (14) days?
- 47 • The incident host agency is unable to process the payments during and after the incident  
48 due to regular workload demands.

- The community near the incident is providing support and cannot replenish stock without financial hardship and must be reimbursed fairly quickly.

#### **Burned Area Emergency Response Team (BAER)**

Burned Area Emergency Response is an integral part of wildfire incidents. All wildland fire management agencies are responsible for taking immediate and effective post wildfire site and resource stabilization actions designed to protect life and property and prevent further natural and cultural resource degradation while ensuring all environmental and legal mandates are met.

The Department of the Interior (DOI) maintains two (2) National BAER Teams to assist field units plan for immediate post wildfire site emergency stabilization. National BAER Teams are dispatched to more complex BAER incidents involving risks to human life and critical Federal assets. Potential floods, mud and debris flows, watershed/municipal water supplies, urban interface, and complex and multiple jurisdictions are the dispatch prioritization criteria issues factored into the mobilization decision. Bureaus maintain rosters of BAER personnel for less complex incidents and are available through the National Coordinators listed in Chapter 60.

BAER team personnel meet training and PPE standards necessary to make non-escorted IC approved fireline visits. Orders for BAER teams will be placed through established ordering channels in ROSS using an Overhead Group Request and configured according to Chapter 60.

#### **National Fire Prevention and Education Teams (NFPET)**

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 60.

NFPETs provide skilled and mobile personnel for fire prevention and education activities. They can be ordered to support a variety of situations affecting a large or small area. Teams are effective with the reduction of unwanted human-caused wildland ignitions, when wildland fire severity conditions are imminent, when unusually high fire occurrence is anticipated due to human activity, weather conditions, or hazardous fuels, and when an above normal incidence of human caused fires exists. NFPETs are designed to supplement local prevention and education program efforts on a short term basis. Working with local agencies and resources, NFPETs are equipped to complete on-site prevention assessments and plans, initiate the implementation of the plans, and begin immediate public outreach and information dissemination. Ordering teams for normal, routine, or project work should be discouraged. See Chapter 60 for additional information.

#### **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.

1 Wildland FASTs can be requested to conduct reviews at the local, state, and geographical levels.  
2 If a more comprehensive review is required, a National FAST can be ordered through established  
3 ordering channels to NICC using an Overhead Group request and configured according to  
4 Chapter 60.

5  
6 Wildland FASTs will be chartered by their respective Geographic Area Multi-Agency  
7 Coordinating Group (GMAC), with a delegation of authority, and report back to the GMAC.

8  
9 The team's report includes an executive summary, purpose, objectives, methods and procedures,  
10 findings, recommendations, follow-up actions (immediate, long-term, and national issues), and a  
11 letter delegating authority for the review. As follow-up, the team will gather and review all  
12 reports prior to the end of the calendar year to ensure identified corrective actions have been  
13 taken. FAST reports should be submitted to the Geographic Area, with a copy to the Federal  
14 Fire and Aviation Safety Team (FFAST) within thirty (30) days.

#### 15 16 **Aviation Safety Assistance Team (ASAT)**

17 Aviation Safety Assistance Teams enhance safe, efficient, and effective aviation operations. An  
18 ASAT provides assistance to unit and aviation managers, flight crews, and incident management  
19 teams for increasing, ongoing or declining incident aviation activity.

20  
21 If an ASAT cannot be filled internally, the request may be placed with NICC through established  
22 ordering channels using individual overhead requests configured according to Chapter 60.  
23 ASATs receive an assignment briefing with management concerns and/or issues identified in a  
24 letter delegating authority, which establishes the roles of the team and its expectations. The  
25 teams will provide daily feedback to the person(s) identified in the delegation of authority.  
26 Teams will conduct an exit briefing and will provide a written report prior to demobilization.

#### 27 28 **Equipment/Supplies**

29 All Equipment and Supply Orders will follow established ordering procedures (Type 1, 2, 3  
30 incidents), except for the redistribution of supplies within the National Fire Equipment System  
31 (NFES). Redistribution of excess supply items will be coordinated by the designated NFES  
32 Cache Manager(s). Cache orders will be filled to meet timeframes specified, using the most  
33 economical service. All NFES cache items are shipped ready for fireline use.

#### 34 35 **Equipment/Supplies Mobilization**

36 Contracted resources awarded under a competitive solicitation process shall be mobilized using  
37 established dispatch procedures before at-incident agreements are issued.

38  
39 Examples of Equipment resources are:

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

43  
44 Supplies are identified as materials or goods not defined in any other resource or service  
45 category.

46  
47 Examples of Supplies resources are:

- 48 • NFES items.
- 49 • Mobile Cache Vans.



- Local Purchase.

### **Equipment/Supplies Demobilization**

When demobilizing contracted equipment, vendors awarded Incident Blanket Purchase Agreements (I-BPAs) as a result of competitive solicitations, shall be given priority to remain on the incident over resources with at-incident agreements, unless the Incident Commander determines it necessary to deviate based on a specific incident need or objective.

Release information for equipment and accountable supply items must be promptly relayed through ROSS.

### **National Interagency Support Cache Ordering Procedures**

- The NISCC can be activated at PL3 due to significant circumstances and is an automatic activation at PL4.
- Orders for cache restock will be placed directly between National Interagency Support Caches until the National Interagency Supply Cache Coordinator (NISCC) position is activated at NICC. • When the NISCC is activated at NICC, all cache restock orders from National Interagency Support Caches will be placed with the NISCC. Based on national priorities, the NISCC will forward requests to the appropriate National Interagency Support Cache(s) for processing.
- The Cache to Cache Restock process should be utilized before large replacement supply orders are procured through GSA or other sources. Large replacement supply orders will be coordinated by a representative from the NFES at all planning levels to avoid overstocking the system.

### **NFES Items in Short Supply**

- NICC, in cooperation with NFES, will advise all incident support agencies of those items in high demand with limited quantities and will distribute this information through the NFES Managed Items List.
- Identified items on the NFES Managed Items List will be requested through established ordering channels and will be coordinated through the NFES Representative at NIFC.

### **Field Office Replenishment During Fire Season**

Agencies will place orders to their servicing National Interagency Support Cache. Replenishment orders must be the result of fire management activities and must be accompanied with the appropriate cost code.

### **Field Office Replenishment Outside of Fire Season**

Whenever possible, field offices must order directly from GSA for those items stocked in the Federal Supply System.

All other items will be ordered directly from suppliers unless individual agency instructions prevail.

### **Incident Replacement of NFES Items**

Prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed, or worn out during the incident.

IMTs will approve all requests for replacement of equipment and supplies. If the requested equipment and supplies are not available at the incident, the Supply Unit Leader may forward

1 requests to their servicing cache through established ordering channels. Replacement items will  
2 be shipped to the Supply Unit at the incident. If there is insufficient time for the Supply Unit to  
3 obtain replacement requests before demobilization of the resource, an Incident Replacement  
4 Requisition (NFES 001300) will be completed and forwarded to the servicing cache, who will  
5 then forward it to the requesting unit's servicing cache for processing. Replacement items will  
6 be filled and shipped to the requestor's home unit.

### 7 **Local Unit Incident Replacement: Type 3 and Type 4 Incidents**

8 The hosting units' Agency Administrator or authorized representative must approve all  
9 replacement requests. Follow procedures for incident replacement, Chapter 20.

### 10 **Incident to Incident Transfer of Equipment and Supplies**

11  
12 Transfer of equipment and supplies between incidents, including those operating under Area  
13 Command authority, may occur only with proper documentation so accountability is maintained.  
14 Transfer of communications equipment creates safety concerns by increasing the risk of  
15 frequency conflict and the possibility of damaged equipment or equipment not tuned being  
16 utilized. This may only be done with approval of the NIRSC Communications Duty Officer  
17 (CDO).  
18

### 19 **National Incident Radio Support Cache (NIRSC)**

20 NIRSC is a National Resource composed of multi-channel radio systems and kits available for  
21 complex incident communications. The priority use of NIRSC radio systems and kits are for  
22 active incidents. All radio systems and kits must be returned to NIRSC as soon as the incident  
23 has demobilized. A National Communications Duty Officer (CDO) is available at NIRSC  
24 throughout the year. Geographic Area Frequency Managers, Communication Coordinators  
25 (COMC), and Incident Communication Unit Leaders (COML) will coordinate with NICC, the  
26 Geographic Area, and the NIRSC CDO on all telecommunication issues.  
27

28  
29 NIRSC stocks NFES 004390 Starter Systems, which will provide the initial Command/Tactical,  
30 Air Operations, and Logistical communications requirements of a single incident. Individual kits  
31 are available to supplement Starter Systems or to provide support for smaller incidents. The  
32 NIRSC CDO can provide assistance in determining a specific incident's communication  
33 requirements.  
34

35 NIRSC radios are synthesized and contain both FS and DOI frequencies. FS and DOI  
36 frequencies are not "cleared" nationally. Other agencies use these frequencies and, in some  
37 cases, in very critical and sensitive areas. All frequencies must be approved for the areas where  
38 they will be used. Any of the national frequencies (FS or DOI) are not to be used without prior  
39 coordination with the NIRSC CDO.  
40

41 NIRSC issues dedicated FM frequencies in conjunction with communication equipment assigned  
42 to incidents. NIRSC will order additional FM frequencies from DOI and FS – WO as conditions  
43 warrant. Government users may not use Family Radio Service (FRS) for communications on  
44 any planned or ongoing incident.  
45

### 46 **Radio Mobilization**

47 Requests for NIRSC radio systems and kits will be placed with NICC through established  
48 ordering channels. **To insure proper frequency coordination, the ordering office must**  
49 **include the Latitude and Longitude of the incident on the resource order.** Radios will be

1 used as received without modification. Defective radio equipment will be immediately returned  
2 to NIRSC for maintenance. To maintain quality and quantity for the field, each Starter System  
3 or kit will be returned to NIRSC for rehabilitation immediately after each assignment. The  
4 incident or unit charged with custody of the radio equipment is responsible for a complete  
5 inventory of that equipment upon return from the incident.  
6

7 Each Geographic Area may order up to four (4) Starter Systems for preposition during their  
8 established fire season. The NIRSC CDO must be contacted at 208-387-5644 when an order for  
9 a Starter System is received for an incident. The CDO will identify which prepositioned Starter  
10 System will be assigned to the incident. A replacement Starter System may be requested after  
11 commitment of a prepositioned Starter System. Replacement Starter Systems may not be filled  
12 where congestion of spectrum is an issue. In these instances, special frequency Starter Systems  
13 will be built on an as needed basis and shipped to the incident.  
14

15  
16 Typically, Starter Systems should remain intact. However, individual kits may be utilized for  
17 smaller incidents that do not require an entire Starter System. GACCs will notify the NIRSC  
18 CDO of the need for individual kits from a Starter System. If the NIRSC CDO authorizes the  
19 use of individual kits from the prepositioned Starter System, the GACC will place additional  
20 subordinate requests through normal ordering channels in order to complete the Starter System.  
21 Any kit committed or assigned to an incident that was originally prepositioned to a Geographic  
22 Area must follow the same transfer process as outlined above.  
23

24 Prepositioned radio systems and kits will be returned to NIRSC as soon as the need has  
25 diminished or annually for preventative maintenance. Prepositioning NIRSC radio systems and  
26 kits longer than six (6) months requires NIRSC approval.  
27

### 28 **Radio Demobilization**

29 NIRSC radio systems and kits should be inventoried, sealed, and returned promptly to  
30 NIRSC/NIFC. **Do not stockpile kits.** Spare seals are supplied in each box. Incidents are  
31 responsible for ensuring all radio systems or kits are returned or accounted for on a Property  
32 Loss Statement.  
33

### 34 **Incident Remote Automatic Weather Stations, (IRAWS) NFES 005869**

35 Requests for IRAWS will be placed with NICC through established ordering channels. Any  
36 necessary IRAWS technicians, vehicles, or air transportation required for mobilization and  
37 demobilization will be coordinated through NIFC. RAWs Technicians will accompany the  
38 IRAWS when mobilized and do not require a separate Overhead request to be tracked. Upon  
39 release from the incident, the IRWS will be returned to NIFC via the most expeditious method  
40 available (next day air cargo preferred).  
41

### 42 **Project Remote Automatic Weather Stations, (PRAWS) NFES 005870**

43 Requests for PRAWS will be placed with NICC through established ordering channels. PRAWS  
44 will be configured for the specific project prior to the mobilization. The requesting agency must  
45 contact the NIFC Remote Sensing Fire Weather Support Office at (208) 387-5726 prior to  
46 ordering to determine the PRAWS configuration. Any necessary PRAWS technicians, vehicles,  
47 or air transportation required for mobilization and demobilization will be coordinated through  
48 NIFC. Upon release from the project, the PRWS will be returned to NIFC via the most  
49 expeditious method available (next day air cargo preferred).

1  
2 **National Contract Mobile Food Services and National Contract Mobile Shower Facilities**  
3 **National Contract Mobile Food Service Units**

4 Any time mobile food services are needed for federal wildland fire incidents in the western  
5 United States, the Federal Wildland Fire Agencies are obligated to order services from the  
6 National Mobile Food Services Unit (MFSU) Contractors any time (1) the number of people to  
7 be fed is at or above 150 persons per meal and (2) the headcount is estimated to remain at those  
8 numbers, or greater, for at least 72 hours from when the headcount first reaches 150 per meal,  
9 provided that the Contractors can reasonably meet the incident's needs and required time frames.  
10 MFSU Contractors will be given the opportunity to provide three meals per day unless other  
11 arrangements are mutually agreed to with the FDUL or the needs of the incident require different  
12 meal options such as Meals Ready to Eat (MRE).

13  
14 MFSU also may be ordered for other types of incidents at the Government's option. State and  
15 other federal cooperators may also utilize this contract at their option. However, the ordering  
16 procedures at Section C.2 of the National Mobile Food Services Contract will be followed for all  
17 orders. For additional information, refer to the National Mobile Food Services Contract  
18 publication or the on the web at: <http://www.fs.fed.us/fire/contracting/food/food.htm>  
19

20 **National Contract Mobile Shower Facilities Units**

21 Any time mobile Shower Facilities are needed for federal wildland fire incidents in the western  
22 United States, the Federal Wildland Fire Agencies (see Section J.10, National Mobile Shower  
23 Facilities Contract), are obligated to order services from the National Mobile Shower Facilities  
24 Contractors, provided that the Contractors can reasonably meet the incident's needs and required  
25 time frames (See Section C.2, 2.2, National Mobile Shower Facilities Contract). Mobile Shower  
26 Facility Units also may be ordered for other types of incidents, at the Government's option.  
27 State and other federal cooperators may also utilize this contract at their option. However, the  
28 ordering procedures at Section C.2 will be followed for all orders. For additional contract  
29 information, refer to the National Mobile Shower Facilities Contract publication or on the web  
30 at: <http://www.fs.fed.us/fire/contracting/shower/shower.htm>  
31

32 **National Contract Mobile Food Services and Shower Facilities Mobilization**

33 All National Contract and CWN (Call When Needed) Mobile Food Service Units and Mobile  
34 Shower Facility Units in the lower 48 States are ordered through and mobilized by NICC  
35 through established ordering channels.

- 36  
37
- 38 • Mobile Food Service Unit requests require a completed Food Service Request Form at  
39 the time of request. (See Chapter 20)
  - 40 • Shower Facilities requests require the approximate number of personnel to service,  
41 estimated duration, and date and time the showering is to begin.
- 42

43 If an incident has a need for additional mobile food service units or shower facilities units, the  
44 request will be placed with NICC through established ordering channels. NICC will determine  
45 and assign the appropriate units to all Federal wildland fire incidents.

46  
47 When necessary, as determined by the incident, a Contracting Officer's Technical Representative  
48 (COTR) may be ordered through the appropriate Geographic Area. If the Geographic Area is  
49 unable to provide a COTR, the order will be placed through NICC. Once the unit is operating

1 smoothly, the COTR may be demobilized from the incident through the appropriate dispatch  
2 channels.

### 4 **National Contract Mobile Food Services and Shower Facilities Reassignments**

5 All requests to reassign National Contract Mobile Food Services or Shower Facilities units will  
6 be placed with NICC through established ordering channels. All reassignments of National  
7 Contract Mobile Food Services and Shower Facilities units will be communicated to the vendor  
8 by NICC.

### 11 **National Contract Mobile Food Services and Shower Facilities Demobilization**

12 All release information will be entered into ROSS within fifteen (15) minutes of demobilization.  
13 Contractors may take twenty-four (24) hours to rest and replenish supplies within the local area  
14 after release. After 24 hours, contractors must return to the unit's designated dispatch point.

### 16 **Aircraft**

17 NICC is the sole source for large transport aircraft holding Federal Aviation Regulations (FAR)  
18 Part 121 Certificates and for Type 1 and 2 Call-When-Needed (CWN) Helicopters (See Chapter  
19 20).

21 Cooperator aircraft (State contracted, State owned, State managed National Guard aircraft,  
22 county, city, or other) may be used on federal fires under the following conditions:

- 23 • The pilot and aircraft have been approved in writing for the aircraft and the mission by  
24 either the FS or the Aviation Management Directorate (AMD).
- 25 • There exists a written MOU (Memorandum of Understanding), Interagency Agreement,  
26 or other document that authorizes this use and payment for this use.
- 27 • The cooperator aircraft will be operated within any limits on its use established in the  
28 written approval.
- 29 • The cooperator aircraft will be used only in situations where federal aircraft are not  
30 reasonably available.
- 31 • The cooperator aircraft will be released when federal aircraft become reasonably  
32 available.
- 33 • Use of cooperator-owned aircraft prior to exhausting contracted resources must involve a  
34 "significant and imminent threat to life or property."

### 36 **Aircraft Mobilization**

37 When a Geographic Area has depleted local and available aircraft resources, request(s) will be  
38 placed with NICC. Aircraft assigned will become the receiving Area's resource until released.  
39 The following terminology will be used when requesting aircraft through NICC:

- 40 • Knots (kts) will be the standard term used to reference airspeed.
- 41 • VORs (Very High Frequency Omni-directional Range) will be used to reference  
42 direction.
- 43 • Latitude and longitude must be provided in degrees and minutes.
- 44 • Aircraft registration numbers will be used when referencing helicopters, lead planes, and  
45 air attack aircraft. Airtankers and SEAT's will be referenced by the airtanker number;  
46 e.g., T-00.

47  
48 The following selection factors will be used when ordering aircraft:

- 1 • Airtankers: Loaded or empty (two (2) hour maximum flight when loaded, except for the
- 2 VLAT's).
- 3 • Timeliness.
- 4 • Cost effectiveness.
- 5 • Performance specifications for density/high altitude operations.
- 6 • Appropriately carded.
- 7 • Special applications such as special-use flights, tundra pads, float, etc.

## 12 Aircraft Demobilization

13 Flight Following will be performed on all Government or exclusive use contract aircraft being  
14 demobilized. NICC will release charter and CWN aircraft to the vendor without flight following  
15 provided no Government personnel or cargo is on board. All aircraft release information will be  
16 entered in to ROSS.

## 18 Flight Management Procedures

### 19 Types of flights:

- 20 • **Point-to-Point.** Point-to-point flights originate at one developed airport or permanent  
21 helibase, with a direct flight to another developed airport or permanent helibase. These  
22 types of flights are often referred to as "administrative" flights. These flights require  
23 point-to-point approved pilots and aircraft. A point-to-point flight is conducted higher  
24 than 500 feet above ground level (AGL) except for takeoff and landing.
- 25 • **Mission Flights.** Mission flights are those flights that do not meet the definition of a  
26 point-to-point flight. These types of flights are often referred to as "tactical" flights. A  
27 mission flight requires work to be performed in the air (such as retardant or water  
28 delivery, reconnaissance, smokejumper delivery, sketch mapping), or through a  
29 combination of ground and aerial work (such as delivery of personnel and/or cargo from  
30 a helibase to an unimproved landing site, rappelling, cargo let-down, or wild horse  
31 herding). The pilot and aircraft must be agency approved (carded) for the mission being  
32 performed.

34 **Flight Plans and Flight Following.** Agency flight plans are the responsibility of the originating  
35 dispatch office and are documented on a Flight Request/Flight Schedule or an Aircraft Resource  
36 order for mission flights. Flight following is the responsibility of the originating dispatch office  
37 and will remain so until transferred through a documented, positive handoff. The flight  
38 following dispatch office shall be continually staffed while an aircraft is airborne. Confirmation  
39 of an aircraft's arrival at a specified destination is required to ensure that a flight has been  
40 completed safely. It is the pilot's responsibility to close out a flight plan. If an aircraft is overdue,  
41 it is the receiving dispatcher's responsibility to initiate aircraft search and rescue actions. Flight  
42 following problems are documented through the SAFECOM system.

- 44 • **FAA Flight Plans and Flight Following.** All flights conducted under FAA Instrument  
45 Flight Rules (IFR) are automatically provided FAA flight following. Administrative  
46 flights conducted under Visual Flight Rules (VFR) flight plans require the pilot to file a  
47 flight plan with the appropriate FAA facility. The pilot must request FAA flight  
48 following. Air Traffic Control (ATC) may or may not provide it. It is the pilot's  
49 responsibility to confirm with dispatch which type of FAA flight plan will be used. The

1 pilot shall close out the flight plan with the FAA once the flight is completed. FAA flight  
2 plans and flight following are generally used for point-to-point flights and the pilot or  
3 flight manager will contact dispatch with an estimated time of departure, estimated time  
4 en route and close out with dispatch once the aircraft is on the ground to accomplish  
5 resource tracking.

- 6 • **Agency Flight Plans and Flight Following.** For mission flights, there are two types of  
7 Agency flight following: **Automated Flight Following (AFF), and Radio Check-in.**  
8 AFF is the preferred method of agency flight following. If the aircraft and flight  
9 following office have AFF capability, it shall be utilized. Periodic radio transmissions  
10 are acceptable when utilizing AFF. (See AFF procedures section, for more detailed  
11 information) **Radio Check-in/Check-out** flight following requires verbal communication  
12 via radio every 15 minutes. The dispatcher will log the aircraft call sign, latitude,  
13 longitude and heading. Agency flight following is used for all mission flights.  
14 **Helicopters conducting Mission Flights shall check-in prior to and immediately after**  
15 **each takeoff/landing per IHOG 4.II.E.2.**  
16

17 For point-to-point flights, AFF flight following may be used as well. The pilot or flight manager  
18 will, as a minimum, contact dispatch prior to the flight with an estimated time of departure,  
19 estimated time en route, souls and fuel on board and will close out with dispatch once the aircraft  
20 is on the ground.

21  
22 NICC will Resource Track all aircraft crossing Geographic Area boundaries, which have been  
23 ordered through NICC, on:

- 24 • Aircraft Orders.
- 25 • Flight Requests.
- 26 • IA Smokejumper Orders.
- 27

28 Notification of the commitment of National Resources applies to non-tactical flights.

29  
30 SENDING UNIT – The Sending Unit is the dispatch unit which sends the aircraft from the  
31 vendor or Government aviation unit.

32  
33 RECEIVING UNIT – The Receiving Unit is the dispatch unit which is receiving the resource.

- 34 ○ Responsibilities of the Sending Unit:
  - 35 ○ Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the  
36 initial departure airport from pilot/vendor.
  - 37 ○ Relay the ATD, ETA, and method of Flight Following (agency or FAA) to the  
38 Sending Unit's GACC via established ordering channels.
  - 39 ○ Notify the GACC of any route changes, and of any delay or advances of a flight plan  
40 exceeding thirty (30) minutes.
  - 41 ○ Assist with search procedures for overdue aircraft. Utilize agency aircraft  
42 search/rescue guides, as appropriate.
  - 43 ○ On any flight requiring stops en route to a destination, instruct the Pilot-In-Command  
44 or Flight Manager to contact NICC at (800) 994-6312. Aircraft support vehicles  
45 should contact NICC at fuel stops. (Flight Manager Responsibilities are located in  
46 Chapter 60)
- 47 • Responsibilities of Sending GACC:
  - 48 ○ Sending GACC will relay the flight itinerary to NICC via email or fax.

- 1       ○ Notify NICC of any route changes, and of any delay or advances of a flight plan
- 2       ○ exceeding thirty (30) minutes.
- 3       ○ Assist with search procedures for overdue aircraft. Utilize agency aircraft search and
- 4       ○ rescue guides, as appropriate.
- 5       • Responsibilities of NICC:
- 6       ○ Relay flight itinerary to the receiving GACC by email or fax.
- 7       ○ Notify receiving GACC of any route changes, and of any delay or advances of a flight
- 8       ○ plan exceeding thirty (30) minutes.
- 9       ○ Resource track tactical aircraft to specified destinations.
- 10       ○ Monitor flight plans for additional utilization.
- 11       • Responsibilities of Receiving GACC:
- 12       ○ Relay flight itinerary to the Receiving Unit by email or fax.
- 13       ○ Notify Receiving Unit of known delays/advances of a flight plan exceeding thirty
- 14       ○ (30) minutes.
- 15       ○ Confirm arrival of all tactical aircraft to NICC by telephone; notify NICC of any
- 16       ○ aircraft overdue by more than thirty (30) minutes.
- 17       ○ Assist with search procedures for overdue aircraft. Utilize agency aircraft search and
- 18       ○ rescue guides, as appropriate.
- 19       • Responsibilities of Receiving Unit:
- 20       ○ Confirm arrival of all tactical aircraft by telephone to Receiving GACC.
- 21       ○ Notify Receiving GACC of any delays of a flight plan exceeding thirty (30) minutes;
- 22       ○ notify receiving GACC of any aircraft overdue by more than thirty (30) minutes.
- 23       ○ Initiate/assist with search procedures for overdue aircraft. Utilize agency aircraft
- 24       ○ search and rescue guides, as appropriate.
- 25

### 26 **Automated Flight Following (AFF) Requirements and Procedures**

27 AFF reduces the requirement to “check in” via radio every 15 minutes, and provides the  
28 dispatcher with a wide range of information on the flight, airspace, and other data that may be  
29 pertinent to the flight. This reduces pilot workload, clears congested radio frequencies, and  
30 provides the dispatcher with much greater detail and accuracy on aircraft location and flight  
31 history.

- 32       • Requirements to Utilize AFF:
- 33       ○ Automated flight following does **NOT** reduce or eliminate the requirement for
- 34       ○ aircraft on mission flights to have FM radio capability, and for the aircraft to be
- 35       ○ monitoring appropriate radio frequencies during the flight.
- 36       ○ Procedures for flight requests, ordering aircraft, requirement for a Flight Manager,
- 37       ○ etc., are the same as radio check-in procedures.
- 38       ○ The aircraft must be equipped with the necessary hardware (transmitter and antenna).
- 39       ○ The dispatch office responsible for the flight following must have a computer
- 40       ○ connected to the Internet immediately available to them in the dispatch office.
- 41       ○ Dispatch office(s) responsible for flight following shall be staffed for the duration of
- 42       ○ the flight.
- 43       ○ Training: The flight following dispatcher must have a working knowledge of the
- 44       ○ automated flight following program (Webtracker) and must have a current username
- 45       ○ and password for the automated flight following system.
- 46       • Procedures for Utilizing AFF:
- 47       ○ When an aircraft is ordered, or a user requests flight following from a dispatch office,
- 48       ○ and the above listed requirements are met automated flight following shall be utilized.



- 1       ○ The dispatch office will log on to the automated flight following web site, verify that  
2       the aircraft icon is visible on the screen, and be able to quickly monitor this page at  
3       any time during the flight.
- 4       ○ The dispatch office will provide the pilot with FM frequencies and tones that will be  
5       monitored for the duration of the flight.
- 6       ○ The pilot will relay the flight itinerary, ETD, ETA and fuel on board to the dispatch  
7       center.
- 8       ○ When aircraft is initially airborne, and outside of sterile cockpit environment, the  
9       pilot will contact the dispatch office via radio stating “Nxxxx off (airport or helibase  
10      name), ATD, SOB, FOB and ETE on AFF”. Dispatch office shall respond “Nxxxx,  
11      (dispatch call sign) AFF.” This is required to positively verify that both the aircraft  
12      and the dispatch office are utilizing AFF, radios are operational, and that the  
13      dispatcher can “see” the aircraft on the computer screen. If there is a problem at this  
14      point, change to radio 15-minute check-in procedures until the problem is resolved.  
15

16 If radio contact cannot be established the pilot will abort the mission and return to the  
17 airport/helibase.

- 18
- 19       ○ If there is a deviation from the planned and briefed flight route, the pilot will contact  
20       the dispatch office via radio with the changed information.
- 21       ○ The dispatch office will keep the AFF system running on a computer for the entire  
22       flight and will set a 15-minute timer and monitor the computer at a minimum and  
23       document, for the duration of the flight.
- 24       ○ If the aircraft icon turns RED, it means the signal has been lost. Immediately attempt  
25       contact with the aircraft via radio and follow normal lost communication, missing  
26       aircraft, or downed aircraft procedures as appropriate. If radio contact is made after a  
27       lost signal, flight may continue utilizing 15-minute radio check-ins for flight  
28       following. (During tactical operations below 500’ a periodic red indication is normal  
29       and does not necessitate an ‘immediate’ contact especially if flight following has been  
30       established with the incident. This should be addressed during the pre-flight  
31       briefing.)
- 32       ○ When the aircraft has completed the flight and landed, the pilot or flight manager  
33       (passenger, observer, Flight Manager, ATGS, etc.) shall contact the dispatch office  
34       via radio or telephone informing them that they are on the ground.
- 35       ○ If the flight will cross “traditional dispatch boundaries,” the originating dispatch  
36       office must coordinate with affected units, and establish if the aircraft will be flight  
37       followed for the duration of the flight from the originating office or handed off when  
38       the border is crossed. Either option is acceptable but must be communicated and  
39       understood between dispatch offices and pilots/flight managers.

40 Additional information about AFF can be found at: <https://www.aff.gov/>

#### 42 **Airborne Thermal Infrared (IR) Fire Mapping**

43 Infrared equipment and aircraft are National Resources. All requests for infrared flights will be  
44 placed with NICC through established ordering channels no later than 1530 Mountain. All  
45 requests for infrared services will be on a ROSS aircraft request. Infrared Scanner Request  
46 Forms for infrared flights will be created at the National Infrared Operations (NIROPS) website  
47 at: <http://nirops.fs.fed.us/rcr/scanner/index.php>. User accounts can be requested by contacting  
48 NIROPS directly. If the website is unavailable, a faxed Infrared Aircraft Scanner Request Form

1 (See Chapter 20) will be submitted for each request. A qualified Infrared Interpreter (IRIN) must  
2 be confirmed or in place at the time of the infrared flight.

3  
4 NICC may assign these resources to a Geographic Area during lower Preparedness Levels (PL).  
5 When assigned to a Geographic Area, the GACC will provide a qualified IR Coordinator and  
6 provide for Flight Following of assigned aircraft. NICC will flight follow between Geographic  
7 Areas.

8  
9 NICC will maintain the flight scheduling and priority setting for national infrared resources  
10 when competition exists.

11  
12 Flight crews, when assigned to a Geographic Area, will coordinate with the using agency's IR  
13 Liaison and IR Coordinator. The IR Coordinator will keep informed of mission priorities, flight  
14 times, etc.

15  
16 Users of Infrared Services should be familiar with the contents of the Infrared (IR) Thermal  
17 Mapping Operations Manual, available from the Infrared Operations Specialist at NIFC, (208)  
18 387-5647.

19  
20 The objectives of the Infrared Program are:

- 21 • Primary: Provide infrared support and services to all agencies engaged in wildland fire  
22 activities.
- 23 • Secondary: Provide infrared support for other resource projects as priorities, time, and  
24 capabilities allow.

### 25 26 **Lead Planes**

27 Lead Planes are National Resources. Areas administering these aircraft will make them available  
28 for wildland fire assignments when ordered by NICC, if not currently committed to fires.  
29 Requests for lead planes may be filled with an ASM1. (See Chapter 20)

### 30 31 **Aerial Supervision Modules (ASM1)**

32 The ASM1 is a fixed wing platform that utilizes two (2) crew members to perform the functions  
33 of traditional air attack and low-level lead operations. The ASM1 requires both crew members  
34 to be trained to work as a team, utilizing Crew Resource Management (CRM) skills and  
35 techniques to enhance safety, efficiency, and effectiveness. ASM1s are National Resources.

36  
37 Areas administering these aircraft will make them available for wildland fire assignments when  
38 ordered by NICC.

### 39 40 **Tactical and Reconnaissance Aircraft**

41 Air attack and reconnaissance aircraft are on Call-When-Needed (CWN) and Exclusive Use  
42 Contracts solicited and inspected by the AMD and other federal agencies. They are available for  
43 Interagency use and will be requested through established ordering channels. The ordering  
44 office may request the aircraft with specific avionics equipment. (See Chapter 80)

### 45 46 **Large Transport Aircraft**

47 Large transport aircraft are National Resources and will be requested through NICC.

- 1 • Scheduling: Large transport aircraft arranged by NICC are requested on a per mission  
2 basis. Flight Following ATD/ETE will be relayed by the NICC Aircraft Desk for each  
3 flight leg.
- 4 • Requests for Large Transport: When requesting a large transport aircraft, the following  
5 information is required:
  - 6 ○ Number of passengers and/or cargo weight per destination, and combined total weight  
7 for the flight.
  - 8 ○ Pick-up point at jetport and time passengers and/or cargo are available to load. NICC  
9 requires 48 hour lead time to plan and schedule aircraft for demobilization flights.
  - 10 ○ Pick-up point at the jetport is the Fixed Base Operator (FBO) or gate at the airport  
11 terminal where the aircraft will park.
  - 12 ○ Passengers must be weighed and manifested prior to boarding the aircraft.
  - 13 ○ Government or contractor support available at each airport, including contact person  
14 and telephone number.
  - 15 ○ All personnel listed on the manifest and flight crew members should be provided at  
16 least one sack lunch.

### 17 18 **Helicopters: Call-When-Needed (CWN)**

- 19 • Type 3 helicopters are solicited and inspected by the AMD and FS Regional Aviation  
20 Officers.
- 21 • Type 1 and 2 helicopters are solicited and inspected by NIFC. With the exception of  
22 Alaska, all Type 1 and 2 helicopters will be dispatched by NICC.

23 There are two (2) categories of helicopters:

- 24 ○ Limited: No passenger or internal cargo transport, lift only. See Interagency  
25 Helicopter Operations Guide, NFES 001885 for additional information.
- 26 ○ Standard: Passenger and cargo hauling.
- 27 • Helicopter Modules

28 When processing requests for helicopters, NICC will inform the requesting GACC of the  
29 contract type of the assigned resource: Exclusive Use or CWN. Exclusive Use Contract  
30 helicopters are mobilized complete with an assigned module. If the request is filled with  
31 a CWN helicopter, the requesting Area must provide a module or order a module through  
32 NICC. A helicopter manager must be identified and confirmed in the Special Needs  
33 block before NICC assigns a CWN helicopter, with the exception of Alaska, due to the  
34 extended mobilization time of the aircraft from the Lower 48 to Alaska. CWN helicopter  
35 managers and/or modules will meet with their assigned helicopter off-site from the  
36 incident prior to performing work. The specific reporting location should be identified on  
37 the Resource Order, such as a Fixed Base Operator (FBO) or other easily located site.  
38 For information regarding mobilization of helicopter modules, see Chapter 20.

- 39 • GACCs will obtain approval from NICC prior to reassigning Type 1 or 2 Helicopters to  
40 another incident.

### 41 42 **Exclusive Use Contract Helicopters**

- 43 • All FS Exclusive Use Type 1 and 2 Helicopters are contracted by NIFC.
- 44 • Most FS Exclusive Use Type 3 and 4 Helicopters are contracted by NIFC.
- 45 • All Exclusive Use Contract Helicopters for DOI Agencies are solicited, inspected, and  
46 contracted by AMD.
- 47 • Exclusive Use Contract Helicopters are dispatched locally by the Administrative Unit.

48

1 Periodically, Forest Service Type 1 and Type 2 Exclusive Use Helicopters not within their  
 2 Mandatory Availability Period (MAP) are hired under their Exclusive Use Contract for optional  
 3 use periods for incidents or projects. A modification to the Exclusive Use Contract is required for  
 4 the duration of the incident assignment. The Exclusive Use Contract designates the COR and the  
 5 Exclusive Use Helicopter Manager. If, the designated FS Exclusive Use Helicopter Manager is  
 6 not immediately available, the requesting Geographic Area will assign an available Exclusive  
 7 Use Helicopter Manager to the helicopter until the designated Exclusive Use Helicopter Manager  
 8 arrives at the incident. The designated Helicopter Manager will then manage the helicopter  
 9 thereafter. The COR will be notified that the Exclusive Use Helicopter is being dispatched.

### 10 11 **Airtankers**

12 Airtankers are National Resources. Geographic Areas managing these aircraft will make them  
 13 available for wildland fire assignments when ordered by NICC. This will be accomplished by  
 14 ensuring that all support functions (i.e. airtanker Bases and Local Dispatch Centers) that are  
 15 required for the mobilization of national assets (i.e. Large Airtankers, Lead Planes, ASM's, and  
 16 Type 1 and 2 Helicopters) are staffed and maintained to support mobilizations. When a  
 17 Geographic Area has depleted available Large Airtanker (Type 1 or 2) resources, request(s) will  
 18 be placed with NICC. Large Airtanker initial attack agreements between neighboring unit level  
 19 dispatch centers are valid only where proximity allows the airtanker to respond loaded direct to  
 20 the incident.

21 There are five (5) types of airtankers:

<u>Type</u>	<u>Capacity (Minimum)</u>
VLAT	10,000 gallons
1	3,000 to 9,999 gallons
2	1,800 to 2,999 gallons
3	800 to 1,799 gallons
4	Up to 799 gallons

### 28 29 **Airtanker Use In Optional and Post Season Periods**

30 Post Season and Optional Use airtanker activations are processed by the Contracting Officer  
 31 (CO), through the Designated Administrative Contracting Officers (ACO).

32  
33 The following chart indicates the different contract periods

Optional Use	Mandatory Availability (MAP)	30 Day Post-Season
--------------	------------------------------	--------------------

34 The following process is used to activate airtankers during the Post Season and Optional Use  
 35 periods:

- 36 • The requesting GACC will place request(s) for airtankers with NICC.
- 37 • NICC will notify the CO or designated representative of request(s).
- 38 • The CO or designated representative and NICC will determine the availability of  
 39 airtankers and will notify the national airtanker inspector(s), if needed. The CO or  
 40 designated representative will notify the ACO of the contract item to be activated.
- 41 • NICC will notify the GACC of the airtanker activation.
- 42 • NICC will request the airtanker from the appropriate vendor.

### 43 44 **Modular Airborne Firefighting Systems (MAFFS)**

- Objectives

MAFFS provides emergency capability to supplement commercial airtankers on wildland fires.

- Policy

MAFFS are National Resources and are used as a reinforcement measure when contract airtankers are committed or not readily available. MAFFS will be made available to assist foreign governments when requested through the Department of State or other diplomatic Memorandum of Understanding (MOU).

- Responsibility

Geographic Areas are responsible for ascertaining all suitable commercial airtankers are assigned to wildland fires or committed to initial attack before placing a request for a MAFFS Mission to NIFC. For additional information, see the MAFFS Operating Plan.

- NIFC Responsibility

NIFC is responsible for ascertaining that all suitable commercial contract airtankers nationally are committed to wildland fires, initial attack, or cannot meet timeframes of requesting units. When this occurs, the Duty Coordinator will notify the FS Director, NIFC. The FS Director, NIFC, or in his/her absence, the FS National Aviation Officer, or their Acting is responsible for initiating a MAFFS mission. Once approval is given, the NICC Manager activates the request through proper DOD channels.

After the initial contact has been made, the NICC will submit a Request for Assistance (RFA) to the DOD Liaison at NIFC. The Governors of California, Wyoming, and North Carolina may activate their respective Air National Guard Units having MAFFS equipment and qualified crews for State-controlled fires. Approval for use of MAFFS equipment must be obtained from the FS Director, NIFC, prior to this activation.

When MAFFS are activated by a governor, the FS Regional Office for that State will assign an accounting code for the incident.

- Ordering Criteria

- FS domestic requests will be placed through established ordering channels to NICC.
- NICC will place a Request for Assistance (RFA) to the NIFC Defense Coordinating Officer (DCO). The DCO places the RFA concurrently with the US Northern Command and the Joint Directorate of Military Support for approvals.
- The requesting Geographic Area needs to order the following support:
  - 1 each MAFFS Liaison Officer (MLO aka MAFF) and 1 each MLO trainee
  - 1 each MAFFS Base Station Radio Kit (no NFES number assigned)
  - 1 each NIICD FAA Certified Avionics Technician (THSP)
  - 1 each Assistant MAFFS Liaison Officer.
  - 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.

The Receiving Unit must be prepared to provide administrative support (procurement, motel rooms, phones, office space, clerical and timekeeping support, transportation) to accommodate as many as 26 people per two (2) aircraft. Refer to the current MAFFS Operating Plan for specifics.

### **Single Engine Airtankers (SEATs)**

Single Engine Airtankers (SEATs) under an On-Call, Variable Term, or an Exclusive Use

1 Contract and are solicited and inspected by the AMD and other federal agencies. The SEAT  
2 module includes a support vehicle with batch mixing capability for wet and dry retardant. They  
3 are available for interagency use and will be requested through established ordering channels. If  
4 the ordering office cannot provide a SEAT Manager for a SEAT, the SEAT Manager will be  
5 requested on an Overhead order. For additional information, see the Interagency SEAT  
6 Operations Guide (ISOG), NFES 001844.

### 7 8 **Temporary Flight Restrictions, FAR 91.137 (TFR)**

9 Temporary airspace restrictions will be established when incident related Aviation activities  
10 present potential conflict with other Aviation activities. The FAA requires that latitude/longitude  
11 information for TFRs (Temporary Flight Restrictions) must be provided in degrees, minutes, and  
12 seconds, including reference to north latitude and west longitude. If seconds' information is not  
13 available, add two (2) zeros to the description. Do not use spaces, commas, or other symbols in  
14 the description. Example: ddmmsN/ddmmssW or 450700N/1175005W. The corner points  
15 should be listed in a clockwise sequence around the requested TFR to avoid "bow tie"  
16 depictions. The Interagency Airspace Coordination Guide describes further how flight  
17 restrictions are requested and implemented.

### 18 19 **Military Training Routes and Special Use Airspace**

20 Military Training Routes and Special Use Airspace presenting conflicts with incident related  
21 Aviation activities will be identified by local units. The source for this information is AP-1B,  
22 Flight Information Publication, "Military Training Routes" and the AP/1A FLIP, "Special Use  
23 Airspace." Each office should maintain a current edition of these documents. Special Use  
24 Airspace information should be organized for easy and rapid utilization; i.e., displayed on  
25 dispatching maps, with conversions for legal description to latitude/longitude prepared. Further  
26 direction may be obtained in the Interagency Airspace Coordination Guide.

### 27 28 **Airspace Conflicts**

29 Consult the Interagency Airspace Coordination Guide.

### 30 31 **FAA Temporary Control Tower Operations**

32 The FAA may be requested to provide air traffic control support (**consisting of two (2) FAA Air**  
33 **Traffic Controllers**) when Air Operations in support of an incident becomes complex or unsafe  
34 at uncontrolled airports. FAA Temporary Control Towers are ordered on an Aircraft Order. A  
35 lead time of eight (8) hours is desirable when ordering. **If the FAA cannot supply radios, the**  
36 **incident COML will order radios as an Equipment Request through established ordering**  
37 **channels.**

38  
39 The FAA has requested additional information be provided when requesting FAA Temporary  
40 Control Towers. (See FAA Temporary Tower Request Form, Chapter 20) This form, in  
41 addition to the Checklist Form in Chapter 11 of the Interagency Airspace Coordination Guide,  
42 must accompany FAA Temporary Control Tower requests.

### 43 44 **Dedicated Radio Frequencies**

45 FM, VHF, and UHF Frequencies:

46 NIRSC issues dedicated FM frequencies in conjunction with communication equipment assigned  
47 to incidents. NIRSC will order additional FM frequencies from DOI and FS, Washington Office,  
48 as conditions warrant. **To insure proper frequency coordination, the ordering office must**  
49 **include the Latitude and Longitude of the incident on the resource order.**

## 1 AM Frequencies:

2 Initial attack AM air-to-air frequencies will be assigned by the NIFC Communications Duty  
3 Officer (CDO) after annual coordination with the FAA. The primary AM assignment is  
4 published at the beginning of the fire season. The secondary assignment for the zone, if pre-  
5 engineered, will reside under the control of the GACC. The secondary assignment can be quickly  
6 authorized for use by the zone through a request to the GACC. The tertiary assignment, if  
7 applicable, will remain with the CDO and its use authorized as conditions warrant. VHF AM  
8 assignments are used for air to air communications and are authorized only within the zone to  
9 which assigned. **IA assignments are not dedicated to project fires.**

10  
11  
12  
13 FM air-to-ground frequencies will be facilitated and coordinated by the NIFC CDO in  
14 cooperation with the agency frequency managers with the intent to create permanent  
15 assignments. Both AM and FM assignments will be used on an interagency basis and a master  
16 record of the assignments are maintained by the NIFC CDO. Updated frequency information for  
17 initial attack air to air, and air to ground is coordinated annually with the GACCs.

18  
19 Incident requests for the use of dedicated Air-to-Air and Air-to-Ground frequencies will be made  
20 through established ordering channels to NICC and are filled by the NIRSC CDO. The CDO  
21 coordinates all National Cache FS and DOI frequencies as well as any additional frequencies  
22 released by other agencies for wildland fire support. Aviation frequencies are to be ordered on  
23 an Aircraft order as an “A” request.

24  
25 Airtanker bases will monitor 123.975 VHF AM for aircraft contact. (*Airtanker bases in the*  
26 *Southwest and Southern Geographic Areas may be assigned alternate frequencies. Please*  
27 *reference local supplements for current frequency assignments.*) These frequencies are for  
28 National Airtanker Ramp use and not to be used for tactical or Flight Following purposes.

## 30 Predictive Services

31 Predictive Services provides decision-support to the federal, state and local wildland fire  
32 agencies for operational management of and strategic planning for firefighting resources. This is  
33 accomplished through the collection, analysis and dissemination of information about fire  
34 activity, resource status, weather and fuels, and assessments of fire danger and fire potential.

35  
36 The Predictive Services Handbook and the Predictive Services Operating Principles and  
37 Guidelines provide guidance and direction to the National Interagency Coordination Center  
38 (NICC) and the Geographic Area Coordination Centers (GACC) Predictive Services units. These  
39 documents detail:

- 40 • Program management and organization
- 41 • Roles and responsibilities
- 42 • Products and services
- 43 • Communication, training, and support requirements

44  
45 These documents are to be the standard by which the Predictive Services program operates.

46 The Predictive Services Handbook can be viewed or downloaded at:

47 [http://www.predictiveservices.nifc.gov/NPSG/npsg\\_pdf/PSHandbook\\_2009Update.pdf](http://www.predictiveservices.nifc.gov/NPSG/npsg_pdf/PSHandbook_2009Update.pdf)

48 The Predictive Services Operating Principles and Guidelines can be viewed or downloaded at:

49 [http://www.predictiveservices.nifc.gov/NPSG/npsg\\_pdf/PS\\_Oper Princ Guidelines.pdf](http://www.predictiveservices.nifc.gov/NPSG/npsg_pdf/PS_Oper Princ Guidelines.pdf)

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## Incident Status Summary (ICS-209)

The Incident Status Summary (ICS-209) submitted to the GACC is used to report large wildland fires and other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner.

The ICS-209 program is a Fire and Aviation Management Web (FAMWEB) application referred to as the “209 Program.” The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the incident ICS-209. Geographic Area Coordination Centers will ensure that their dispatch centers submit complete and accurate ICS-209 reports for any wildland fire meeting requirements specified in the “When to Report Wildland Fire Incidents with an ICS-209” flowchart shown below (available at <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>), or as set in their Mobilization Guide, if more frequent. The ICS-209 form can be found in the appendix of this chapter. Specific instructions for entering ICS-209 information using the 209 Program are located in the User’s Guide at: <http://www.fs.fed.us/fire/planning/nist/209.htm>. The ICS-209 Program and electronic ICS-209 form is located at: <http://fam.nwcg.gov/fam-web/>.

- Reporting Wildland Fires

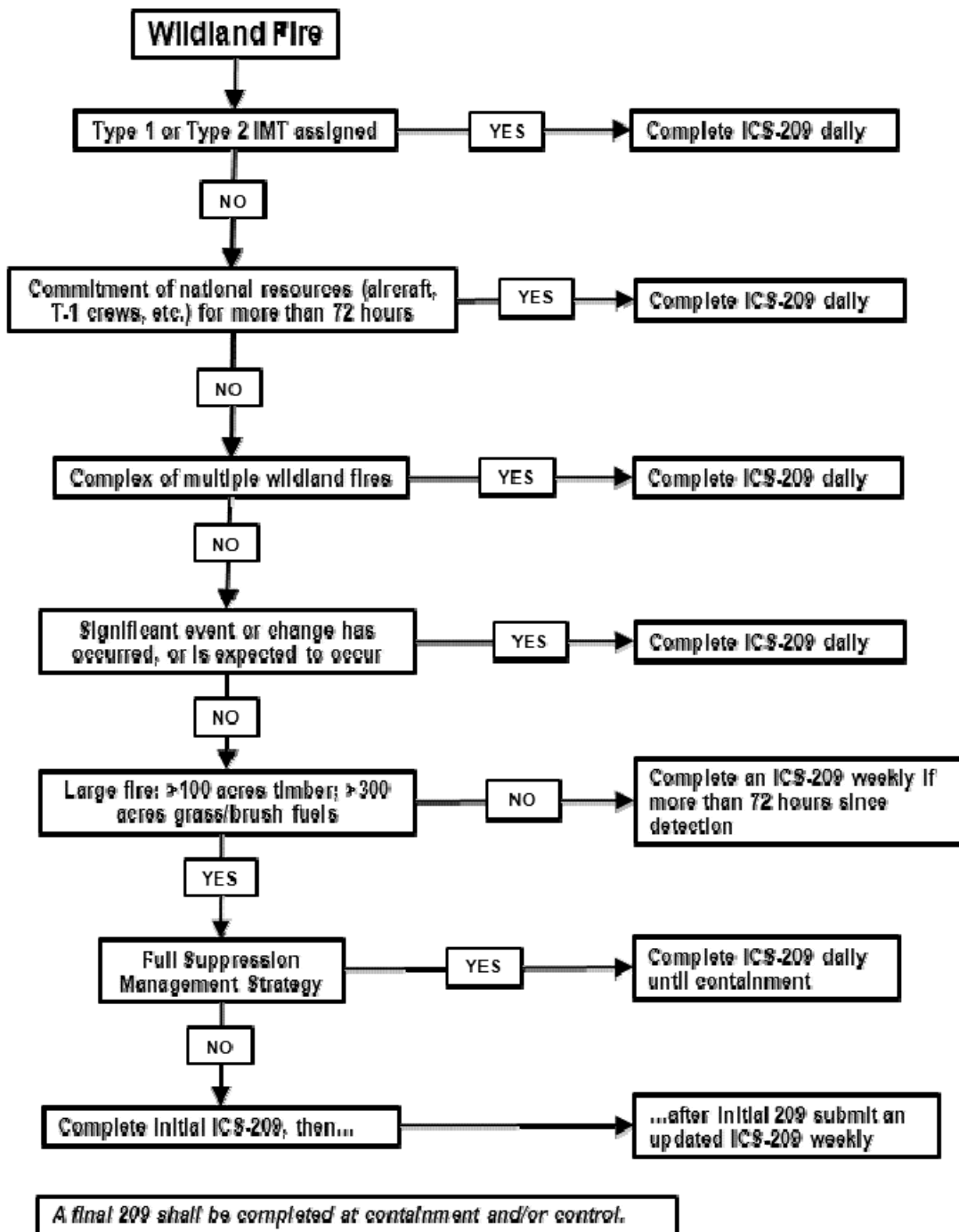
All wildland fires will be reported based on: Incident Management Team and national resources being assigned; significant events having occurred or forecast to occur; acres burned (>100 in timber, >300 in grass/brush fuels); incident strategy (Full Suppression, Point/Zone Protection, Confine, and Monitor); and time since detection (see “When to Report Wildland Fire Incidents with an ICS-209” flowchart below.)

- Wildfires managed for Complete Perimeter Control (Full Suppression) will submit an ICS-209 daily when that fire meets large fire criteria. The National Interagency Coordination Center classifies large fires as 100 acres or larger in timber fuel types, 300 acres or larger in grass or brush fuel types, or when a Type 1 or 2 IMT is assigned. For fires being managed under this strategy an ICS-209 will be submitted daily until the incident is contained. Refer to the GACC Mobilization Guide or agency policy for reporting requirements once containment is achieved.
- Wildfires managed under a Monitor, Confine, or Point Zone management strategy will submit an ICS-209 following the guidelines outlined in the “When to Report Wildland Fire Incidents with an ICS-209” flowchart below. Detailed guidelines and examples are in the “When to Report Wildland Fire Incidents” document on the National Intelligence web page: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>. The minimum ICS-209 requirements for these types of fires are:
  - Create an initial ICS-209; complete blocks 1 through 15 and block 42 (Remarks).
  - Complete blocks 45 through 47, Approval Information.
  - If national resources are committed to the incident, complete block 43, Committed Resources.
  - Additional reporting blocks can be completed to meet the needs of the incident or GACC.
- Wildfires within a complex should be aggregated and included on one ICS-209. A complex is two or more individual incidents located in the same general proximity, which are assigned to a single incident commander or unified command. Individual large incidents within a complex should be listed in block 42 (Remarks) along with name, suppression strategy, acreage and percent contained. Smaller fires may be aggregated



- 1           under one generic name (e.g. “Miscellaneous,” “ABC Misc,” etc.), along with cumulative  
2           information in Remarks.  
3
- 4           • Prescribed fires will be reported following the requirements outlined in the “When to  
5           Report Wildland Fire Incidents with an ICS-209” flowchart below.  
6
  - 7           • Other Incidents (Non-Fire)  
8           An ICS-209 will be submitted for other events in which a significant commitment of  
9           wildland fire resources has occurred, or when a Type 1 or 2 Interagency Incident  
10          Management Team has been assigned.  
11

### When to Report Wildland Fire Incidents with an ICS-209



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10

**Definitions:**

Significant number of resources is defined as non-local resources that are required to manage an incident that exceed the capacity of the local unit.

Significant commitment of national resources is defined as one or more Type 1 crews, one or more fixed wing or rotor wing aircraft.

1 **Monitor** is the systematic process of observing, collecting and recording of fire-related data,  
2 particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire  
3 location. This may be done onsite, from a nearby or distant vantage point in person or using a  
4 sensor, or through remote sensing (aircraft or satellite).

5  
6 **Confine** is to restrict a wildfire to a defined area, using a combination of natural and constructed  
7 barriers that will stop the spread of the fire under the prevailing and forecasted weather  
8 conditions until out. This means, “some action is or has been taken” (line construction, bucket  
9 drops, etc.) to suppress portions of the fire perimeter.

10  
11 **Point or Zone Protection** involves protecting specific points from the fire while not actively  
12 trying to line the entire fire edge. Points being protected may be communities, individual homes,  
13 communication sites, areas of high resource value, etc.

14  
15 **Full Suppression** implies a strategy to “put the fire out” as efficiently and effectively as  
16 possible, while providing for firefighter and public safety. To complete a fireline around a fire to  
17 halt fire spread, and cool down all hot spots that are immediate threat to control line or outside  
18 the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions.  
19 Synonymous with “Full Perimeter Containment” and “Control.”

20  
21 For more information refer to “When to Report Wildland Fire Incidents” document on the web  
22 at: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>.

### 23 24 **Interagency Situation Report**

25 Daily: At national Preparedness Level 2 and above, whenever significant wildland fire activity  
26 occurs, or when the following condition is met: All fires that meet large fire criteria, including  
27 prescribed fires, and when an incident or event experiences significant commitment of wildland  
28 fire resources.

29  
30 The Interagency Situation Report is a (FAMWEB) application known as the Sit Report Program.  
31 GACCs will ensure that all of their dispatch centers have submitted completed Situation Reports  
32 as outlined above, and as outlined in each GACC’s Mobilization Guide. The reporting period for  
33 this report is 0001 to 2400. NICC will retrieve situation reports from FAMWEB by 0200  
34 Mountain Time. Fires and acres shall be reported by ownership. Reporting is required for all  
35 prescribed fire activity along the same schedule as wildfires. The Interagency Situation Report  
36 application is divided into seven (7) sections:

- 37 • Daily Fire Statistics
- 38 • Resource Information
- 39 • Planned Prescribed Fires
- 40 • Remarks
- 41 • Year-to-Date Statistics
- 42 • ICS-209 Entry
- 43 • Large Incident Priority

44 The Sit Report Program shares certain incident information with the 209 Program for summaries  
45 and reports. Specific reporting requirements and program instructions are located in the Sit  
46 Report User’s Guide located at: <http://www.fs.fed.us/fire/planning/nist/sit.htm>.

47  
48 The Sit Report Program is located at <http://fam.nwcg.gov/fam-web/>.

## 1 **Incident Management Situation Report**

2 Daily: At national Preparedness Level 2 and above, or when significant activity occurs.

3 Weekly: At national Preparedness Level 1.

4

5 The Incident Management Situation Report (IMSR) is prepared by NICC Predictive Services  
6 from information and data derived from the Interagency Situation Report and 209 Program  
7 through the FAMWEB reporting system. A brief national weather/fire potential outlook will be  
8 prepared by a NICC meteorologist for inclusion in the Predictive Services Discussion section of  
9 the IMSR.

10

11 Large full suppression fires are typically reported in the IMSR until the incident is contained.  
12 Wildfires that are managed under a Monitor, Confine, or Point Zone strategy will initially be  
13 reported in the IMSR when the event exceeds 100 acres in timber fuel types, 300 acres in grass  
14 or brush fuel types, or has an IMT assigned. Such large, long duration fires will be reported in  
15 the IMSR until activity diminishes, and thereafter when significant activity occurs (such as  
16 acreage increase of 1,000 acres or more, significant resource commitment or resource loss) until  
17 the incident is contained.

18

## 19 **7 Day Significant Fire Potential Outlook**

20 The 7-day Significant Fire Potential Outlook provides a week-long projection of fuels dryness,  
21 weather, fire potential and firefighting resources information. It will be issued daily when a  
22 Geographic Area is at Preparedness Level 2 or higher (not including support-only periods). Each  
23 Geographic Area's Predictive Services unit will determine whether to produce a morning or  
24 afternoon routine issuance. The outlook will be produced and disseminated using the 7-day  
25 Outlook Preparation System (7day OPS). This will facilitate producing the routinely issued  
26 product as well as unscheduled updates. It will also provide the ability for the Predictive  
27 Services units to provide service backup to one another. Issuance times for each Area's outlook  
28 can be found in the Geographic Area Mobilization Guide and/or in its National Weather  
29 Service/Predictive Services Annual Operating Plan.

30

31 All the Geographic Area outlooks will be viewable from <http://psgeodata.fs.fed.us/7day/>. The  
32 outlooks produced by the 11 Geographic Area Predictive Services units will be consolidated into  
33 a National 7-day Significant Fire Potential map located at:  
34 <http://psgeodata.fs.fed.us/staticmap.html>.

35

36

37

## 38 **National Wildland Significant Fire Potential Outlook**

39 Monthly: Issued the first business day of the month.

40 The National Wildland Significant Fire Potential Outlook is prepared and distributed by NICC  
41 on the first business day of each month. This report consists of a national monthly map showing  
42 areas of below normal, normal, and above significant fire potential, as well as a seasonal map  
43 covering months two through four that shows trends from the previous month's outlook plus  
44 areas of increasing to above normal or decreasing to below normal significant fire potential.

45

46 A brief synopsis of the current and predicted national situation is included in the report. National  
47 Wildland Significant Fire Potential Outlooks will utilize information from individual GACC  
48 Predictive Services units, as well as other sources of climate, weather and fire danger data. This

1 product is updated and produced each month of the year as a collaborative effort by all personnel  
2 in the NICC Predictive Service unit.

### 4 **GACC Monthly and Seasonal Wildland Significant Fire Potential Outlooks**

5 GACC monthly and seasonal outlooks are optional but strongly encouraged as they provide  
6 greater detail than the national outlook issued by NICC. GACC monthly or seasonal outlook  
7 products will adhere to the following protocols:

- 8 • GACC and NICC outlooks must be geospatially equivalent.
- 9 • GACC websites are required to link to either Geographic Area or national outlooks.
- 10 • GACCs are required to provide draft forecast maps as well as narrative highlights  
11 (bullets) of monthly and seasonal significant fire potential to NICC three business days  
12 before the end of each month.
- 13 • GACC monthly and seasonal outlooks will be issued and posted to their websites on the  
14 first business day of each month. The monthly maps will delineate areas of below-  
15 normal, normal, and above-normal significant fire potential. Seasonal map covering  
16 months two through four will illustrate trends from the previous month. A discussion of  
17 fuel conditions, climate outlooks, and other pertinent information will be included in the  
18 outlooks.

### 21 **Fuel and Fire Behavior Advisories**

22 Predictive Services and Coordination staff at all levels should be involved with the issuance of  
23 any fuels/fire behavior advisories covering a large percentage of their Geographic Area(s) so  
24 they can carefully consider both the content and intended audience of the messages. When a  
25 situation arises that warrants an advisory message:

- 26 • Determine area of extent
  - 27 ○ If local area only (single agency unit or county) – Local area should issue advisory or  
28 safety message (Use of Standard Template strongly recommended). No other GACC  
29 action needed.
  - 30 ○ If geographic in scope (multiple units, counties, or significant portion of geographic  
31 area):
    - 32 ➤ Involve and coordinate with Predictive Services unit staff to get their  
33 input/feedback.
    - 34 ➤ Discuss message on 09:30 Coordinators call to determine if other GACCs are  
35 facing same issue.
    - 36 ➤ Review & tailor message for content, accuracy, suitability and distribution  
37 (Predictive Services staffs at Geographic and/or National levels, as appropriate,  
38 will coordinate to ensure message is appropriate for entire area of concern).
- 39 • Post advisory according to protocols listed below.

#### 41 Posting Protocols

- 42 ○ Use Standard Template (available from NICC).
- 43 ○ Send completed advisory to NICC who will post to national page.
- 44 ○ Create a detailed map using available tools to draw affected area and to coordinate  
45 with neighboring units.
- 46 ○ NICC will post to a national map and archive messages.
- 47 ○ It is recommended that URLs and email messages posted or sent out by the GACCs  
48 informing users about the advisory contain a link to the NICC Fuels/Fire Behavior

1 web page and national map (this will inform users about other fuels/fire behavior  
2 advisories that are posted across the country).

- 3 ➤ GACC web pages should link to the NICC page for both advisory text and  
4 national map.
- 5 ○ GACCs will determine when the advisory message is no longer valid and contact  
6 NICC to remove the advisory link off the webpage and map.

### 7 **Wildland Fire Entrapment/Fatality**

8 Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life-  
9 threatening position, where planned escape routes or safety zones are absent, inadequate, or have  
10 been compromised. An entrapment may or may not include deployment of a fire shelter for its  
11 intended purpose. This situation may or may not result in injury. They include “near misses.”  
12

13  
14 In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately  
15 to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to  
16 NICC electronically or by fax machine within twenty-four (24) hours. Submit this report even if  
17 some data is missing. (See Chapter 20) Form is located at the following web site:  
18 [http://www.nifc.gov/nicc/logistics/coord\\_forms.htm](http://www.nifc.gov/nicc/logistics/coord_forms.htm). Subsequent to the Initial Report, the  
19 investigation and review shall be conducted following agency specific policies and NWCG  
20 Guidelines.  
21

### 22 **National Fire Preparedness Plan**

23 National Preparedness Levels are established by the NMAC at NIFC throughout the calendar  
24 year. Preparedness Levels are dictated by burning conditions, fire activity, and resource  
25 availability. Resource availability is the area of most concern. Situations and activities  
26 described within the Preparedness Levels consider wildland fires and prescribed fires. At any  
27 preparedness level, NMAC may request that proposed new prescribed fire (Rx) applications be  
28 curtailed to meet national resource needs for emergency operations.  
29

### 30 **Why Preparedness Levels are Established**

31 The purpose of established Preparedness Levels is:

- 32 • To identify the level of wildland fire activity, severity, and resource commitment  
33 nationally.
- 34 • To identify actions to be taken by NIFC and Geographic Areas to ensure an appropriate  
35 level of preparedness/readiness for the existing and potential situation.
- 36 • To guide and direct Geographic Area Fire Management activities when essential to  
37 ensure national preparedness or in response to the National situation.  
38

39  
40 The NICC Coordinator will monitor the national wildland fire activity and Geographic Area  
41 Preparedness Levels and will recommend to the NMAC a National Preparedness Level.  
42 Response and support to non-fire incidents requiring a significant commitment of resources may  
43 also affect National Preparedness Levels. National Preparedness Levels will be responsive to the  
44 Homeland Security Advisory System.  
45

46 National Preparedness Levels are determined from the ground up and may influence resource  
47 allocations within Geographic Areas not experiencing significant activity to ensure sufficient  
48 resources are available for the national situation.  
49

## 1 **Geographic Area Preparedness Levels**

2 Geographic Area Preparedness Plans should be prepared in accordance with Agency Directives.  
3 Copies of Geographic Area Plans should be forwarded to NICC.

## 5 **Preparedness Level Descriptions**

### 6 **Preparedness Level 1**

7 Description: Minimal large fire activity nationally. Most Geographic Areas have low to moderate  
8 fire danger. There is little or no commitment of National Resources.

- 9 • Management Direction/Consideration:  
10 Agency/Geographic Areas will determine appropriate actions.
- 11 Responsibility:  
12 Agency Administrators within Geographic Areas.

### 14 **Preparedness Level 2**

15 **Description:** Wildland fire activity is increasing, and large fires are occurring in one (1) or more  
16 Geographic Areas. Minimal mobilization of resources from other Geographic Areas is occurring. There  
17 is moderate commitment of National Resources with the potential to mobilize additional resources from  
18 other Geographic Areas. Significant fire potential is high or becoming high over the next seven (7) days  
19 in at least two (2) Geographic Areas.

- 22 • Management Direction/Consideration:  
23 Agency/Geographic Areas will determine appropriate actions.
- 24 Responsibility:  
25 Agency Administrators within Geographic Areas.
- 26 • Management Direction/Consideration:  
27 Daily morning briefings conducted for the NIFC Directorate.
- 28 Responsibility:  
29 NICC Coordinator.
- 30 • Management Direction/Consideration:  
31 Monitor Geographic Area wildland and prescribed fire status, resource commitments, and  
32 preparedness levels.
- 33 Responsibility:  
34 NICC Coordinator, Geographic Area Coordinators.

### 36 **Preparedness Level 3**

37 Description: Wildland fire activity is occurring in two (2) or more Geographic Areas that requires or  
38 may require a significant commitment of National Resources. Additional resources are being ordered and  
39 mobilized through NICC. Type 1 and 2 IMTs are committed in two (2) or more Geographic Areas and  
40 Type 1 and Type 2IA crew commitment nationally is at 50%. Significant fire potential is high or  
41 becoming high over the next seven (7) days in at least three (3) Geographic Areas.

- 44 • Management Direction/Consideration: Incident strategies must consider the short and  
45 long term resource requirements for all new and existing wildland fires (planned and  
46 unplanned), to ensure efficient resource utilization for identified priorities.

- 47  
48 Responsibility:  
49 Agency Administrators within Geographic Areas.
- 50 • Management Direction/Consideration:

- 1           Ensure agency fire qualified personnel are available for fire assignments.  
2           Responsibility:  
3           Agency Administrators within Geographic Areas.  
4           • Management Direction/Consideration:  
5           Daily morning briefings conducted for the NIFC Directorate.  
6           Responsibility:  
7           NICC Coordinator.  
8           • Management Direction/Consideration:  
9           Coordinate the repositioning of National Resources, as appropriate.  
10          Responsibility:  
11          NICC Coordinator.  
12          • Management Direction/Consideration:  
13          Consider requesting Severity Funds to strengthen fire preparedness capability (scarce  
14          National Resources).  
15          Responsibility:  
16          NICC Coordinator.  
17          • Management Direction/Consideration:  
18          Assess resource availability from Canada.  
19          Responsibility:  
20          NMAC.  
21          • Management Direction/Consideration:  
22          Monitor critical Fire Cache Supply Inventories and provide appropriate direction to  
23          Geographic Areas.  
24          Responsibility:  
25          NMAC.  
26          • Management Direction/Consideration:  
27          Geographic Areas provide NICC with timely intelligence on existing and emerging  
28          situations.  
29          Responsibility:  
30          Geographic Area Coordinators.  
31          • Management Direction/Consideration:  
32          AMD and FS Aviation inspect all Type 1 and Type 2 Helicopters.  
33          Responsibility:  
34          National Aviation Officer, FS, and Director, AMD.  
35          • Management Direction/Consideration:  
36          Advise the military of the need for a Defense Coordinating Officer (DCO) to be assigned  
37          to NIFC.  
38          Responsibility:  
39          NICC Coordinator.  
40          • Management Direction/Consideration:  
41          Evaluate the need to activate the National Interagency Support Cache Coordinator at  
42          NICC.  
43          Responsibility:  
44          NICC Coordinator and National Interagency Support Cache Managers.  
45

#### 46 **Preparedness Level 4**

- 47  
48 Type 1 and 2 IMTs are committed in three (3) or more Geographic Areas. Competition exists for  
49 resources between Geographic Areas. Nationally, 60% of Type 1 and 2IA crews are committed. Three



1 (3) or more Geographic Areas have reached drawdown on tactical resources. Significant fire potential is  
2 high or becoming high over the next seven (7) days in at least three (3) Geographic Areas and ignition  
3 triggering events are likely in at least two (2) Geographic Areas.

4  
5 Description:

- 6 • Management Direction/Consideration:

7 Establish MAC Group at NIFC and conduct MAC Group Meetings daily.

8 Responsibility:

9 NMAC.

- 10  
11 • Management Direction/Consideration:

12 Prescribed fire application can be continued or be initiated if the proposed action is  
13 approved by an agency at the Regional or State Office level. This approval must be  
14 based on an assessment of risk, impacts of the proposed actions on Area resources and  
15 activities, and include feedback from the GMAC. The GMAC provides information or  
16 perspectives to agencies wishing to proceed with or implement a prescribed fire  
17 application. The final decision to implement resides with the implementing agency.

18  
19 Agencies wishing to proceed with an incident strategy other than full suppression will  
20 consult with GMAC. The final decision to implement resides with the implementing  
21 agency.

22  
23 If the agency decides to implement, incident strategies must consider the short and long  
24 term resource requirements for all new and existing wildland fires (planned and  
25 unplanned) to ensure efficient resource utilization for identified priorities.

26  
27  
28  
29 Responsibility:

30 Agency Administrators and Regional and State Offices.

- 31  
32 • Management Direction/Consideration:

33 Establish IR Coordinator position at NICC, as appropriate.

34 Responsibility:

35 NICC Coordinator.

- 36 • Management Direction/Consideration:

37 Allocate/preposition National Resources.

38 Responsibility:

39 NMAC.

- 40 • Management Direction/Consideration:

41 Train additional emergency firefighters as may be appropriate.

42 Responsibility: Agency Administrators within Geographic Areas.

- 43 • Management Direction/Consideration:

44 Coordinate “off-site” training of emergency firefighters with Geographic Areas.

45 Responsibility:

46 NMAC Coordinator.

- 47 • Management Direction/Consideration:

1 Encourage: (1) Assignment of Communications Frequency Managers and Aviation  
2 Specialists to all complex multiple incidents; and (2) Activation of MAC Group as may  
3 be appropriate.

4 Responsibility:

5 Agency Administrators within Geographic Areas.

- 6 • Management Direction/Consideration:

7 Geographic Areas provide NICC with fire priorities and other pertinent information at  
8 [0300 and 1700 daily].

9 Responsibility:

10 Agency Administrators within Geographic Areas.

- 11 • Management Direction/Consideration:

12 Implement Military Training Plan. Assemble Training Cadre for training military.

13 Responsibility:

14 NMAC Coordinator.

- 15 • Management Direction/Consideration:

16 AMD and FS Aviation contract, award, and inspect additional CWN Type 1 and Type 2  
17 Helicopters.

18 Responsibility:

19 National Aviation Officer, FS.

- 20 • Management Direction/Consideration:

21 Activate the National Interagency Aviation Coordinator position.

22 Responsibility:

23 National Agency Aviation Offices – FS, BLM, and AMD.

- 24 • Management Direction/Consideration:

25 Activate the National Interagency Support Cache Coordinator position at NICC.

26 Responsibility:

27 NICC Coordinator.

## 28

### 29 Preparedness Level 5

30

31 Wildland fire or other incidents nationally have the potential to exhaust all agency fire resources. Eighty  
32 percent (80%) of Type 1 and Type 2IA crews are committed, as well as the majority of other National  
33 Resources. Significant fire potential is likely to remain high in at least three (3) Geographic Areas with  
34 no indication of improvement in the next seven (7) days.

35

36 Description:

- 37 • Management Direction/Consideration:

38 Continue with National Preparedness Level 4 activities.

39 Responsibility:

40 NMAC Coordinator.

- 41 • Management Direction/Consideration:

42 Request Canadian Liaison for the NMAC.

43 Responsibility:

44 NMAC Coordinator.

- 45 • Management Direction/Consideration:

46 Access the need for International assistance.

47 Responsibility:

48 NMAC.

- 49 • Management Direction/Consideration:

1 Add Coordinator position at NICC to coordinate military mobilizations.

2 Responsibility:

3 NMAC Coordinator.

4  
5  
6 • Management Direction/Consideration:

7 Rx applications can be initiated or continued if the proposed action is approved by an  
8 agency at the Regional or State Office level and local resources are available to carry out  
9 the application without additional outside resource needs. This approval must be based  
10 on an assessment of risk, impacts of the proposed actions on Area resources and  
11 activities, and include feedback from the GMAC. The GMAC provides information or  
12 perspectives to agencies wishing to proceed with or implement a Rx application.

13  
14 For Rx applications to be initiated or continued that requires additional support of  
15 resources from outside the local unit or require resource ordering of an IMT or WFMT, a  
16 National MAC representative must assess risk and impacts of the proposed action and  
17 present to NMAC for review prior to proceeding. The final decision to implement  
18 resides with the implementing agency.

19  
20 Agencies wishing to proceed with an incident strategy other than full suppression will  
21 consult with GMAC and their Geographic Area NMAC Representative. The final  
22 decision to implement resides with the implementing agency.

23  
24 If the agency decides to implement, incident strategies must consider the short and long  
25 term resource requirements for all new and existing wildland fires (planned and  
26 unplanned) to ensure efficient resource utilization for identified priorities.

27  
28 Responsibility:

29 Agency Administrators, Regional and State Office Fire Staff, NIFC Staff, and NMAC.

30 • Management Direction/Consideration:

31 Prepare Geographic Area evaluation/assessment of current and projected fire situation  
32 when requested by the NMAC.

33 Responsibility:

34 GMACs.

35 • Management Direction/Consideration:

36 When requested by the NMAC, make available and incorporate project equipment into  
37 the NFES Fire Cache System.

38 Responsibility:

39 GMACs.

40  
41 **Preparedness Level 5 to 4**

42 Description: Competition for resources has significantly decreased. No critical fire weather is forecasted  
43 for the next three (3) to five (5) days.

44  
45 **Preparedness Level 4 to 3**

46 Description: Significant demobilization is occurring. Crews are being released daily and sent to home  
47 units. Fifty percent (50%) of total crew capability is available for new fires. All ground DoD resources  
48 have been released. Moderating conditions are forecasted for the next twenty four (24) hours, and higher  
49 humidity and lower temperatures are forecasted for the major fire areas.

### 1 **Preparedness Level 3 to 2**

2 Description: The majority of large fires are contained. Initial attack resources are again available.  
3 Geographic Area Crew availability is at or above the 50% level. There is no competition for resources  
4 between Geographic Areas. Large fire areas are expected to receive precipitation, with associated higher  
5 humidity and lower temperatures.  
6

### 7 **National Multi-Agency Coordinating Group (NMAC) Decisions**

8 All NMAC Decisions affecting Geographic Areas and/or providing management guidance will  
9 be documented on the NICC web page, located at the following web site:

10 <http://www.nifc.gov/news/nmac2/index.html>. Additional information may be required from  
11 Geographic Areas and Coordinating Groups in order to effectively develop strategy.  
12

### 13 **Follow-Up Evaluation**

14 The NMAC Coordinator will document decisions and their results and will report to the NMAC  
15 during subsequent meetings.  
16

### 17 **Mobilization Procedures for Military Assets**

18 It is advisable that units and field level users intending to order and utilize military resources  
19 obtain copies of the Military Use Handbook, NFES 002175, located at the following web site:  
20 [http://www.predictiveservices.nifc.gov/intelligence/military/Military\\_Use\\_Handbook\\_2006\\_2.pdf](http://www.predictiveservices.nifc.gov/intelligence/military/Military_Use_Handbook_2006_2.pdf)  
21 f. The short term use of trained DOD assets should be considered until civilian or wildland fire  
22 agency resources become available to replace DOD assets. For long term use/assignments, the  
23 following process will be followed:  
24

### 25 **Established Resource Ordering Process**

26 The established resource ordering process will be utilized, including standard resource order  
27 format.

- 28 • NICC will determine if all available civilian resources are committed.
- 29 • The Resource Order will be passed back to the Geographic Area indicating that military  
30 assets are the only available resources and estimated time frames for delivery.
- 31 • The Resource Order will be passed back from the Geographic Area to the ordering unit  
32 dispatch center, indicating military assets are the only available resources and estimated  
33 timeframes for delivery.
- 34 • The Resource Order will be passed back from the ordering unit dispatch center to the  
35 incident indicating military assets are the only available resource and estimate timeframes  
36 for delivery. It may be necessary for the unit dispatcher to redeploy civilian crews to  
37 insure military units are kept intact by deploying a minimum of one (1) battalion to the  
38 same incident.
- 39 • The incident must reorder the military assets on a Resource Order in the following  
40 manner:
  - 41 ○ Crews: Will be ordered by battalion (25 crews). Each battalion will have one (1) “C”  
42 request number. Each battalion will initially be deployed to the same incident.
  - 43 ○ Each Resource Order for crews will be accompanied by “O” requests for:
    - 44 ➤ One (1) Battalion Military Liaison (BNML).
    - 45 ➤ One (1) Deputy BNML.
    - 46 ➤ Four (4) Strike Team Leaders – Military (STLM).
    - 47 ➤ Twenty-eight (28) Military Crew Advisors (MCAD) (Minimum Crew Boss  
48 qualified).

49 Overhead personnel will remain committed throughout the assignment (30–33 days).

- 1 • 00The Resource Order will then be passed from the incident through established ordering
- 2 channels to NICC. NICC will certify no civilian assets are available, and then forward
- 3 the Resource Order to the appropriate Continental United States Military Headquarters.
- 4 • NICC will provide the following items:
- 5 ○ Air transportation, if needed, from installation to the jetport closest to the incident.
- 6 ○ Five (5) kits of programmable handheld radios, which will be mobilized with the
- 7 battalion.
- 8 • The incident, on a separate request number, must order enough support equipment,
- 9 caterers, showers, transportation, and hand tools to equip the military (500-600
- 10 firefighters and support personnel). The incident will need to supply diesel fuel for
- 11 ground vehicles, and fuel for Aviation assets. All firefighting personnel will come
- 12 equipped with PPE.
- 13 ○ Aviation: Aviation support will be ordered by required missions. It should be
- 14 noted that military Aviation resources, when compared to civilian resources, are
- 15 restricted in mission capability.

16  
17 Each group of missions will have its own “A” request number. Each Resource Order

18 will specify the following information:

- 19 ➤ Pounds of external cargo per day.
- 20 ➤ Number of passengers (PAX) per day.
- 21 ➤ Hours of water bucket missions per day.
- 22 ➤ Pounds of internal cargo per day.
- 23 ➤ Estimation of aircraft needed.
- 24 ➤ Aviation communication needs.
- 25 ○ Helicopter Modules/Managers
- 26 ➤ Refer to Military Use Handbook, NFES 002175, July 2006, Chapter 70.4.1.
- 27 ○ Vehicles: Vehicles will be ordered by required missions. Each group of missions
- 28 will have its own “E” request number.

29 Each Resource Order will specify the following information:

- 30 ➤ Number of passengers per day.
- 31 ➤ Pounds of cargo per day.

### 32 33 **Civilian Support**

34 All other civilian support requested specifically by the military at the incident will follow the

35 established ordering procedures.

### 36 37 **Demobilization Procedures**

38 Procedures will be reversed. However, a lead time of seventy-two (72) hours will be needed to

39 release military firefighters. NICC will release assets to the military and normally provide air

40 transport from the nearest airport. The incident should be prepared to provide ground

41 transportation to the airport. All tools, PPE, and other firefighting issued equipment need to be

42 collected at the incident prior to demobilization.

### 43 44 **International Operations**

#### 45 **Canada Support**

46 Mobilizations involving the United States of America (USA) and Canada are governed and

47 directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational

48 Guidelines, and by local initial attack agreements. Requests to Canadian agencies will normally

49 be made after USA resources are depleted, shortages are projected, or reasonable timeframes

1 cannot be met. All requests for use of Canadian Resources must be ordered through NICC,  
2 except for local mutual aid that does not include provisions for any reimbursement. The USA  
3 may request airtankers from Canada only after all available contract, add-on, and MAFFS  
4 aircraft have been mobilized. The USA may request helicopters from Canada after all available  
5 contract and CWN helicopters have been mobilized.

### 6 7 8 9 10 **Australia and New Zealand Support**

11 Mobilizations involving the United States, Australia, and New Zealand are coordinated through  
12 NICC, and are defined in the Wildfire Arrangements between the Department of the Interior and  
13 Department of Agriculture of the United States and the Australian and New Zealand  
14 Participating Agencies and in the Annual Operating Plan for these Arrangements. Request to  
15 Australian and New Zealand Participating Agencies will normally be made after USA resources  
16 are depleted, shortages are projected, or reasonable timeframes cannot be met.

### 17 18 **Mexico Support**

19 Mobilizations involving the United States and Mexico for fires within ten (10) miles either side  
20 of the U.S. – Mexico border are defined in the Wildfire Protection Agreement between the  
21 Department of the Interior and the Department of Agriculture of the United States and the  
22 Secretariat of Environment, Natural Resources, and Fisheries of the United Mexican States for  
23 the Common Border.

24  
25 Mobilizing USA resources for suppression assistance within Mexico beyond the ten (10) mile  
26 zone must be approved and coordinated by NICC, be authorized for reimbursement by the U.S.  
27 Agency for International Development's Office of Foreign Disaster Assistance, and be received  
28 by NICC through a request from the U.S. Forest Service's Disaster Assistance Support Program.  
29 (See Chapter 10)

### 30 31 **Other Nations Support for Large Scale Mobilizations**

32 Large scale mobilizations for reimbursable direct support to disasters (fires or all-hazard) in  
33 other nations are based on requests received through the Forest Service International Program's  
34 Disaster Assistance Support Program (DASP). DASP responds to requests from the U.S.  
35 Agency for International Development's Office of Foreign Disaster Assistance (OFDA). OFDA  
36 works closely with U.S. Ambassadors in foreign countries, who must determine if an incident in  
37 a foreign country warrants U.S. involvement. If the Ambassador does feel the incident is beyond  
38 the capability of the affected government, the affected government has requested the assistance,  
39 and it is in the best interest of the U.S. Government to assist, the Ambassador can "declare" a  
40 disaster. That declaration is the activation mechanism for U.S. support. If that support would  
41 include resources available through the land management agencies, OFDA would go to DASP,  
42 who would place requests through NICC.

43  
44 Small scale requests for disaster assistance or technical assistance are coordinated directly by  
45 DASP through the home units of the requested individuals.

46  
47 More information concerning the mission of OFDA and how it organizes and responds to  
48 international disasters can be found in OFDA's Field Operations Guide for Disaster Assessment  
49 and Response (FOG). The FOG can be located at the following web site:

1 [http://www.usaid.gov/our\\_work/humanitarian\\_assistance/disaster\\_assistance/reso](http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/fog_v4.pdf)  
2 [urces/pdf/fog\\_v4.pdf](http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/fog_v4.pdf)

3 More information on DASP is located at: <http://www.fs.fed.us/global>.

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9  
10 **Dispatch Forms**

11  
12 Resource Order Form

13  
14 Mobile Food and Shower Service Request Form

15  
16 Passenger and Cargo Manifest Form

17  
18 Aircraft Flight Request/Schedule Form

19  
20 Infrared Aircraft Scanner Request Form

21  
22 FAA Temporary Tower Request Form

23  
24 Preparedness/Detail Request Form

25  
26 Incident Status Summary (ICS-209) Form

27  
28 Monthly Wildland Fire Weather/Fire Danger Outlook Form

29  
30 Wildland Fire Entrapment/Fatality Form

31  
32 Documentation of Length of Assignment Extension Requirements Form

33  
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### Resource Order Form

<b>RESOURCE ORDER</b>		INITIAL DATE/TIME		2. INCIDENT/PROJECT NAME				3. INCIDENT /PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER																			
		5. DESCRIPTIVE LOCATION/RESPONSE AREA		6. SEC.		RWG		Base MDM		8. INCIDENT BASE/PHONE NUMBER				9. JURISDICTION/AGENCY																	
				7. MAP REFERENCE																10. ORDERING OFFICE											
12. INCIDENT/PROJECT ORDER NUMBER		11. AIRCRAFT INFORMATION		LAT.		LONG.		Ground Contact				RELOAD BASE		OTHER AIRCRAFT/HAZARDS																	
				BEARING		DISTANCE						BASE OR OMNI						AIR CONTACT		FREQUENCY		FREQUENCY		RESOURCE ASSIGNED							
12. Request Number		Ordered Date/Time		From To		Q T Y		RESOURCE REQUESTED		Needed Date/Time		Deliver To		Agency ID		Time		From To		EIA		EIA		RELEASED Date To		EIA Time					
																												REORDER RELAYED		ORDER RELAYED	
Req. No.		Date		Time		To/From		Req. No.		Date		Time		To/From		Req. No.		Date		Time		To/From		Req. No.		Date		Time		To/From	

ICS 200-1 (7/87) NFES 1470





**MOBILE FOOD & SHOWER SERVICE REQUEST FORM**

Incident Name: \_\_\_\_\_ Financial Code: \_\_\_\_\_

Resource Order #: \_\_\_\_\_ Food Service Request E#: \_\_\_\_\_

Shower Unit Request E#: \_\_\_\_\_

**I. FOOD SERVICE: Requested Date, Time, Meal Types, and Number of Meals**

1. Date of first meal: \_\_\_\_\_ Time of first meal: \_\_\_\_\_

2. Estimated number for the first three meals:

1<sup>st</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunch [ ] Dinner

2<sup>nd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunch [ ] Dinner

3<sup>rd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunch [ ] Dinner

This Block for National Interagency Coordination Center Use Only.

Actual agreed upon Date/Time first meals are to be served: Date: \_\_\_\_\_ Time: \_\_\_\_\_

(Minimum guaranteed payment is based on these estimates, see Section G.2.2):

1<sup>st</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner

2<sup>nd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner

3<sup>rd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner

**II. Location**

Reporting location: \_\_\_\_\_

Contact person at the Incident: \_\_\_\_\_

**III. Additional Information**

Spike Camps: Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Estimated Duration of Incident \_\_\_\_\_ Estimated Personnel at Peak \_\_\_\_\_

Dispatch Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**IV. SHOWER SERVICE: Requested Date and Time Mobile Shower Unit is needed**

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Mobile Shower Unit type ordered: Large (12+ stalls) [\_\_\_\_] Small (4-11 stalls) [\_\_\_\_]

This Block for National Interagency Coordination Center Use Only.

Actual agreed upon Date/Time Mobile Shower Unit to be operational: Date: \_\_\_\_\_ Time: \_\_\_\_\_

1 National Interagency Coordination Center – 208-387-5400

**Passenger and Cargo Manifest Form**

STANDARD FORM 245 (6-77) Prescribed by USDA FSM 5716 USDA MP9400.51B		<b>PASSENGER AND CARGO MANIFEST</b>				NO. OF PASSENGERS ON THIS PAGE _____		PAGE ____ OF _____	
ORDERING UNIT			PROJECT NAME			PROJECT NO			
NAME OF CARRIER			MODE OF TRANSPORTATION & ID. NO.			PILOT OR DRIVER			
CHIEF OF PARTY			REPORT TO			IF DELAYED, CONTACT			
DEPARTURE PLACE		ETD	ETA	INTERMEDIATE STOPS PLACE		ETD	ETA	DESTINATION PLACE	
PASSENGER AND OR CARGO NAME			M	F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASGMT IF APPLICABLE		HOME UNIT
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
SIGNATURE OF AUTHORIZED REPRESENTATIVE								DATE	

245-101



**HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST**

<p><b>I. MISSION FLIGHT HAZARD ANALYSIS</b> (fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:</p>	
<p><input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)</p> <p><input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft</p> <p><input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons</p> <p><input type="checkbox"/> Weather factors: wind, thunderstorms, etc.</p>	<p><input type="checkbox"/> Towers and bridges</p> <p><input type="checkbox"/> Other aerial obstructions:</p> <p><input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors</p> <p>SUNRISE: _____</p> <p>SUNSET: _____</p> <p><input type="checkbox"/> Limited flight following communications</p>
<p><b>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</b></p>	
<p><input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor; carding meets requirements;</p> <p><input type="checkbox"/> <u>OR</u>, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots</p> <p><input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled</p> <p><input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)</p> <p><input type="checkbox"/> All DOI passengers have received required aircraft safety training;</p> <p><input type="checkbox"/> <u>OR</u>, Aviation manager will present detailed safety briefing prior to departure;</p> <p><input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use</p>	<p><input type="checkbox"/> Means of flight following and resource tracking requirements have been identified</p> <p><input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained</p> <p><input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions</p> <p><input type="checkbox"/> Procedures for decontification of Military Training Routes and Special-Use Airspace have been taken</p> <p><input type="checkbox"/> Chief-of-Party is aware of PPE requirements.</p> <p><input type="checkbox"/> Cost analysis has been completed and is attached</p> <p><input type="checkbox"/> Other/Remarks: _____</p>
<p><b>III. APPROVALS</b></p>	
<p>Note: Reference Handbook 9420 for approval(s) required.</p> <p><b>A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY:</b> _____  <small>Chief-of-Party Signature</small></p> <p><b>B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY:</b> _____  <small>Dispatcher Or Aviation Manager Signature Required</small></p> <p><b>C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **:</b> _____ DATE: _____</p> <p><b>D. THIS FLIGHT IS APPROVED BY (Authorized Signature):</b> _____ DATE: _____</p> <p><b>** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.</b></p>	

# Infrared Aircraft Scanner Request Form

## INFRARED AIRCRAFT SCANNER REQUEST

<b>Incident# &amp; Project#:</b>		<b>BLM#:</b>		<b>A#</b>	
Incident Name:		Date/Time:			
Ordering Unit:		Telephone #:			
Local Dispatch:		Telephone #:			
GACC:		Telephone #:			
National IR Coord:		Telephone #:		(208) 387-5381	
		FAX #			
Regional IR Coord:		Cell #		(208) 859-4475	
		Telephone #:		( )	
		FAX #:		( )	
		Cell #		( )	
IR Interpreter Ordered:		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
IR Interpreter Assigned:		Cell #		( )	
Location: Motel		Motel #		( )	
Office or ICP		FAX #		( )	
SITL Name and Location:		Telephone #:		( )	
Incident Elevation (AVG):		Feet MSL		Approximate Size: Acres	
Weather Over The Incident:					
Delivery Point:			Alt. Delivery Pt:		
Delivery type:		<input type="checkbox"/> Land Aircraft		<input type="checkbox"/> Air Drop	
<input type="checkbox"/> Scanned file (give email address or ftp site in box below)					
Delivery time:					
Delivery point weather:					

### Radio Frequencies

Local admin. Unit	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Alternative Freq	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Air Tactical Group Supervisor	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:

### Incident Location from 2 VORs: (Degrees) (nautical miles)

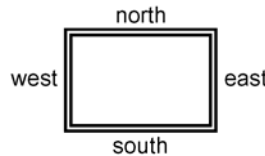
<b>VOR:</b>	<b>Azimuth:</b>	<b>Distance:</b>
<b>VOR:</b>	<b>Azimuth:</b>	<b>Distance:</b>

### Mission Objective and Description:

### LATITUDE/LONGITUDE INFORMATION NEEDED FOR EACH MISSION

#### Mapping Block

NORTH		
SOUTH		
EAST		
WEST		



**FAA Temporary Tower Request Form****TEMPORARY TOWER REQUEST FORM**

(Note - this form should be used in conjunction with the checklists located in Chapter 11 of the Interagency Airspace Coordination Guide ([www.fs.fed.us/r6/fire/aviation/airspace](http://www.fs.fed.us/r6/fire/aviation/airspace)))

Please attach this form to the Resource Order and forward both forms to the appropriate FAA Regional Operations Center (ROC), through established ordering channels.

**I. GENERAL INFORMATION:**

Incident Name \_\_\_\_\_ Management/Fiscal Code \_\_\_\_\_

Resource Order Number \_\_\_\_\_ Request Number \_\_\_\_\_ Date \_\_\_\_\_

**II. POINTS OF CONTACT**

Name/Agency	Telephone
Ordering Unit _____	_____
Air Ops/Air Support _____	_____
Local or Expanded Dispatch _____	_____
Geographic Area Coordination Ctr _____	_____
National Interagency Coordination Ctr _____	_____
FAA POC at ROC _____	_____
Name / Phone Number of Airport Owner / Operator _____	
Has the Airport Owner been notified?    YES            NO	
Requested Operational Hours: _____	
Estimated Length of Duration: _____	

**III. SUPPORT INFORMATION**

Closest City/Town \_\_\_\_\_ State \_\_\_\_\_

Where is the proposed location of the temporary tower (Select one or explain):

Airport Name & FAA Code \_\_\_\_\_ Helibase \_\_\_\_\_

Incident Command Post \_\_\_\_\_ Other \_\_\_\_\_

Is a facility available on site for use as a tower (Select one or explain)?

FBO Site/Room rental/etc \_\_\_\_\_ Rental Trailer \_\_\_\_\_

Facility to be built on site \_\_\_\_\_ Other \_\_\_\_\_

Conditions to expect for overnight at site: Camp \_\_\_\_\_ Hotel \_\_\_\_\_

Is a vehicle (Gov't or rental) available for tower personnel?    YES            NO

Please attach detailed driving directions to the reporting site

Note: Road closures, hazardous conditions, easiest route of travel, etc

**IV. EQUIPMENT SURVEY - Refer to Chapter 11 checklist / Interagency Airspace Coordination Guide**

What equipment do you currently have (radios, etc) for use by tower personnel?

---

---

What equipment do you need? (radios, etc)

---

---

Have you completed an inventory of equipment?

---



Preparedness/Detail Request Form

PREPAREDNESS/DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER: \_\_\_\_\_  
REQUEST NUMBER /S/: \_\_\_\_\_

- 1. POSITION(S): \_\_\_\_\_ NUMBER OF PERSONS REQUESTED: \_\_\_\_\_
- 2. MINIMUM "RED CARD" RATING: \_\_\_\_\_
- 3. EMPLOYMENT STATUS :  REGULAR FEDERAL AGENCY  A.D. OTHER: \_\_\_\_\_
- 4. AGENCY UNIFORM:  YES  NO FIRE RESISTANT CLOTHING:  YES  NO
- 5. DRIVERS LICENSE NEEDED:  YES  NO ENDORSEMENT: \_\_\_\_\_
- 6. GOVERNMENT VEHICLE:  YES  NO TYPE: \_\_\_\_\_
- 7. PRIVATE VEHICLES AUTHORIZED:  YES  NO NUMBER: \_\_\_\_\_
- 8. RADIOS NEEDED:  YES  NO TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_
- 9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
- 10. LENGTH OF DETAIL: \_\_\_\_\_ THROUGH: \_\_\_\_\_
- 11. ESTABLISHED WORKWEEK: \_\_\_\_\_  
HOURS OF DUTY: \_\_\_\_\_  
OVERTIME AUTHORIZED:  YES  NO.  
AUTHORIZATION NUMBER: \_\_\_\_\_
- 12. PERSONNEL MAY BE ROTATED:  YES  NO HOW OFTEN: \_\_\_\_\_  
ROTATION PAID BY: \_\_\_\_\_
- 13. BASE SALARY PAID BY: \_\_\_\_\_  
TRAVEL PAID BY: \_\_\_\_\_ PER DIEM PAID BY: \_\_\_\_\_
- 14. EQUIPMENT USE MILEAGE PAID BY: \_\_\_\_\_
- 15. REQUESTING UNIT'S ELECTRONIC ADDRESS: \_\_\_\_\_
- 16. REQUESTING UNIT'S ESTIMATED TOTAL COST: \_\_\_\_\_
- 17. REQUESTING UNIT'S PERSONNEL OFFICER: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
- 18. REQUESTING UNIT'S FINANCE OFFICER: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
- 19. TEMPORARY DUTY STATION: \_\_\_\_\_  
ADDRESS / PO BOX: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
- 20. GOVERNMENT LODGING:  YES  NO MESS HALL:  YES  NO.  
GOVERNMENT COOKING FACILITIES ONLY:  YES  NO  
COMMERCIAL LODGING:  YES  NO. RATE: \_\_\_\_\_ MEALS:  YES  NO.
- 21. NEAREST COMMERCIAL AIRLINE CITY: \_\_\_\_\_
- 22. REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7/22/2004

### Incident Status Summary (ICS-209) Form

INCIDENT STATUS SUMMARY (ICS-209)						
1: Date	2: Time	3: Initial	Update	Final	4: Incident Number	5: Incident Name
6: Incident Kind/Strategy		7: Start Date Time	8: Cause	9: Incident Commander	10: Incident Command Organization	11: State-Unit
12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:		14: Short Location Description (in reference to nearest town):			
15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date:		18: Line to Build	19: Estimated Costs to Date	20: Declared Controlled Date: Time:
21: Injuries this Reporting Period:		22: Injuries to Date:	23: Fatalities	24: Structure Information		
				Type of Structure	# Threatened	# Damaged
				# Destroyed		
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat ----- No likely threat -----				Residence		
				Commercial Property		
				Outbuilding/Other		
26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						
27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						
28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): <b>ex. 3 CRW1 (4); 1 HEL1 (5);</b>						
12 hours						
24 hours:						
48 hours:						
72 hours:						

29: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

30: Observed Weather for current operational period:  
 Wind Direction:                      Wind Speed (mph):                      Peak Gusts:  
 Max. Temperature:                      Min. Relative Humidity:

31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

32: Today's observed fire behavior (leave blank for non-fire events):

33: Significant events today (closures, evacuations, significant progress made, etc.):

34: Forecasted Weather for next operational period:  
 Wind Speed (mph):                      Temperature:  
 Wind Direction:                      Relative Humidity:

35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:
--------------------------------------	---------------------------	---------------------------

38: Actions planned for next operational period:

39: For fire incidents, describe resistance to control in terms of:  
 1. Growth Potential -  
 2. Difficulty of Terrain -

40: Given the current constraints, when will the chosen management strategy succeed?

41: Projected demobilization start date:

42: Remarks:

**43: Committed Resources**

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
<b>Total</b>															

44: Cooperating and Assisting Agencies Not Listed Above:

**Approval Information**

45: Prepared by:	46: Approved by:	47: Sent to: Date:	By: Time:
------------------	------------------	-----------------------	--------------

## Monthly Wildland Fire Weather/Fire Danger Outlook Form

### MONTHLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK

1. Reporting Unit: \_\_\_\_\_

2. Date: \_\_\_\_\_

3. Potential for Serious/Critical Fire Problems:

<b>This Coming Month</b>	<b>Below Normal</b>	<b>Normal</b>	<b>Above Normal</b>
<b>This Season</b>	<b>Below Normal</b>	<b>Normal</b>	<b>Above Normal</b>

Comments: \_\_\_\_\_

4. Fire Weather Outlook: (Addresses the following factors)

Drought Conditions: \_\_\_\_\_

Precipitation Anomalies and Outlook: \_\_\_\_\_

Temperature Anomalies and Outlook: \_\_\_\_\_

5. Fuels:

<b>Fine – Grass Stage</b>	<b>Green</b>	<b>Cured</b>	
<b>New Growth</b>	<b>Sparse</b>	<b>Normal</b>	<b>Above Normal</b>

Live Fuel Moisture (sage, deciduous, conifer): \_\_\_\_\_

1000 Hour Dead Fuel Moisture: \_\_\_\_\_

Normal/Average Fuel Moisture for this Time of Year: \_\_\_\_\_

6. Average Fire Occurrence/Acres Burned (to date, 5 year average):

\_\_\_\_\_

7. Actual Occurrence/Acres Burned (to date, this year): \_\_\_\_\_

8. Written Summary (The text from this summary will be used in the National Wildland Fire Outlook). (Attach to this form.)

9. Fire Outlook Map (Attach to this form.)

A Geographic Area outline map showing Areas of below normal, normal, and above normal fire potential shall be submitted, along with the Monthly Fire Weather/Fire Danger Outlook Report. The map template can be found at:

[http://www.nifc.gov/news/intell\\_predserv\\_forms/national\\_map.html](http://www.nifc.gov/news/intell_predserv_forms/national_map.html)

# Wildland Fire Entrapment/Fatality Initial Report Form



Complete this report for fire-related entrapment and/or fatalities. Timely reporting of wildland-related entrapments or fatalities is necessary for the rapid dissemination of accurate information to the fire management community. It will also allow fire safety and equipment specialists to quickly respond to these events as appropriate. This initial report does not replace agency reporting or investigative responsibilities, policies, or procedures. Immediately notify the National Interagency Coordination Center (NICC). Submit this written report within 24 hours—even if some data are missing—to the address given below.

NICC—National Interagency Fire Center  
3833 South Development Ave.

Phone: 208-387-5400  
Fax: 208-387-5414

NICC Intelligence Section  
E-mail: nicc\_intell@nifc.blm.gov

Submitted by: \_\_\_\_\_ Position: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Location: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1. General Information**

- Date of event \_\_\_\_\_ Time \_\_\_\_\_
- Fire name, location, agency, etc. \_\_\_\_\_
- Number of personnel involved \_\_\_\_\_
- Number of: Injuries \_\_\_\_\_ Fatalities \_\_\_\_\_

**2. Fatalities**

- Type of accident:
  - Aircraft
  - Natural (lightning, drowning, etc.)
  - Medical (heart, stroke, heat, etc.)
  - Struck by falling object
  - Vehicle
  - Smoke
  - Entrapment
  - Other
- Where fatality/entrapment occurred:
  - Fire site
  - Incident base
  - In transit
  - Other
- Employing agency \_\_\_\_\_
- Unit name \_\_\_\_\_
- Address \_\_\_\_\_
- For further information, contact \_\_\_\_\_
- Home unit address \_\_\_\_\_
- Phone \_\_\_\_\_

**Note: In the event of fatality(s), do not release name(s) until next of kin are notified.**

### 3. Fire-Related Information

- Fuel model \_\_\_\_\_
- Temperature \_\_\_\_\_ RH \_\_\_\_\_ Wind \_\_\_\_\_ mph
- Topography \_\_\_\_\_
- Fire size at the time of the incident/accident \_\_\_\_\_ acres
- Incident management type at the time of the incident/accident:  
(circle one) 1 2 3 4 5
- Urban/wildland Intermix? .....  Yes  No
- Cause of fire:  Natural  Incendary  Accidental  
 Unknown

### 4. Entrapment Information

A situation where personnel are unexpectedly caught in a fire-behavior-related, life-threatening position where escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. Note: Engine and dozer burnovers also constitute entrapments.

• Brief description of the accident \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### Entrapment Description

- Person trapped  With fire shelter  Without fire shelter
- Burns/smoke injuries incurred while in fire shelter .....  Yes  No
- Burns/smoke injuries incurred while escaping entrapment .....  Yes  No
- Burns/smoke injuries incurred while fighting fire .....  Yes  No
- Fire shelter performed satisfactorily .....  Yes  No

- Fire shelter was available, but not used .....  Yes  No

#### Personal Protective Equipment Used

- Fire shelter .....  Yes  No
- Protective pants .....  Yes  No
- Protective shirt .....  Yes  No
- Face/neck protection  Yes  No
- Gloves .....  Yes  No
- Boots .....  Yes  No
- Goggles ...  Yes  No
- Hardhat ...  Yes  No

# Documentation of Length of Assignment Extension Requirements Form

## Resource Extension Request Form

**RESOURCE and INCIDENT INFORMATION:**

Resource Name: \_\_\_\_\_

Incident Name: \_\_\_\_\_ Incident #: \_\_\_\_\_ Request #: \_\_\_\_\_

Position on Incident: \_\_\_\_\_

**EXTENSION INFORMATION:**

Prior to any extension consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

<p><u>Length of Extension and last work day:</u></p>  <p><u>Justification (Select from the list below):</u></p> <p><input type="checkbox"/> Life and property are imminently threatened,</p> <p><input type="checkbox"/> Suppression objectives are close to being met, or</p> <p><input type="checkbox"/> Replacement resources are unavailable or have not yet arrived.</p>
---

**REQUESTED BY\* :**

Incident Supervisor: \_\_\_\_\_ Incident Position: \_\_\_\_\_

1) Resource or Resource Supervisor: \_\_\_\_\_

2) Incident Commander or Deputy: \_\_\_\_\_

3) Host GACC Coordinator on Duty: \_\_\_\_\_

4) Home Unit Supervisor: \_\_\_\_\_

5) Sending GACC Coordinator on Duty: \_\_\_\_\_

6) NICC (only if National Resource): \_\_\_\_\_

**\*Signatures should be gathered in the order they are numbered above**

