NATIONAL WEATHER SERVICE INSTRUCTION 10-402

July 22, 2010

Operations and Services
Products and Services To Support Fire and Other Incidents, NWSPD 10-4

IMET SERVICES TO SUPPORT FIRE AND OTHER INCIDENTS

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SUMMARY OF REVISIONS: This directive supersedes NWSI 10-402, "Fire Weather Services On-Site Support" dated October 4, 2006. The following revisions were made to this instruction: (1) Changed directive name to reflect use of IMETs for more than Fire Services On-Site Support. (2) Added a definitions section describing terms and types associated with all Types of Incident Meteorologist (IMET) Services. (3) Added sections 1.1 and 1.2 defining and detailing characteristics of both on-site and offsite IMET services. (4) Added a table describing IMET types and levels of training required. (5) Added boots in section 1.5 as NWS purchased Personal Protection Equipment (PPE) and assigned Atmospheric Theodolite Meteorological Units (ATMUs) to individual office instead of the national caches. (6) Added details to Section 5 regarding IMET time off procedures after a dispatch is completed.

_____signed_____July 8, 2010_____
David B.Caldwell Date
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Fire Weather Services IMET Services

Table of Contents: Page

1 Definitions of Incident Meteorologist Support Types, Services and Certification.
Incident Meteorologist (IMET). An IMET is a National Weather Service (NWS) forecaster who participates in a voluntary program to provide detailed decision support services to fire and other incident management teams. While the program is voluntary, the job can be mentally and/or physically demanding and the work environment can be stressful, consisting of long hours working and/or living in outdoor conditions.

Type I IMET. An IMET that is qualified to support any Wildland Fire or non-Wildland Fire incident at any location including an Incident Command Post (ICP), typically directly supporting an Incident Management Team (IMT).

Type II IMET. An IMET that is qualified to support any wildland fire or non-wildland fire incident, but only at an Emergency Operations Center (EOC), Area Command (AC) Joint Field Office (JFO) or other similar geographic command center.

Type III IMET. An IMET that is qualified to support any non-wildland fire incident only at an EOC, AC, JFO or other similar geographic command center. The key distinction is that the Type III IMET does not have complete, formalized fire weather qualifications as defined in NWS Directive 10-405.

On-site Services. Non-routine decision support services available from NWS offices with a designated Type 1 IMET. The Type 1 IMET is dispatched as part of an IMT upon request of federal, state, tribal, or local government emergency response agencies in support of wildfires or other events that threaten life or property.

Off-site Services. Routine and non-routine decision support services available from NWS offices and IMET services to EOCs, ACs, and JFOs. The key distinction for this type of service is that the work is performed in an office environment and does not require field work.

Decision Support Services. Routine and non-routine forecasting services available from (NWS) Offices. Services include site specific weather forecasts, briefings or other services as needed.

1.1 On-site Decision Support Services. On-Site Decision Support Services for fire weather are a non-routine service available from NWS offices with designated Type 1 IMETs. The NWS will provide on-site Type 1 IMET services upon request of federal, state, tribal, or local government emergency response agencies in support of wildfires or other events that threaten life or property. On-site decision support includes providing detailed on-site forecasting and other services typically, but not always, at an Incident Command Post (ICP).

On-site Type 1 IMET support will be provided as requested and within the resources of the NWS. Such uses will be limited to requests of federal fire agencies participating in the Interagency Agreement for Meteorological and Other Technical Services, individual state/local interagency agreements and requests by a public safety official who represents such support as essential to public safety (see section 4.2.2(b)(c) of 10-401).

1.2 Off-Site Decision Support Services. Off-site Decision Support Services for fire weather

consist of routine and non-routine service available from NWS offices. Routine off-site Decision Support Services for fire weather consist of products typically generated and issued at the WFO level on a regular basis. Non-routine service consists of dispatching designated Type 1, 2 or 3 IMETs from a Weather Forecast Office (WFO). These off-site IMET dispatches would be to EOC, JFO, AC or other locations that are supporting one or more incidents, usually from a distance, but typically not at an ICP. Services include site specific weather forecasts, briefings or other services as needed. Routine off-site Decision Support Services for fire weather consist of routine products generated and issued at the WFO level on a regular basis. Off-site IMET dispatches to non-EOC locations, such as an Area Command center or Geographic Area Command Center (GACC) may become necessary during heightened fire activity and will consist of geographical area weather briefings and coordination services. In such an off-site dispatch, routine forecast services such as spot forecasting for developing or occurring incidents will remain the duty of the WFO.

1.3 IMET Types. As required by the Department of Homeland Security (DHS) National Incident Management System (NIMS) Document chapter IV and Appendix B, IMETs are split into three types as per the chart below. Training requirements for each type of IMET are expanded upon in NWS Directive 10-405, Training and Professional Development To Support Fire and Other Incidents.

Minimum Capabilities Associated with IMET Types
(Table adapted from the FEM NIMS Document, chapter IV Appendix B)

Minimum Capabilities (Metric)	Type I	Type II	Type III
Location of Emergency Managers and types of Incident Management Teams (IMT)	Can support any Wildland Fire or non-Wildland Fire incident at any location including Incident Command Posts. Can support wildland fire IMTs.	Can support any wildland fire or non-wildland fire incident only at an Emergency Operations Center (EOC), Area Command or Joint Field Office.	Can support any non-wildland fire incident only at an Emergency Operations Center (EOC), Area Command or Joint Field Office. Can support any non-wildland fire type incident management team.
Training	Required DHS courses (IS-100, IS-200, IS-300, IS-700 and IS-800), S-290 and S-390 Fire agency courses, NWS/COMET Advanced Fire Weather Forecasters Course and Type I IMET workshop.	Required DHS courses (IS-100, IS-200, IS-300, IS-700 and IS-800), S-290 and S-390 Fire agency courses, NWS/COMET Advanced Fire Weather Forecasters Course	Required DHS courses (IS-100, IS-200, IS-300, IS-700 and IS-800) and any NWS or other agency courses deemed necessary by regional or national policy for specialization within the field they will be forecasting for.
Areas of Specialization	Fire Weather, Severe Weather, Flooding.	Fire Weather, Severe Weather, Flooding	Severe Weather, Flooding
Sustained Operations	16-hour operations. Self-sufficient for first 72 hours.	16-hour operations. Self-sufficient for first 24 hours.	16-hour operations. Self-sufficient for first 24 hours.
Equipment	Equipped with All Hazards Meteorological Response System (AMRS). Full onsite operations including communications. Also equipped with Personnel Protective Equipment (PPE) and camping gear for extended missions.	Equipped with laptop, printer and wireless internet card. Does not have PPE or camping gear.	Equipped with laptop, printer and wireless internet card. Does not have PPE or camping gear.

The activities carried out by Type 1 IMETs are governed by the instructions laid forth in this document and any supporting regional directives, while activities for Type 2 and Type 3 IMETs will be governed by regional supplements to this directive. Training, dispatching, tracking, equipping, information technology and administrative support and policy of Type 2 and Type 3 IMETs are the responsibility of the regions or national centers that choose to partake in on-site incident support. The NWS National Fire Weather Operations Coordinator (NFWOC) may assist with training, dispatching and tracking of Type 2 and Type 3 IMETs as time and resources allow. While this document mainly pertains to Type 1 IMETs, it can be used as a guide for roles and responsibilities for Type 2 and Type 3 IMETs. Mention of "IMET" below is assumed to pertain to Type 1 IMETs unless otherwise noted.

1.4 Certification of IMETs. The NWS Regional Headquarters, through the local Meteorologist-in-Charge (MIC), will designate as IMET candidates those persons qualified to provide on-site services in an Incident Command System. Training and certification requirements are listed under Instruction 10-405 (Fire Weather Services Training and Professional Development). The NFWOC has final determination on the IMET roster. The IMET maintains proficiency in providing on-site forecast services and should participate in training conducted jointly by the NWS and the users.

Regional program managers ensure IMET meteorological support equipment familiarization is scheduled as needed and designated IMETs remain certified.

1.5 On-Site Services Equipment. The All hazards Meteorological Response System (AMRS) units and Atmospheric Theodolite Meteorological Units (ATMU) are the main pieces of equipment used by IMETs on deployment, and like the IMETs, considered national resources. The AMRS are used to provide a mobile platform for data collection and forecast preparation. The ATMU is used to take winds aloft measurements at the site. Equipment used by Type 2 and Type 3 IMETs should be purchased and logistically supported by that person's region or local office.

Only trained Type 1 IMETs will operate the AMRS, and AMRS will only be dispatched to an incident when a certified IMET is requested. The NFWOC in coordination with the Regional Program Managers will be responsible for positioning the AMRS at various NWS offices around the country. The NFWOC has final determination on the placement of AMRS and ATMUs.

ATMUs will be assigned to individual offices. Units may be pre-positioned to offices anywhere in the country as fire danger requires. ATMUs are only available to Type 1 IMETs.

Configuration and management of AMRSs and ATMUs will reside with the National Fire Weather Program Manager (NFWPM) and the NFWOC in coordination with the Regional Program Managers.

Routine maintenance and restocking responsibility and property management for AMRS and ATMUs is the responsibility of the NWS offices to which they are assigned.

The IMET Handbook contains current information on contact points for maintenance and repair of AMRS and ATMUs.

Each IMET trainee will be provided with a pair of standard fire crew boots as personal protective equipment (PPE) prior to the trainee's first dispatch. Boots will be provided to all IMETs or IMET trainees at the Type 1 IMET workshop. IMET boots are considered a one-time purchase for an IMET or IMET trainee, are to be used only at incidents, and can only be replaced with justification from the IMET or IMET Trainee. Boots remain property of the NWS. If an IMET or IMET Trainee leaves the program the boots will be disposed of at the MIC's discretion.

1.6 Availability of IMETs. All Regions will ensure there are a sufficient number of trained IMETs to meet normal requests for on-site services. By January 31st of each year, the Regions will advise the NFWOC in Boise, ID, of the following:

a. Name and location of currently certified IMETs.
b. A 24-hour telephone number where the IMET's home office can be reached.

The Regional offices will also keep the NFWOC up-to-date on any changes in the status of certified IMETs.

The IMET should always be prepared to serve on an incident, especially during the normal regional fire season. Availability of the IMET will be determined by the local MIC and the IMET. When an IMET knows in advance that he/she will be unavailable for reasons such as annual leave, station staffing shortages, or personal needs, the MIC and the IMET will note his/her unavailable status on the IMET non-availability roster. This roster is posted on an internal NWS website. The NFWOC will ensure all IMETs are provided the URL and other pertinent information for this site annually. This roster will be used by the NFWOC to determine IMET non-availability for dispatch when any office is unable to fill a request.

During critical wildfire periods, usually when the National Interagency Fire Center (NIFC) is in National Preparedness Level 4 or 5 for an extended period, Regional Headquarters and/or National Weather Service Headquarters (NWSH), may require all IMETs be made available for immediate dispatch, which will include removing restrictions on IMET availability due to the IMET working a midnight shift. Annual reminders of the importance of IMET availability will be issued by the NWS Assistant Administrator or his/her designee.

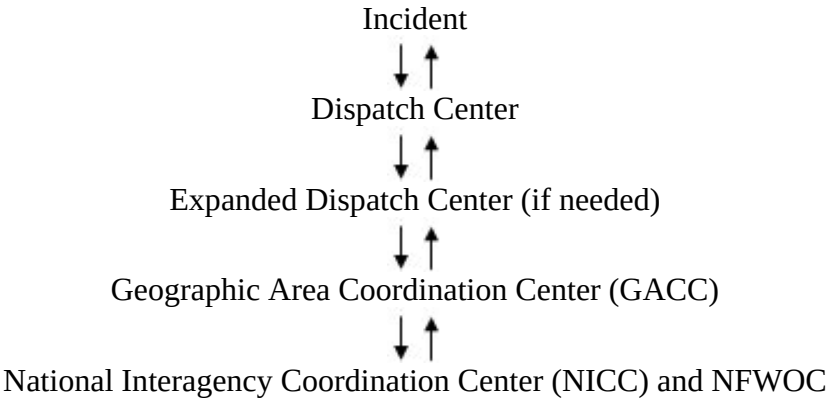
2. IMET Request and Dispatch for Land Management Agencies. Request and dispatch of IMETs and equipment should be accomplished through the National Resource Coordination System.

2.1 National Resource Coordination System. The components and functional roles of the major elements of the National Resource Coordination System as related to land management support consists of:

a. Incidents. Orders for all resources, including NWS assets, are generated at the incident and forwarded to the local dispatch center.
b. Dispatch Centers. Dispatch centers are responsible for providing logistical support to initial attack and project fires at the unit (Forest, Park, District, etc.) level. A dispatch center requests support from a GACC when resources on a unit are unavailable or are exhausted.
c. Expanded Dispatch. During periods of increased fire activity, an expanded dispatch center may be established to provide enhanced support to large or complex incidents.
d. Geographic Area Coordination Centers. GACCs act as focal points for internal and external requests not filled at the local dispatch centers. If the resource is not available within their geographic area, the resource request is forwarded to the National Interagency Coordination Center (NICC) at Boise, ID.
e. National Interagency Coordination Center. NICC is responsible for coordinating

movement of all resources between GACCs. NICC is located on the campus of NIFC.

Resource orders follow a systematic sequence, beginning at the incident and then flowing through the system as illustrated below. At the level where the order is filled, the flow reverses back to the incident.



2.2 Requests for IMETs. All requests for IMET support will be requested through the NFWOC or acting NFWOC by calling 1-877-323-IMET (4638). The NFWOC will facilitate finding an IMET at the regional or national level.

Requests for Type 2 or Type 3 IMET support to non-wildland fire events are left to the discretion of the local MIC/supervisor and appropriate Regional Headquarters/National Center. The NFWOC should be contacted if assistance is needed in filling these requests from outside the fire weather service area.

2.3 IMET Dispatch Coordination and Notification. Coordination for effective IMET deployment is very important in maintaining a viable system of response.

a. IMETs keep the MIC/supervisor informed of their availability for on-site support.
b. MICs/Supervisors of offices with IMETs will report all IMET operational status changes immediately to the NFWOC or acting NFWOC in Boise and the appropriate Regional Program Manager/center manager.
c. Regional Headquarters/centers will work with the NFWOC to ensure sufficient on-site capability. To help meet this requirement, Regional Program Managers/center supervisors should keep the NFWOC up-to-date on any known status changes of their region's/center's IMETs.
d. When the NFWOC receives a request for an IMET dispatch, the request should be coordinated with the MIC/center supervisor and IMET, the affected Region/Center, and NIFC logistics personnel. The NFWOC should also notify the Regions/Centers and MICs/Supervisors when fire danger activity is increasing over an area for which they are not responsible, but could impact their IMETs.

The NFWOC will maintain a status report of the condition and location of all AMRSs, ATMUs and IMETs and report that status to the regions, affected centers and the NFWPM. This will include any change in office capabilities to meet IMET support services. The NFWOC will

prepare an end of the year report summarizing IMET dispatches nationally and by Region/center. This report will be provided to Regional and National Headquarters annually. Type 2 and Type 3 IMET status will be tracked and reported by the various regional offices and reported to the NFWOC.

2.4 Blanket Travel Orders. MICs/supervisors at offices with IMETs should provide the IMET with a blanket travel order (NOAA Form 42-5) for each fiscal year. These orders will help expedite the IMET travel to an incident at off-hours. These orders can be used temporarily by the IMET until administrative staff at his/her home office has an opportunity to produce a "Travel Manager" travel order.

2.5 Procedures for a Dispatch. Once an office receives a call for a dispatch and agrees to support the dispatch, the IMET and MIC should follow the dispatch procedures as outlined in the IMET handbook.

3. Requests for IMET Services from Non-Land Management Agencies. Requests may be received at the closest NWS office and filled accordingly with a Type 1, 2 or 3 IMET depending on the type of incident or services needed. Since only a portion of NWS offices have Type 1 IMETs and they are considered a national resource, the NWS office should coordinate with their Regional Headquarters/National Centers and the NFWOC on these types of requests if a Type 1 IMET is utilized. If the request is filled by the local office, the responsible Region/Center should be notified of the dispatch as soon as possible as well as the NFWOC if a Type 1 IMET is involved. If the closest office cannot fill the request, the MIC/supervisor will contact the responsible Regional Headquarters/National Center. The Region/Center should then coordinate with the NFWOC to provide IMET resources as needed.

4. Incident Operations.

4.1 On-Site Procedures. The IMET should do the following upon arrival at a wildland fire incident (each incident command center and its personnel may operate differently, so some variance to the procedure can be expected):

a. The IMET should coordinate with the WFO that has fire weather responsibility in the affected area as soon as possible. This coordination is best done by visiting the WFO on the way to the incident. If this is not possible, the IMET should call the local WFO as soon as possible after checking into the incident. Thereafter, the IMET should coordinate with the local WFO on a daily basis at a minimum (see section 4.2).
b. Upon arrival at the incident, the IMET should check in with payroll, meet the Plans Section Chief (PSC) and Fire Behavior Analyst (FBAN) to give a weather briefing and get his/her work assignment.
c. The IMET should coordinate with the FBAN and determine if additional support equipment should be ordered (e.g., FireRAWS, ATMU, etc.).
d. While at the incident, the IMET will obtain and/or complete the following:

    (1) Crew Time Report for daily time keeping
    (2) Emergency Fire Fighter Time Report (known as Red Dog Report in the firefighting agencies) for payroll

(3) AMRS Operations Report
(4) AMRS Daily Weather Log
(5) AMRS and if needed, ATMU Maintenance checklist
(6) Other documentation as required by the incident

e. Forecast duties will vary with incident management team requirements, but the IMET should expect to provide daily weather forecasts for the incident, participate in shift briefings, planning and strategy meetings, and coordinate daily with the local WFO and/or with other IMETs at nearby incidents.
f. The IMET will set-up, operate, and maintain the AMRS. Directions for use of the equipment are contained in the IMET Handbook.
g. The IMET is responsible for keeping his/her MIC/supervisor and the NFWOC informed of his/her status while on the incident.

4.2 Coordination on Incidents. There are multiple sources of weather information available to incident responders. It is important that the IMET clearly states that they are the official source of weather information for the incident. The IMET and local WFO/s will coordinate, preferably once a day at a minimum. The local WFO will coordinate with, or at least notify, the IMET of any significant weather threatening the site, and of any watches or warnings they plan to issue that include the incident or nearby areas. If the IMET is located at an incident without phone communication, the WFO should notify the local dispatch office of these types of critical conditions or forecasts, and the dispatch office should be encouraged to then notify the incident and/or IMET.

In cases of watch or warning issuances by the local WFO, the IMET should defer to the local office. However, in the absence of a watch or warning from the local WFO, the IMET has discretion to issue a watch or warning for the incident only. The IMET will coordinate with the local WFO, or in the absence of time, will notify the local WFO of any such issuances as soon as is practicable. If an office issues a watch or warning for the zone that contains the incident, the IMET includes this watch or warning in their Incident Action Plan forecast.

In instances of multiple IMETs dispatched to a single WFO fire weather service area, the Regions and the NFWOC should coordinate and determine the necessity for regularly scheduled conference calls. If conference calls are considered necessary, the Regions should assist the WFO MIC in setting up the calls. The calls should include the WFO forecasters, the IMETs, and the NFWOC. Other nearby WFOs and any IMETs in that WFO's service area may also be included in the call.

If an incident has military assets then the IMET will inform the NFWOC who will invite the Department of Defense (DOD) to participate in any coordination calls that will affect their area of operation.

4.3 Hazardous Duty. Regulations governing hazard pay are described in the Code of Federal Regulations (5 CFR 550.901 *et seq*.). Duty performed under circumstances that could contribute to an accident resulting in serious injury or death is considered hazardous. However, hazard pay generally is not authorized when the hazardous duty has been taken into account in the classification of the position. Nonetheless, the agency may approve the hazard pay differential under certain circumstances and has so provided in section 4.3.1, below. IMETs

should not expect to perform activities routinely that are "hazardous" and qualify for hazard pay (i.e., daily trips to or within the fire perimeter are not required and will be considered routine and voluntary).

4.3.1 Hazard Pay. An IMET receives hazard pay differential when he/she is required to perform duties associated with responsibilities of the IMET in the immediate vicinity of the incident. Examples of these duties include:

- Visiting at or within the fire perimeter to conduct a reconnaissance of the terrain (in order to become familiar with the topography that may influence the microclimate and behavior of the fire),
- Assisting the FBAN or RAWS technicians in siting portable weather observation stations (FireRAWS).

The IMET receives permission from the FBAN, PSC, or Incident Commander (IC) to visit the direct fire line. The IMET is accompanied by fire line certified agency personnel when traveling to the fire line. Type 2 and Type 3 IMETs cannot visit a hazardous area unless given a waiver by the IC and accompanied by line certified agency personnel.

The PSC or IC has final authority for approving hazard pay differential for IMETs. When authorized, the IMET will enter hazard pay differential on incident time and attendance records (Red Dog) and gain approval by signature of the PSC. Upon return, the IMET's NWS supervisor will annotate the NWS employee's time and attendance records and attach a copy of the incident time sheet. In addition, the hazard pay hours are separated from the overtime hours and added to the reimbursable form for payment by the fire. Further guidance on hazard pay can be found in the Interagency Incident Business Management Handbook (Section 12.9) (http://www.nwcg.gov/pms/pubs/iibmh2/pms902_iibmh.pdf).

4.4 Duration of Dispatches. The amount of time an IMET will be needed on an incident varies, ranging from a few days to several weeks. As a matter of safety, length of individual IMET dispatches, and hours worked per day, will mirror national wildland firefighter policy as set forth in the Interagency Incident Business Management Handbook (Section 12.7) (http://www.nwcg.gov/pms/pubs/iibmh2/pms902_iibmh.pdf). Dispatches may be extended beyond the stated policy with approval from the Incident Commander and the NFWOC.

4.5 Travel. IMETs, MICs and the NFWOC will ensure that IMETs have proper rest prior to any dispatch, especially if that IMET is working a midnight shift.

5. Release from an Incident. When a fire is declared contained or controlled, the IMET should assess, in conjunction with the FBAN and PSC, the time requirement for further on-site weather support. The IMET will then relay a tentative time of release to his or her home office, the NFWOC, and to the Regional Program Manager/National Center Manager. Release from an incident is fully coordinated with the incident management team.

The NFWOC will coordinate the rotation of IMETs to incidents exceeding two weeks. There should be a 1 to 2 day overlap between the departing IMET and his or her replacement. The outgoing IMET is responsible for briefing the replacement IMET, ensuring that he or she is fully integrated into the incident command system.

A departing IMET will follow the proper demobilization procedures (as stated in the National Interagency Mobilization Guide), coordinating his or her release and transportation with the incident management officials, which may include the FBAN, PSC, and the IC.

Standard assignment length is 14 days, exclusive of travel from and to home unit. After completion of a 14 day assignment and return to the home unit, two mandatory days off will be provided (2 after 14). Days off occur on the calendar days immediately following the return travel in order to be charged to the incident. Based on the home office's fixed schedule, if the next day(s) upon return from a deployment is/are a regular work day(s), a paid day(s) will be authorized (i.e., administrative leave). Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) at their home unit.

For IMET deployments of less than 14 days, exclusive of travel to and from the home unit, an IMET may convert overtime earned during the deployment into compensatory time, to be used as rest time immediately upon returning home. The maximum number of hours that may be converted and used is equal to two (2) operational shifts at the IMET's home office. Rest periods for these shorter dispatches are voluntary, and are coordinated in advance with the home office MIC/supervisor.

Per the Interagency Agreement between the federal fire agencies and the Department of Commerce, the NWS will be reimbursed for any overtime incurred at an office to provide IMET rest periods after a completed 14 day assignment. Reimbursement can only be provided up to 48 hours following the IMET return after a 14 day assignment to the home unit per the Interagency Incident Business Management Handbook. Additional information can be found in the NWS IMET Reimbursement Handbook. Any questions should be referred to regional headquarters.

Clarification and guidance on implementing this section can be found in the Reimbursable Administrative Handbook which can be found in the "Admin" link on the National Fire Weather web page: http://www.weather.gov/fire

5.1 AMRS and ATMU Release. Upon release from a contained or controlled fire, the Type 1 IMET will be responsible for disassembling and packing the AMRS and/or ATMU, and returning the unit(s) to their assigned location. In most cases, this location will be the IMET's home office.

If an IMET uses an AMRS or ATMU that is not issued to him/her, the IMET will complete the AMRS or ATMU Maintenance Checklist and place it in the AMRS or ATMU container where the office responsible for its care can find it. This information should also be noted in the AMRS Operations Report.

Under no circumstances are the AMRS or ATMU to be shipped back to an office via the fire agency cache system.

5.2 Evaluations. IMETs should request an Incident Personnel Performance Rating (form NFES 1576) from the FBAN or PSC prior to departure (or similar evaluation for non-wildland fire incidents). On the rare occasion that this is not possible, the IMET should inform the NFWOC that one cannot be obtained. A copy of the evaluation will be sent to the NFWOC.

5.3 Post-Dispatch Documentation. The IMET will document the dispatch using the appropriate forms. Most of the administrative paperwork is accomplished by the IMET upon return to his/her home office with assistance from the Administrative Support Assistant. The MIC/supervisor should allow the IMET sufficient time to complete post-incident administrative duties.

Upon returning from an incident, the procedures outlined below should be followed:

Five working days after the IMET Time and Attendance reports are certified*, a package containing all items on the "IMET Reimbursable Checklist" will be presented to the IMET's Regional Office. The returning IMET will be granted time to complete the required paperwork. The IMET Reimbursable Checklist and guidance can be found in the IMET Reimbursement Handbook.

* In the event an IMET is deployed on successive fires, the above checklist items will be sent upon release from the last fire.

The Interagency Agreement for Meteorological Services with the U.S. Wildland Fire Agencies allows a maximum of 60 days for billing and support documentation to be submitted for payment.

Additionally, the IMET will send electronic copies of all fire forecasts, watches and warnings, and the daily weather log to the WFO in whose area the associated fire command center was located. This WFO will archive these data for at least five years.

The IMET should keep copies of all paperwork. Paperwork should be retained on-station for at least five years.

The Regional Program Managers will submit a quarterly reimbursement report. This report will allow the NFWPM to monitor the Fire Agency reimbursable account and ensure reimbursement per the Interagency Agreement.