



Fire Use Module OPERATIONS GUIDE 2005



National Park Service Regions & Module Locations

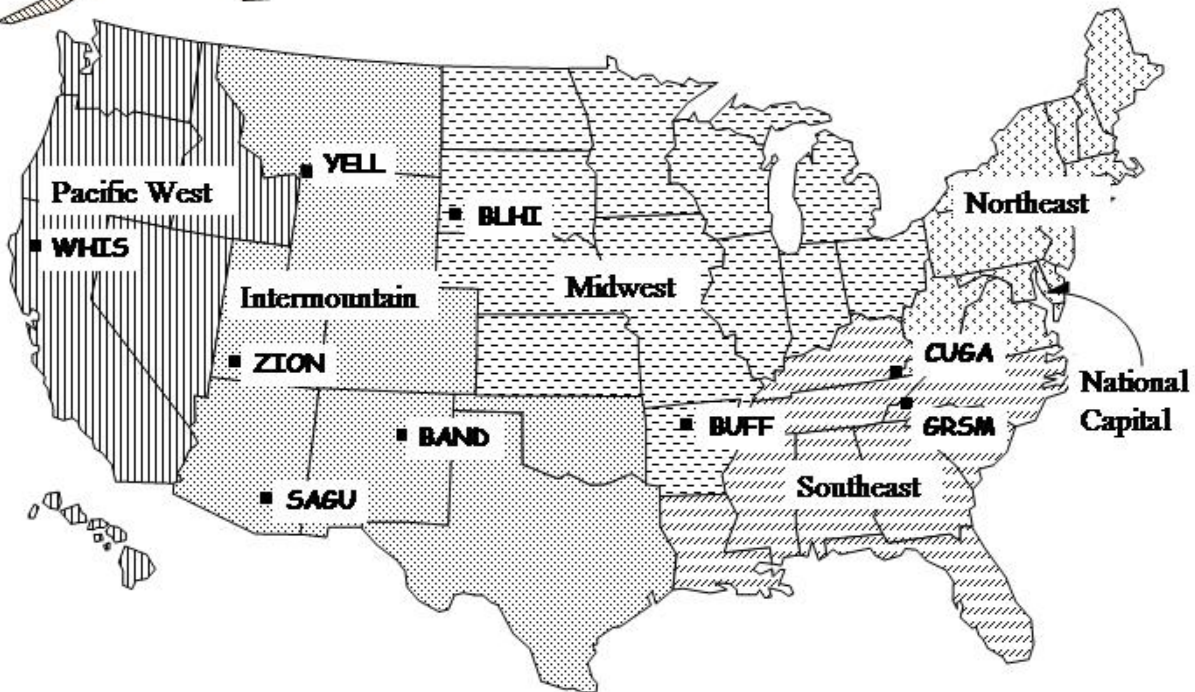


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1. MISSION STATEMENT

The mission of the Fire Use Module Program is to develop and provide national self-sufficient, multi-skilled fire professionals with a primary commitment to fire use operations and planning¹.

Primary priority and purpose of the Fire Use Modules (FUMs) is to assist the National Park Service with fire use (wildland fire use and prescribed fire) in the areas of planning, fire behavior monitoring, ignition, and holding. In addition, project preparation and execution with narrow prescription windows will also be equally considered.

Secondary priority is National Park Service fire effects, and mechanical hazard fuels reduction and assistance to other agencies for fire use and fuels treatment projects.

1.1 FIRE USE MODULE STEERING COMMITTEE

The Fire Use Module Steering Committee has the primary responsibility to provide strategic leadership to the NPS Fire Use Module Program. The Committee will develop and maintain policy and standards, establish consistent regional program coordination and implementation procedures, identify reporting requirements and procedures, evaluate organizational, staffing and funding needs, and make recommendations to the Fire Management Leadership Board (FMLB). The committee charter is found in Appendix A.

1.2 MEETINGS AND REPORTS

- A. Meetings of the Fire Use Module Steering Committee (see Appendix B for current membership) will be held annually in conjunction with the annual Module Leader meetings, or as needed with meetings in person or by electronic conferencing. When possible, electronic media will be used to minimize travel costs and time lost to travel. Membership on the committee is shown in Appendix B.
- B. The committee will host an annual meeting of Fire Module Leaders, will develop and update annual operating plans and strategic plans to direct program priorities and initiatives, and conduct assessments to evaluate program effectiveness.
- C. The committee chair will prepare an annual Accomplishment Report for the Fire Management Leadership Board. A status report of committee activities including field reviews of modules (see Appendix C) will be presented annually to the Fire Management Leadership Board (FMLB).

1.3 NEW MODULES

New modules will be formed only when approved by FMLB. The process along with an outline of the proposal is found in Appendix D. The Fire Use Module Steering Committee will oversee the certification process of each module.

¹ **Fire use** is the combination of wildland fire use and prescribed fire application to meet resource objectives. **Wildland fire use** is the management of naturally ignited wildland fires to accomplish specific pre-stated resource management objectives in predefined geographic areas outlined in Fire Management Plans (Wildland and Prescribed Fire Management Policy, 1998).

2. PERSONNEL MANAGEMENT

2.1 The following dates are when the modules will be fully staffed; permanent module employees will work longer than dates listed below. Modules will be referred to by the name of their home park or local area (i.e., Black Hills).

- Bandelier National Monument: March – October
- Buffalo National River: January - September
- Cumberland Gap National Historical Park: October - June
- Great Smoky Mountains National Park: October – June
- Saguaro National Park: February - October
- Whiskeytown National Recreation Area: April - November
- Black Hills: March – November
- Yellowstone National Park: April - October
- Zion National Park: March – October

2.2 All modules are comprised of seven to ten individuals.

- Module Leader - GS-7/8/9 permanent full time
 - The intent is to have individuals in this position meet the IFPM Qualification Standards for Prescribed Fire/Fuels Specialist at the moderate complexity and within the professional series by 2009.
- Assistant Module Leader - GS-6/7 permanent full time
 - The intent is to have individuals in this position actively acquiring the skills, knowledge, and competencies to meet the IFPM Qualification Standards for Prescribed Fire/Fuels Specialist at the low complexity in the technician series.
- Lead crewmember (squad leader) – GS-5/6 subject-to-furlough and permanent full time
 - The intent is to have individuals in these positions actively acquiring the skills, knowledge, and competencies to meet the IFPM Qualification Standards as Senior Firefighter.
- Crewmembers - GS 3/4/5 temporary, subject-to-furlough, and permanent full time.

2.3 Home parks will recruit for all module positions. Recruitment lists will be based on standard Fire Use Module position descriptions for Forestry Technicians (GS-462) and Professional Series (GS-401), classified by the NPS Fire Management Program Center and IFPM standards.

2.4 Fire Use Modules Qualifications (full performance):

A. Minimum qualifications of Fire Use Modules

- Module Leader – Incident Commander, Type 4 (ICT4), Single Resource Boss (SRB)-Crew or Engine, and Fire Effects Monitor (FEMO). By 2009 they would be required to have Prescribed Fire Burn Boss, Type 2 (RXB2),
- Assistant Module Leader – Incident Commander, Type 5 (ICT5) and Fire Effects Monitor (FEMO). By 2009 they would be required to have Single Resource Boss (SRB)-Crew or Engine and Ignition Specialist, Type 2 (RXI2).
- Lead crewmember – Advanced Firefighter (FFT1), Incident Commander, Type 5 (ICT5)

- Crewmembers - Firefighter (FFT2)
- Among the module crewmembers there will be an individual (not one person) qualified as: FEMO, FALB, FALA, and HECM

B. Developmental/trainee incident red card qualifications for each module should be:

- Module Leader - Division Supervisor/Task Force Leader (DIVS/TFLD), Incident Commander Type 3 (ICT3), Strike Team Leader Crew (STCR), Fire Use Manager 2 (FUM2), and Prescribed Fire Burn Boss, Type 1 (RXB1)
- Assistant Module Leader – Prescribed Fire Burn Boss, Type 2 (RXB2), Ignition Specialist, Type 1 (RXI1) and Field Observer (FOBS)
- Lead Crewmember – Incident Commander, Type 4 (ICT4), Single Resource Boss (SRB)-Crew or Engine, and Ignition Specialist , Type 2 (RXI2)
- Where applicable one of the permanent full time or subject-to-furlough positions should seek qualifications as a Faller Class C (FALC) to create further experience and training opportunities within the module.

Additional red card qualifications may be pursued at the discretion of individual with concurrence of their supervisor.

2.5 Home Park Fire Management Officer (FMO) will be responsible for Module Leader supervision. The home park Fire Management Officer will have a delegation established to act in their behalf if they are unavailable to handle module issues in an appropriate time frame. In absence of assignments, home park FMO's may assign module to local area projects.

2.6 NPS Regional Fire Staff will schedule Fire Use Module assignments in conjunction with home park FMO and Module Leader. The modules are regional resources and they will be used to meet priorities for wildland fire use and fuels treatments as outlined in the primary and secondary priorities.

2.7 Module members will have their Incident Qualifications and Training maintained on the Incident Qualification and Certification System (IQCS).

- Module leader is responsible for submitting module members' training and experience to home park FMO for review and entry in IQCS.
- The home park staff is responsible for entering modules' qualifications data.
- Personnel assigned to Fire Use Modules will not be available for any assignment unless qualified or designated a trainee for that job.

2.8 All Fire Use Module personnel must pass the arduous work capacity test; anyone who fails will be unavailable for operational assignments and can be terminated if they do not pass the arduous work capacity test as outline within a performance improvement plan.

2.9 Fire Use Module personnel will participate in Departmental health screening exams as they are implemented in various states and regions. After completing the health screening, new employees will be eligible for the work capacity test.

3. FINANCIAL MANAGEMENT

3.1 The NPS Fire Management Program Center through the regions provides home parks with salary and support funds for modules.

- Home park FMO's and Module Leaders will be responsible for disbursement of all funds. Module Leaders will develop annual budget proposal and assisting budget allocation and execution with assistance from home park.
- Funds for uniforms of Fire Use Module personnel will be the responsibility of the home park based on home park policy. NPS uniforms may be authorized for any member of the module based on local unit policy and needs.

3.2 Wildland fire emergency accounts (E11 and E12) will be charged for module's travel, per diem, base pay, premium pay (overtime), and other support costs when on assignment. Base pay recoveries under these situations will be returned to the region based upon regional guidance.

3.3 When assigned to a NPS project the benefiting account (Hxx and Wxx) will be charged for module's travel, per diem, premium pay (overtime), and other support costs. Base 8 will remain on the home park's module fuels account. Subject to furlough crew members may have their tour extended using project accounts for the base 8. Module will notify the requesting unit when this is being done as the additional costs need to be understood by all parties involved.

3.4 When assigned to a non NPS fuels projects the regional assist account (Hxx and Wxx) will be charged when approved by the Regional FMO otherwise costs will be billed to the receiving unit.

3.5 Travel will be charged to appropriate accounts from the time the module departs its home unit until it returns. When additional assignments occur, in the same trip, travel costs to the next project will be charged to the next project. When the module is released to go home, the last assignment on the trip is charged the travel home.

3.6 Per Diem rates for modules will follow agency guidelines. When feasible, requesting parks should try to provide low cost meals or set up blanket purchasing agreements at local supermarkets to facilitate lower meal costs. All modules are available to travel with cooking and temporary food storage capabilities.

3.7 When ordering unit cannot provide housing other than camping, it is recommended that during days off the module be housed in a location providing showers, laundry, phones, grocery shopping and other community amenities.

3.8 Use of privately owned vehicles for government travel must have prior approval by home park FMO.

3.9 Surplus and/or lapse funds exceeding \$5000 will be reported to the respective regional offices promptly.

4. OPERATIONAL STAFFING

Wildland and prescribed fire assignments will be scheduled and prioritized by NPS Regional Fire Staffs. An NPS Regional Module Coordinator within each region will maintain and track a prioritized list of projects for their respective regions. Contact lists by regions are listed in Appendix E. When seeking information please contact individuals in the order listed.

4.1 NPS Fire Management Program Center (FMPC) Staff with Regional Fire Staff will resolve scheduling conflicts.

4.2 NPS Regional Fire Staff will use the following criteria to prioritize projects:

- Previously established regional priorities
- Potential resource benefits
- Protection of Wildland Urban Interface
- Projects with narrow prescription windows
- First come, first serve basis if all other factors are equal

4.3 A module must have a minimum of seven individuals for dispatch outside the local area (Section 8).

- The minimum dispatch staffing must include a core of four regular module members and include either the module leader or assistant.
- Dispatch staffing will include an individual qualified as single resource boss and second person qualified as ignition specialist 2.
- Modules can include substitutes or fill-ins for the dispatch through back filling and/or detailers from the home unit or other agencies.

4.4 All Fire Use Modules must be ordered through the interagency dispatch system (see section 9 and 10) for assignments outside their local area (See ROSS instructions Appendix H).

4.5 Modules may have personnel available for single resource assignments (e.g., details to write burn plans, training, perform archeological work, perform fire effects work, suppression assignments) provided that the assignment does not compromise the availability of the module during their established field season.

- Requests for single resource assignments should go through the home park FMO.
- Individuals will back fill on the modules enabling module members to take single resource assignments.
- Individuals working away from the module may be delayed in responding to an assignment or may miss it. The home park FMO will coordinate with Module Leader on how or if a member rejoins the module based on cost effectiveness to consider expected duration of assignment, need for skills of the individual, and trainee requirement.

4.6 When modules are short-staffed, substitutes or fill-ins from other programs may augment the module. When modules are fully staffed during their normal operating season, substitutes or fill-ins should not displace regular module staff unless agreed upon by the home park FMO and Module Leader.

- Back filling individuals must be red-carded and qualified, or a trainee, at a level commensurate with the position being filled and meet the module's fitness standards.

- The module must provide logistical support for outside personnel.

4.7 Fire Use Module personnel can be taken from different modules as single resources and combined into temporary modules of any size providing that this does not compromise the core of any of the contributing modules. Module personnel cores do not apply outside the field seasons identified in section 2.1. Temporary modules may be used for special assignments anytime during the year.

- A temporary module must have a member that is Single Resource qualified to function as module leader.
- NPS Regional Fire Staff will authorize mobilization of temporary modules.

4.8 Modules committed to any assignment will be unavailable for other assignments until released from that assignment.

- Modules must be officially released from an assignment before becoming available for other assignments.

4.9 The home park may substitute for module members who miss off-unit assignments, at supervisor discretion.

- Module members who return to duty and have missed a dispatch will be assigned work by home park FMO until the module returns home.
- Home Park FMO's will provide fill-ins when needed to meet a dispatch or refuse the request.

4.10 There may be periods when it is appropriate to have module staff work at other units or modules to achieve desired work programs that require longer time periods of commitment. Under these circumstances the detail would be the administrative mechanism to assign the module staff. A blank detail form (Appendix F) and a completed detail form (Appendix G) are provide for reference.

5. WILDLAND FIRE SUPPRESSION GUIDELINES

5.1 Fire Use module personnel are dedicated to fire use incidents and fuels management activities. Modules can be assigned to other operations, such as wildland fire suppression or other emergency incidents, subject to the following limitations:

- Regional module coordinators or designees must be promptly briefed and periodically updated of such assignments.
- Fire use modules shall be released for fire use assignments as needed after appropriate incident resources have arrived. Modules will be available to support Alaska NPS Limited Suppression as priority one assignments.
- Module members may be committed as single resources or suppression crewmembers as appropriate to maintain fire qualifications, obtain trainee assignments, etc. Combining modules into Type 2 hand crews is not standard practice but may occur at national Preparedness Level 5.
- Module members may be available for local IA provided this does not compromise core module availability for fire use assignments or violate work/rest guidelines.
- Modules will not be prepositioned or placed in stand-by status in lieu of suppression resources.

6. WORK/REST GUIDELINES

6.1 Fire Use Module personnel will adhere to work/rest guidelines of the NWCG Interagency Incident Business Management Handbook and Federal Travel Regulations.

- Module leaders have the responsibility to shorten travel when necessary to maintain crew health and safety.

6.2 At the discretion of the home park FMO, modules can establish alternative tours from the standard 8-hour five-day work week (flex schedules are not recommended). Tours of duty must meet the needs of most requesting parks and agencies historically.

- Module leader must communicate tour changes to Regional Module Contact.

7. LOGISTICAL SUPPORT

7.1 The home parks will provide the following to the modules:

- Office space, phone line, fax machine access
- Computer access, electronic communication
- Administrative support (e.g., time keeping, procurement, etc)
- Cache space for equipment storage
- Quarters when possible

7.2 The requesting unit will be responsible for providing the following when using a module on any project:

- meals and water
- sleeping areas (campgrounds, barracks, or motels, etc.)
- sanitation facilities
- fuel and equipment needs
- project management and orientation to the project

7.3 When ordering modules by ground transportation, they will come equipped with the following minimum standards:

- assigned crew vehicles
- two chainsaws with fuel
- firing equipment
- handtools
- 7 programmable handheld radios
- backcountry camping equipment
- drinking water and food for five days
- first aid and trauma kits

7.4 When modules are delivered by aircraft they will come equipped with the following:

- individual fire line gear
- backcountry camping equipment
- 7 programmable handheld radios
- first aid and trauma kits
- handtools (if requested)

7.5 When mobilized by aircraft, the module will need:

- crew transportation (van or crewcab pickup or equivalent)
- vehicle to transport gear and equipment separate from the crew transportation
- two chainsaws with fuel and bar oil (if needed for the assignment)
- firing equipment as needed for the assignment
- drinking water and food

8. LOCAL DISPATCHING AREAS

When working in their “Local Areas” (see below), the home park FMO, Module Leader, or Fire Program Assistant will advise their local dispatch office of module status. This includes module availability, location, contact phone number and/or radio frequencies. This may be done daily, weekly, or as often as a module’s status and location changes. “Local Areas” and dispatching offices for the modules are defined as follows:

Local Dispatch Areas:

Module	Local Dispatch Office	Local Areas
Bandelier	Santa Fe Zone Dispatch	Santa Fe Zone, Albuquerque Zone
Black Hills	Black Hills and Custer Interagency Coordination Center	Theodore Roosevelt NP, Knife River Indian NHP, Wind Cave NP, Jewel Cave NP, Badlands NP, Fort Union NHS, Devil’s Tower NM, Mount Rushmore NM, Scotts Bluff NM, Agate Fossil Beds NM, Blackhills NF, Nebraska NF
Buffalo River	Arkansas/Oklahoma Interagency Coordination Center	Arkansas, Oklahoma, and Missouri
Cumberland Gap	Kentucky Interagency Coordination Center	SE Region NPS units, all interagency requests require a resource order
Great Smoky	Tennessee Interagency Coordination Center	SE Region NPS units, all interagency requests require a resource order
Saguaro	Southeast Arizona Zone Dispatch	Southeast Arizona Zone, Casa Grande NM, Tonto NM, and Montezuma Castle NM
Whiskeytown	Shasta-Trinity Interagency ECC	Whiskeytown NRA, Shasta-Trinity NRA, Shasta-Trinity NF
Yellowstone	Bozeman Interagency Dispatch Center	Yellowstone NP, Grand Teton NP, Greater Yellowstone Area
Zion	Cedar City Interagency Coordination Center	Zion NP, Bryce Canyon NP, Cedar Breaks NM, Grand Canyon NP (north rim), Pipe Springs NM, Lake Mead NRA, Arizona Strip BLM, Cedar City BLM, Dixie NF, North Kaibab Ranger District - Kaibab NF

9. DISPATCHING & ORDERING PROCEDURES

9.1 For *all* assignments outside the local dispatching area, modules will be ordered and moved through the established dispatch ordering channels by the resource ordering process.

- **See Appendix H for all FUM procedures in ROSS.**
 - For assignment in a module's current location, it is the responsibility of that hosting unit to notify the NPS Regional Module Coordinator and the local dispatch office of the new commitment of the module,
 - All home park FMO's and Module Leaders will work closely with their local dispatching office before and during the field season to facilitate smooth resource movement.
 - Reference National Interagency Mobilization Guide – Chapter 60, Section 69.7
- A. Agency Unit Identifiers for NPS Fire Use Modules:
- NM-BAP, Bandelier
 - AR-BUP, Buffalo River
 - KY-CGP, Cumberland Gap
 - TN-GSP, Great Smoky
 - AZ-SAP, Saguaro
 - CA-WNP, Whiskeytown
 - SD-JCP, Jewel Cave
 - WY-YNP, Yellowstone
 - UT-ZIP, Zion

9.2 Modules leaders must ensure the FUM is demobilized through the established interagency resource ordering process following their release from any assignment.

This requires:

- A call to that local dispatch center with their release date, time, and ETA to be passed back through dispatch channels.
- A call to the NPS regional coordinator with same release information.
- A call to their FUM Clerk to assure the process is working.

9.3 Regional Fire Staff will coordinate mobilization of modules across different NPS Regions.

9.4 NPS Fire Management Program Center Staff and Regional Fire Staff will resolve scheduling conflicts.

9.5 Module Leaders and host unit will communicate before a burn or project regarding a “go” or “no go” decision (e.g., outlook for the prescription window, readiness of burn, weather, etc. will influence decision). If it appears a burn will be out of prescription, the hosting unit will notify the Module Leader and dispatch; hosting unit will make arrangements to reschedule the module(s) with NPS Regional Fire Staff.

10. INTERAGENCY AVAILABILITY OF FIRE USE MODULES

- 10.1 The Fire Use Module is available for interagency use for wildland fire use and prescribed fire assignments. Other agencies can order modules to assist in burn preparation, fire effects, and hazard fuel reduction projects. Regions may establish an approval process for these requests.
- 10.2 The number of modules available for interagency assignments at any one time may be limited.
- 10.3 The NPS will establish assist accounts on all interagency assignments to capture costs. The requesting agency will be responsible for providing logistical support.
- 10.4 The home park is responsible for arranging interagency contacts for their module. For scheduling purposes, Home Park FMO's or Module Leaders should give the NPS Regional Module Coordinator a copy of their module's interagency contacts.
- 10.5 Agencies interested in scheduling a module for a project must submit a request to the responsible NPS Regional Module Contact.
- If an agency has an existing close working relationship with the home park of a particular module, it is acceptable for that home park FMO to schedule projects after checking with the NPS Regional Module Coordinator, or refer the requesting agency directly to the NPS Regional Fire Staff.
 - If a module is available, the NPS Regional Module Coordinator will notify the appropriate parties and schedule the project.
 - Modules will be resource ordered and demobilized for projects by the requesting agency.
 - **MODULES SHOULD BE RESOURCE ORDERED FOR ALL INTERAGENCY USE THAT IS BEYOND THE LOCAL DISPATCH AREA.**
- 10.6 The home park FMO's and Module Leaders are responsible for ensuring that their interagency cooperators know how to resource order Fire Use Module personnel, including how to contact the NPS Regional Module Coordinator.
- Interagency cooperators should also understand the guidelines pertaining to use of Fire Use Module personnel on wildland fire suppression fires.
 - Copies of the Fire Use Module Operations Guide will be available to all interagency cooperators at their request. (Enter WEB address)

11. TRAINING

- 11.1 The home park is responsible for initiating Individual Development Plans for Fire Use Module personnel and arranging the necessary training to enable employees to meet target qualifications. The Module Leader and home park FMO will maintain records of each individual's qualifications and training needs. These will be available to requesting units.
- 11.2 The primary objective of training is to meet Fire Use Module target qualifications. Additional training may be given a lower priority than projects if the training is non-essential and interferes with the completion of that project.

- 11.3 Each module member will attend required and refresher training.
- Training funds for module members will be pursued through the home park FIREPRO training request process.
 - Module Leader should give their home park FMO a list of training needs for each module member, so NPS Regional Fire Staff and home park FMO can assist in filling those needs.
- 11.4 Before Fire Use Module personnel are available for fire assignments, they must complete an annual safety refresher that is at least 8 hours. The operational training items listed in Appendix J are recommended to be included as additional training needs.

12. COMMUNICATION

- 12.1 Module Leaders are responsible for keeping Regional Module Coordinator informed of changes in their status and location in order to maintain, track and ensure availability; this is best done by telephone.
- 12.3 The home park FMO and/or Module Leader are responsible for informing Regional Staff of personnel changes in the module.
- 12.4 The Module Leader is responsible for communicating module accomplishments to home park FMO and Regional Module Coordinator upon request.
- 12.5 An annual report will be due at the annual module meeting at the end of the field season. The annual report is to using the approved template in Appendix M.

13. EVALUATIONS

- 13.1 To provide feedback, identify training needs, and evaluate module performance, requesting units should complete a module performance rating form (Appendix N) as Fire Use Module personnel are released from an assignment. Module Leaders are responsible for supplying these evaluation forms to the requesting unit and have a completed copy sent to the home park FMO.
- 13.2 Home park FMO's will be responsible for the Module Leader's evaluation.
- 13.3 Module Leaders will be responsible for the evaluations of their Fire Use Module members. The critical elements on module member's performance evaluations should be standardized as much as possible among modules.

14. SAFETY STANDARDS

- 14.1 Utilization of Fire Use Modules shall be initiated with strict compliance to interagency and agency specific safety standards. Safety shall always be the first priority in all activities. It is the responsibility of all personnel to communicate safety concerns to others either immediately (if required) or through briefings and direct communication with assigned personnel.

14.2 Due to the unique mission of the Fire Use Modules, they are viewed as fire professionals by requesting units. As such, they have the opportunity to promote and exemplify the highest standards of safety in all assigned tasks. They often set the example for employees not regularly assigned wildland fire duties.

Specific safety guidance includes:

- NPS RM-18
- NWCG 410-01 Fireline Handbook
- Interagency Helicopter Operations Guide and NPS RM-60
- Interagency Aerial Ignition Guide
- Interagency Fire and Fire Aviation Operations Field Guide (aka “The Red Book”)
- Initial Response Pocket Guide, specifically the Risk Management Section
- Job Hazard Analysis Process
- SAFENET
- D.O.T. Regulations governing Transportation of Hazardous Materials
- Service-wide ATV Guidelines including training & PPE.
- Forest Service Health & Safety Guide
- “Lessons Learned”
- After Incident Reporting
- Wildland Fire Leadership Development Program

NOTE: Responsibility for compliance with these standards and the safe operation of a Fire Use Module ultimately lies with the Module Leader and each individual on the module.

15. PERFORMANCES AND ACCOUNTABILITY

15.1 The Regional Fire Use Module Coordinator will review module performance annually (or more frequently as needed) to assess modules performance in meeting the following standards:

- Maintaining a core of seven available for dispatch during availability periods, including assistance from the home park
- Maintaining minimum module qualifications.
- Adequate module supervision.
- Maintaining module IQCS records.
- Mobilization within standards of the interagency dispatch system, including status keeping by host park in ROSS or manual systems.
- Adherence to guidelines for suppression assignments.
- Maintaining adequate host park support for the module to meet minimums.
- Host park supervision and management of module budget including informing regions of unspent balances in funds in a timely manner, and obtaining permission to use funds allocated for the module in other fire program areas.
- Adequate IDP development for module personnel.
- Completion of annual refresher and readiness checklist.
- Adequate communications with regional module coordinator.
- Attendance of module leader and FMO/appropriate park supervisor at annual module meeting.

- End of season report meets standards.
- Satisfactory performance documents.
- Adherence to safety standards.

15.2 Regional Fire Use Module Coordinators will report reviews when deficiencies are noted or annually at the fall workshop with the Fire Use Module Steering Committee. Following these reports, the Fire Use Module Steering Committee will discuss issues and reach consensus on proposals and recommendations.

15.3 Following discussion and consensus, the Fire Use Module Steering Committee may take action directly through regional program offices as appropriate for problem resolution or make recommendations to the Fire Management Leadership Board regarding module host park location, module size, module funding, and other program elements.

15.4 This process is intended to ensure the module program is adaptive to change, especially in an environment where agency partners are bringing more wildland fire use program on line and numbers of modules are potentially increasing on an interagency scope.

15.5 The host park FMO will review module performance annually completing the “Preparedness Review” (see Appendix K) and the Fire Use Mobilization Checklist (see Appendix L) prior to listing the module as available for assignment. These provide tools to the module and the supervisor to assess modules readiness to meet the demands of the program.

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APPENDIX A: FIRE USE MODULE STEERING COMMITTEE CHARTER

I. PURPOSE AND MISSION

The National Fire Use Module Steering Committee has the primary responsibility to provide strategic leadership to the NPS Fire Use Module Program. The Committee will develop and maintain policy and standards, establish consistent regional program coordination and implementation procedures, identify reporting requirements and procedures, evaluate organizational, staffing and funding needs, and make recommendations to the Fire Management Leadership Board (FMLB).

II. AUTHORITY

This standing committee is established under the authority of the National Park Service Fire Management Leadership Board.

III. MEMBERSHIP, ORGANIZATION and RESPONSIBILITIES

- A. The Steering Committee will consist of members and advisors.
 - 1. Members are responsible for decision-making and leadership. Members are responsible to discuss issues and seek their resolution through consultation with the Fire Management Program Center (FMPC) staff, Regional office staff, and by recommendations to the Fire Management Leadership Board.
 - 2. Advisors are individuals from any agency, partner or cooperator, or interested party who can provide technical information or advice on specific issues. Advisors will attend meetings or share information by other means, as needed to carry out the mission of the committee. Advisors are not responsible for final decisions of the committee.
- B. Membership will consist of the four regional fire use module coordinators, two designated module host park representatives, two module leaders, and the Fire Management Program Center module program liaison. Committee members are expected to communicate committee accomplishments and solicit regional and park input on issues, opportunities and needs as opportunities develop.

NPS Module Program Coordinators

Intermountain
Pacific West

Midwest
Southeast

Fire Management Program Center

Module Leader (2 from the established modules) and Fire Staff from module host parks. An individual park may only have one individual on the committee either as a module leader or fire staff.

- C. Membership may be rotated among various individuals from parks and regions. Terms of membership will be indefinite for module program coordinators and two

years for module leaders and host park representatives. As vacancies occur from transfers, changing priorities, a member's personal needs, Regional Fire Management Officers will make replacements, with preference given to units not represented. Membership changes will be communicated to the Chair.

D. Officers

The committee will select a Chair from the membership through a majority vote. The chair will serve a term of two years and may not serve consecutive terms. The Chair will: schedule and organize meetings, locations, and facilities, develop and distribute meeting agendas prior to meeting dates. Ensure that meetings are effectively managed, assign work projects and members to task groups, ensure work products are completed, distribute final meeting notes to members and the Fire Management Leadership Board, prepare an annual report presenting issues and recommendations to the Fire Management Leadership Board, and ensure follow-up on issues to attain resolution.

The committee will select a Secretary from the remaining membership following selection of the Chair. The tenure of the Secretary position is two years. A successor will be through volunteer or a random drawing among the remaining members. The Secretary will ensure: meeting notes are kept, draft meeting notes are forwarded to all members for review, and a file with pertinent records of Committee business is maintained and updated with new business and records of correspondence and reports, to include estimated costs of committee business.

E. Decision Process

A quorum of seven (7) members of the Steering Committee is required to make decisions. Decisions will normally be made by consensus. The Chair may ask for a vote when a decision must be reached in a timeframe where there is not enough time for full discussion.

IV. FUNCTIONS

- A. Assess, prioritize and recommend for Fire Management Leadership Board approval, a Fire Use Module Strategic Operations Plan for NPS fire use modules defining the distribution, organization, support and operational needs of the fire use module program.
- B. Identify, assess and recommend non-module resources for inclusion in the Fire Use Module Strategic Operations Plan, which may enhance the effectiveness of the program.
- C. Provide regional "points of contact" for NPS fire use module issues and program coordination.
- D. Develop a standard format and provide oversight for annual operating plans for each fire use module.
- E. Provide operational standards and guidance for consistent regional program coordination and implementation.

- F. Host an annual meeting of Fire Use Module Leaders, with invitations to other agencies.

V. TASK GROUPS

Task groups may be organized by the Fire Use Module Steering Committee to address specific issues that can be resolved within a short, finite time period. Task group reports and recommendations will be submitted to the Fire Use Module Steering Committee for approval, funding and/or further action. Task groups may be comprised of NPS personnel and personnel from other agencies, organizations and institutions as determined by the Fire Use Module Steering Committee members.

VI. MEETINGS AND REPORTS

- A. Meetings of the Fire Use Module Steering Committee will be held annually in conjunction with the annual Module Leader meetings, or as needed with meetings in person or by electronic conferencing. When possible, electronic media will be used to minimize travel costs and time lost to travel.
- B. The committee will host an annual meeting of Fire Module Leaders, will develop and update annual operating plans and strategic plans to direct program priorities and initiatives, and conduct assessments to evaluate program effectiveness.
- C. The Chair will prepare an annual Accomplishment Report for the Fire Management Leadership Board. A Status report of committee activities will be presented annually to the Fire Management Leadership Board.

VII. FINANCIAL SUPPORT

Support for task groups, advisors, committee activities, and necessary acquisitions will be developed by the Fire Use Module Steering Committee and included in the annual budget submitted by the module program liaison. Routine costs of permanent member's actions for the committee will be borne by their individual home unit account, but these costs will be reimbursed from the annual budget managed by the module program liaison.

VIII. APPROVAL

This charter is effective as of the date signed and approved by the Deputy Chief Ranger. The charter is valid for five years from the date signed unless revised or discontinued. This charter will be revised only upon recommendation from the Deputy Chief Ranger or Fire Management Leadership Board.

Recommended: William B. Cella Date: 3/6/02
FMLB Chair

Approved: Sue Vap Date: 3/6/2002
Deputy Chief Ranger

APPENDIX B: STEERING COMMITTEE MEMBERSHIP

Regional FUM Coordinator	Name
Intermountain Region	L. Dean Clark (alt. Ken Castro)
Midwest Region	Scott Beacham
Pacific West Region	Corky Conover
Southeast Region	Ken Garvin
Host Unit FMO/Module Supervisor	Name
East (Southeast or Midwest)	Charlie Chadwell
West (Intermountain or Pacific West)	Jan Passek (alt. Tim Klukas)
Module Leader	Name
East (Southeast or Midwest)	Eric Allen
West (Intermountain or Pacific West)	Patrick Lookabaugh
FMPC Representative	Name
Fire Use Specialist	Dick Bahr

APPENDIX C: Module Review Schedule

Module	Year of Review									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
BAND			X			X			X	
BUFF			X			X			X	
CUGA	X			X			X			X
GRSM		X			X			X		
SAGU			X			X			X	
WHIS		X			X			X		
BLHI	X			X			X			X
YELL	X			X			X			X
ZION		X			X			X		

BAND - Bandelier National Monument
 BUFF - Buffalo National River
 CUGA - Cumberland Gap National Historical Park
 GRSM - Great Smoky Mountains National Park
 SAGU - Saguaro National Park -
 WHIS - Whiskeytown National Recreation Area
 BLHI - Black Hills -
 YELL - Yellowstone National Park -
 ZION - Zion National Park -

APPENDIX D: Process to Form a New Module

The process to form a new module will go through the following steps:

1. The local host unit FMO will work with the Regional FUM coordinator to develop a briefing paper on the feasibility and need to form a new Fire Use Module to be presented to the Regional FMO for concurrence.
2. The local host unit FMP and Regional FUM coordinator will develop a strategy with the Regional FMO to determine how the funding and staffing (FTE) will be formulated under existing regional budget and staffing caps. It is important to have everyone in agreement from the regional and local level as to the need and commitment of resource to develop and support the module.
3. The Regional FUM coordinator will notify the NPS FUM Steering Committee of the process reaching the briefing stage and concurrence with by the Regional FMO. The Steering Committee will assign a Regional FUM coordinator, a host unit FMO, and a module leader from outside the region proposing the module to assist the local host unit FMO and Regional FUM coordinator in developing the "Prescribed Fire Module Formation Proposal" (see outline below).
4. The proposal will go to the NPS FUM Steering Committee for review and concurrence. In the review process there may be a need to edit or supplement materials presented in the proposal.
5. With concurrence of the NPS FUM Steering Committee the Regional FMO proposing the new module will present the proposal to FMLB for discussion and decision. The FMLB must consider long-term programmatic direction and the commitment associated with module formation.
6. If approved, the local unit will follow the implementation plan/timeline set in the proposal to develop the module and obtain certification following a trainee period with module personnel having satisfactory performance rating. Peer review and assistance from other FUM modules should be sought during this time to facilitate a smooth transition and an opportunity to learn from groups that are already performing.

Prescribed Fire Module Formation Proposal Outline

Objectives:

Current Situation:

- Area of concern
- FIREPRO
 - Funding
 - Staffing
- Workload
 - Preparedness
 - Wildfire response
 - NPS
 - Assists
 - Fuels
 - Prescribed Fire
 - Mechanical
 - Other
- Developing programs

Proposal:

- Duty station location
- Housing
 - Government, Local housing (rental & purchase)
- Module component (expanded treatment program & efficiency)
 - Fuels implementation, Fuels planning, Fire effects, RM support
- Organizational staffing
- Tour of Duty
 - Season, Work schedule
- Supervision
- Administrative support
- Travel considerations
 - Vehicle, Airline
- Vehicles
 - Interior owned, GSA, Rental
- Equipment/Supplies
 - Trailers, ATV, Radios, Monitoring kit, Personnel gear
- Office space
 - Rent, Utilities, Telephone, IT support, Network access, Computers, Printer
- Garage/cache/storage
- Interagency potential and support
- Training (location and anticipated needs)
- Miscellaneous
- Implementation plan/timeline

Funding:

- Regional
- Local
- In-kind

APPENDIX E: Fire Use Module Contact List

Fire Management Program Center

3833 S. Development Ave.

Boise, ID 83705-5354

Position	Name	Phone	Cell
Fire Use Specialist	Dick Bahr	(208) 387-5217	(208) 869-3892
Science & Ecology Program Leader	Vacant	(208) 387-xxxx	(208) xxx-xxxx
Fuels Specialist	Dan Buckley	(208) 387-5174	(208) 484-5161

Pacific West Region

1111 Jackson St., Suite 700

Oakland, CA 94607

Position	Name	Phone	Cell
Wildland Fire Specialist	Corky Conover	(559) 565-3129	(510) 928-9696
Assistant Regional FMO	Christie Neill	(530) 621-5363	(510) 512-8792

Whiskeytown National Recreation Area

P.O. Box 188

Whiskeytown, CA 96095

Position	Name	Office	Cell
Fire Management Officer	Jim Hutton	(530) 242-3443	(530) 941-7194
Fire Program Assistant	Darcy Skinner	(530) 242-3446	
Fire Use Module Leader	Patrick Lookabaugh	(530) 241-6951	(530) 949-8497
Assistant Fire Use Module Leader	Dan Paulson	(530) 241-6951	
Assistant Fire Use Module Leader	Justin Cully	(530) 241-6951	(530) 515-6561
Fire Use Clerk	Jan Lopez	(530) 242-3459	

Intermountain Region

12795 W. Alameda
P.O. Box 252287
Denver, CO 80225-0287

Position	Name	Phone	Cell
Fire Management Officer	Len Dems	(303) 969-2449	(303) 475-5214
Wildland Fire Specialist	L. Dean Clark	(303) 969-2918	(720) 320-6445
Northern Rockies Coordination Center (FUM Coordinator for IMR)	Kim Thomas	(406) 329-4883	(303) 570-8212

Bandelier National Monument

15 Entance Road
Los Alamos, NM 87544-9508

Position	Name	Office	Cell
Fire Management Officer	Gary Kemp	(505) 672-3861 ext.550	(505) 660-7156
Assistant Fire Management Officer	Marla Rodgers	(505) 672-3861 ext.551	(505) 660-6088
Fire Program Assistant	Jerrie Wilson	(505) 672-3861 ext.552	(505) 660-7918
Fire Use Module Leader	Jeremy Bailey	(505) 672-3648 ext.31	(505) 670-1568
Assistant Fire Use Module Leader	Joanie Lawrence	(505) 672-3648 ext.31	(505) 670-0901
Fire Use Clerk	Rob Gauss	(505) 672-3861 ext.553	

Saguaro National Park

3693 South Old Spanish Trail
Tucson, AZ 85730-5699

Position	Name	Office	Cell
Fire Management Officer	Vacant	(520) 733-5130	
Fire Program Assistant	Pat Haddad	(520) 733-5131	
Fire Use Module Leader	Steve Grater	(520) 733-5186	(520) 405-4597
Assistant Fire Use Module Leader	Dave Doheney	(520) 733-7311	(520) 405-4647
Fire Use Clerk	Susan Keys	(520) 733-5133	

Yellowstone National Park
Mammoth Fire Cache
P.O. Box 168
Yellowstone NP, WY 82190

Position	Name	Office	Cell
Fire Management Officer	Phil Perkins	(307) 344-2180	(406) 581-4240
Prescribed Fire Specialist	Tim Klukas	(307) 344-2194	
Fire Program Assistant	Georgia McAdams	(307) 344-2196	
Fire Use Module Leader	Chris Moore	(406) 848-2563	(406) 581-7072
Assistant Fire Use Module Leader	Vacant	(406) 848-2564	(406) 581-7748
Fire Use Clerk	Audrey Evans	(307) 344-2482	

Zion National Park
Fire Management Office
Springdale, UT 84767-1099

Position	Name	Office	Cell
Fire Management Officer	Jan Passek	(435) 772-0188	(435) 619-1605
Fire Program Assistant	Paula Reese	(435) 772-7860	
Fire Use Module Leader	Ed Waldron	(435) 865-4680/81/82	(435) 619-0852
Assistant Fire Use Module Leader	Vacant	(435) 865-4680/81/82	(435) 619-0941
Fire Use Clerk	Bonnie Suerig	(435) 865-7845	

Midwest Region
 1709 Jackson Street
 Omaha, NE 68102

Position	Name	Phone	Cell
Fire Management Officer	Doug Alexander	(402) 661-1754	(402) 630-0685
Fuels Management Specialist	Scott Beacham	(402) 661-1768	(402)-651-8789

Wind Cave National Park
 Black Hills Fire Use Module
 Jewel Cave National Monument
 R.R. 1, Box 60AA
 Custer, SD 57730

Position	Name	Office	Cell
Fire Management Officer	Vacant	(605) 745-1156	(605) 685-5230
Fire Program Assistant	Karri Fischer	(605) 745-1155	(308) 862-1147
Fire Use Module Leader	Eric Allen	(605) 673-2061 ext.1245	(605) 685-3532
Assistant Fire Use Module Leader	Sonya Feaster	(605) 763-2061 ext.1245	(308) 862-1148
Fire Use Clerk	Kathy Hammel	(605) 745-1192	

Buffalo National River
 402 N. Walnut, Suite 136
 Harrison, AR 72601

Position	Name	Office	Cell
Fire Management Officer	Steven Theisen	(870) 741-5446 ext.281	(870) 365-6407
Fire Program Assistant	Connie Watkins	(870) 741-5446 ext.282	(870) 365-5980
Fire Use Module Leader	Chad Suppa	(870) 446-2747	(870) 365-6520
Assistant Fire Use Module Leader	Nate Gross	(870) 446-2747	(870) 577-2345
Fire Use Clerk	Phyllis Gibson	(870) 741-5446 Ext. 283	

Southeast Region

1924 Building – 6th Floor
100 Alabama Street, S.W.
Atlanta, GA 30303

Position	Name	Office	Cell
Fire Management Officer	Ken Garvin	(404) 562-3108 x653	(770) 722-1022
Fire Program Assistant			
Fuels Management Specialist	Vacant	(404) 562-3108 x684	

Cumberland Gap National Historic Park

P.O. Box 1848
Middlesboro, KY 40965-1848

Position	Name	Office	Cell
Fire Management Officer	Charlie Chadwell	(606) 248-2817	(606) 246-1432
Fire Use Module Leader	Shane Sturgill	(276) 861-3418	(605) 242-7033
Assistant Fire Use Module Leader	Pete Jerkins	(276) 861-3418	(606) 521-7541
Fire Use Clerk	Debbie Giddens	(606) 246-1053	

Great Smoky Mountain National Park

107 Park Headquarters Road
Gatlinburg, TN 37738

Position	Name	Office	Cell
Fire Management Officer	Vacant	(865) 436-1247	(865) 712-0691
Fire Program Assistant	Rhonda Watson	(865) 436-1304	
Fire Use Module Leader	Mark Taylor	(865) 436-1303	(865)414-6461
Assistant Fire Use Module Leader	Susan Ross	(865) 436-1303	(865)414-6460
Fire Use Clerk	Sherry Clopton	(865) 436-1246	

APPENDIX F: Detail Request Form

ATTACHMENT TO RESOURCE ORDER NUMBER:- _____ REQ. NO(S): _____

1. POSITION(S): _____ NUMBER OF PERSON REQUESTED: _____

2. MINIMUM "RED CARD" RATING: _____

3. EMPLOYMENT STATUS: REGULAR FEDERAL AGENCY SPECIFIC AGENCY

AD (CAUSAL HIRE) OTHER _____

4. AGENCY UNIFORM: YES NO - FIRE RESISTANT CLOTHING: YES NO

5. DRIVERS LICENSE NEEDED: YES NO ENDORSEMENT: _____

6. VEHICLES AUTHORIZED OR REQUESTED:

AGENCY OWNED VEHICLE (AOV) YES NO -

TYPE: _____ NUMBER: _____

PRIVATELY OWNED VEHICLE (POV) YES NO NUMBER: _____

RENTAL VEHICLE YES NO

7. RADIOS NEEDED: YES NO - TYPE: _____ NUMBER: _____

8. ELECTRONIC TECHNICIAN'S NAME: _____

TELEPHONE: _____

9. LENGTH OF DETAIL: _____ THROUGH _____ INCLUDING TRAVEL

10. TRAVEL OUTSIDE NORMAL DUTY HOURS IS AUTHORIZED/COMPENSATED: YES NO

11. ESTABLISHED WORKWEEK: _____ **HOURS OF DUTY:** _____

12. PERSONNEL MAY BE ROTATED: YES NO - HOW OFTEN? _____

ROTATION PAID BY: _____ SENDING UNIT REQUESTING UNIT

13. BASE SALARY PAID BY: _____ SENDING UNIT REQUESTING UNIT

TRAVEL PAID BY: _____ SENDING UNIT REQUESTING UNIT

PER DIEM PAID BY: _____ SENDING UNIT REQUESTING UNIT

EQUIPMENT USE MILEAGE/F.O.R. PAID BY: SENDING UNIT REQUESTING UNIT

14. REQUESTING UNIT'S ELECTRONIC ADDRESS: _____

15. REQUESTING UNIT'S ESTIMATED TOTAL COST: _____

16. PERSONNEL OFFICER/PHONE #: _____

TELEPHONE: _____

17. BUDGET & FINANCE OFFICER/PHONE #: _____

TELEPHONE: _____

18. TEMPORARY DUTY STATION: _____

ADDRESS/P.O. BOX: _____

TELEPHONE: _____

19. GOVERNMENT LODGING: YES NO MESS HALL: YES NO

GOVERNMENT COOKING FACILITIES ONLY: YES NO

COMMERCIAL LODGING: YES NO MAX LODGING RATE: _____

COMMERCIAL MEALS AVAILABLE: YES NO MUST BE SELF-SUBSISTING: YES NO

20. NEAREST COMMERCIAL AIRLINE CITY: _____

REMARKS: _____

APPENDIX G: Completed Detail Request Form

ATTACHMENT TO RESOURCE ORDER NUMBER: UT-BRP-XX REQ. #S: O-1, 2, 3, 4, 5, 6, 7, 8

1. POSITION(S): THSPs - *FIRE USE MODULE NUMBER OF PERSON REQUESTED: 8

2. MINIMUM "RED CARD" RATING: FFT2

3. EMPLOYMENT STATUS: REGULAR FEDERAL AGENCY SPECIFIC AGENCY
 AD (CAUSAL HIRE) OTHER _____

4. AGENCY UNIFORM: YES NO - FIRE RESISTANT CLOTHING: YES NO

5. DRIVERS LICENSE NEEDED: YES NO ENDORSEMENT: _____

6. VEHICLES AUTHORIZED OR REQUESTED:
AGENCY OWNED VEHICLE (AOV) YES NO - TYPE: CREW CARRIERS NUMBER: XXXXX
PRIVATELY OWNED VEHICLE (POV) YES NO NUMBER: _____
RENTAL VEHICLE YES NO

7. RADIOS NEEDED: YES NO - TYPE: PORTABLE, PROGRAMABLE NUMBER: 4-7

8. ELECTRONIC TECHNICIAN'S NAME: _____
TELEPHONE: _____

9. LENGTH OF DETAIL: 31 DAYS, JULY 1, 2002 THROUGH JULY 31, 2002 INCLUDING TRAVEL

10. TRAVEL OUTSIDE NORMAL DUTY HOURS IS AUTHORIZED/COMPENSATED: YES NO

11. ESTABLISHED WORKWEEK: MON - SAT? HOURS OF DUTY: 0700-1200, 1230-1730: 10-12 hrs

12. PERSONNEL MAY BE ROTATED: YES NO - HOW OFTEN? ??
ROTATION PAID BY: _____ SENDING UNIT REQUESTING UNIT

13. BASE SALARY PAID BY: _____ SENDING UNIT REQUESTING UNIT

TRAVEL PAID BY: _____ SENDING UNIT REQUESTING UNIT

PER DIEM PAID BY: _____ SENDING UNIT REQUESTING UNIT

EQUIPMENT USE MILEAGE/F.O.R. PAID BY: SENDING UNIT REQUESTING UNIT

14. REQUESTING UNIT'S ELECTRONIC ADDRESS: ROSS_WILLMORE@NPS.GOV

15. REQUESTING UNIT'S ESTIMATED TOTAL COST: \$\$\$\$

16. PERSONNEL OFFICER/PHONE #: _____

TELEPHONE: _____

17. BUDGET & FINANCE OFFICER: _____

TELEPHONE: _____

18. TEMPORARY DUTY STATION: BRYCE CANYON NATIONAL PARK
ADDRESS/P.O. BOX: P.O. BOX 170001, BRYCE CANYON, UT 84717
TELEPHONE: 435-834-4912

19. GOVERNMENT LODGING: YES NO MESS HALL: YES NO
GOVERNMENT COOKING FACILITIES ONLY: YES NO
COMMERCIAL LODGING: YES NO MAX LODGING RATE: \$59.00
COMMERCIAL MEALS AVAILABLE: YES NO MUST BE SELF-SUBSISTING: YES NO

20. NEAREST COMMERCIAL AIRLINE CITY: CDC

REMARKS: *NAME REQUEST: YELLOWSTONE FIRE USE MODULE - JD BAUMAN + 6.
FUM WILL CAMP OUT NEAR PROJECT SITE DURING WORK WEEK. DURING DAYS OFF
COMMERCIAL LODGING WILL BE PROVIDED OFF SITE WITH ACCESS TO
COMMUNITY AMMENITIES

Appendix H: FIRE USE MODULE PROCEDURES IN ROSS

This document serves to assist dispatchers at any level in the statusing, mobilizing, and demobilizing of Fire Use Modules in ROSS.

It is important that the home dispatch unit of each Fire Use Module (FUM) set up a roster in ROSS for their Fire Use Module before the first request of the season.

Created by Kim Thomas, NRCC, OCT. 2004

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Creating a Request for a Fire Use Module

The screenshot shows the 'Enter Request for Module, Fire Use' form in the ROSS application. Key elements include:

- Select Item to Request:** Catalog: Overhead, Category: Groups, Item Name: Module, Fire Use.
- Enter Request for Module, Fire Use:**
 - # Requests: 1, Block: [1 - 999999] (SG) Default Block
 - Sequence Next Number: 2
 - Need Date/Time: 10/12/2004 08:20 MST
 - Deliver To: MISSOULA INTERNATIONAL
 - Financial Code/Compact: WFFPR79
 - Special Needs: Name Request for Bandelier Fire Use Module, NM-BAP. LAPTOP, CELL PHONE AUTHORIZED
 - Reporting Instructions: (empty)
 - Incident Ordering Contact: REPORT TO ICP FOR DIRECTIONS
 - Request Contact: MT-NRC (Dispatch) 406-329-4881 Overhead
 - Configuration Option: Catalog Item with Configuration
- Request(s) Created:**

S	NR	Request	Catalog Item	Code	Need Date/Time	Zone
	0-1		Module, Fire Use		10/12/2004 08:20	MST

Use drop down menus to fill the blocks as shown in the circled items.

The last drop down menu defaults to **Catalog Item with Configuration - keep this option!** This will allow some latitude for tweaking the request later by the ordering unit as well as the filling unit - this is a good thing.

SPECIAL NEEDS BLOCK - The text in the Special Needs block prints out on the Resource Order. *Use this space to identify anything that is unique about this request, i.e. "Only 7 FUM members needed, not 10". This is also the block to identify special authorizations, i.e. "Rental vehicles, Laptops and Cell phones Authorized" as well as Name Requests, i.e. "Name Request Bandelier Fire Use Module, NM-BAP" etc.*

Conversely, when filling a FUM request, be sure to view the Special Needs and Documentation fields before filling.

Creating a Roster for a Fire Use Module

Rosters are created for Fire Use Modules (FUMs), overhead teams, and other groups of overhead resources. Members may be added from the “local” area or as needed from non-local sources. If added from non-local sources, requests will be sent directly to the resource’s home dispatch center.

Your work before the fire season will be useful later on in the pending request screen when you elect to fill a FUM order using a “Master Roster”. Most of the work associated with preparing a FUM roster should be accomplished early but you will be able to make changes to the roster as needed when you fill the request.

Rosters are maintained for FUMs by the home dispatch unit for each FUM.

Setting up a Roster for a Fire Use Module.

This should be done well in advance of the fire season to expedite filling orders when they come in ROSS.

Anything in **RED** is an option that **should not** be taken!

Start with building a Roster for your FUM:

The screenshot shows the 'Resource Item' screen in the ROSS software. The 'Resource: Overhead' section is active. The 'Search Results' table lists several resources, including 'Module, Fire Use - Yellowstone Fire Use Module'. The 'Overhead Team Information' section shows 'Team Name *' as 'Module, Fire Use' and a 'National Resource' checkbox that is unchecked and highlighted in red. A 'Ross Confirmation Message' dialog box is open, asking 'Is this resource item an Overhead Team?' with 'Yes' and 'No' buttons. The 'Qualification' tab is selected at the bottom, and a 'New' button is visible in the bottom right corner.

Name	Provider	Current Dispatch
ACCESS, CDC	ID-CNC	MT-NRC
DISTRICT, SUPERVISORSOFFICE	MT-FDC	MT-NRC
Module, Fire Use - Yellowstone Fire Use Module	MT-NRC	MT-NRC
ADAMS, CHARLES W	MT-NRC	MT-NRC
BELL, THERESE	MT-NRC	MT-NRC
BOYD, GARY	MT-NRC	MT-NRC

Qualified As	Priority
Module, Fire Use	

- #1 - On Resource Item screen, Select **Overhead** radio button.
- #2 - Click **NEW** in the Overhead Team Information section.
- #3 - Click **YES**.
- #4 - Name the FUM using the standard naming convention, i.e.: **Module, Fire Use - Bandelier Fire Use Module**
- #5 - **DO NOT** check the box for **National Resource**
- #6 - Click **Save**
- #7 - Choose **Qualification** tab below, and **NEW**.

Resource Item User: KTHOMAS @ MT-NRC

Add Classification/Qualification

Catalog Items

Catalog Filter

Catalog Overhead

Category

Category Name
*Category Not Listed
APHIS Positions
Groups
Positions

Qualify As

Catalog Item Name	Code
Load, Helicopter Rappel, Initial Att...	
Load, Smokejumper, Initial Attack	
Module, Fire Use	
Squad	
Team, Administrative Payment	
Team, ADO, Class A	

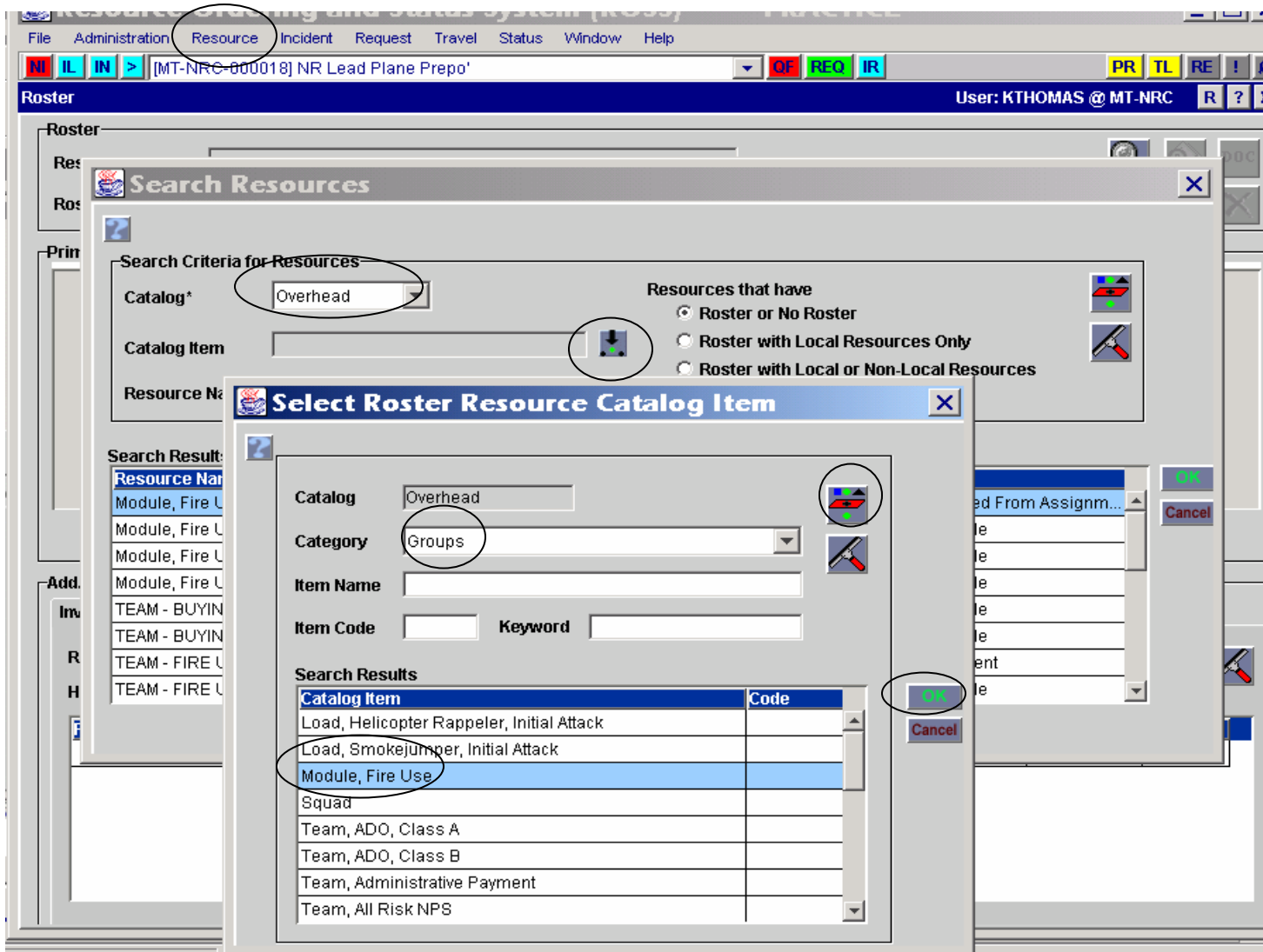
Qualifications

Qualified As	Q/T/U
Module, Fire Use	QUALIFIED

OK Cancel

Q/T/U: Open the drop-down list to select whether the qualification is 'Qualified,' 'Trainee,' or 'Unknown.'

- #1 - Select GROUPS.
- #2 - Select Module, Fire Use.
- #3 - Click Right Arrow.
- #4 - OK



- #1 - From the Resource Menu, choose Roster.
- If "Roster" is not on the menu, contact your ROSS administrator to give you Roster privileges.
- #2 - Select Overhead.
- #3 - Filter Catalog Items
- #4 - Under Category, choose Groups
- #5 - Filter
- #6 - Choose Module, Fire Use
- #7 - OK

Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Administration Resource Incident Request Travel Status Window Help

[MT-NRC-000018] NR Lead Plane Prep' [OF] [REQ] [IR] [PR] [TL] [RE]

Roster User: KTHOMAS @ MT-NRC [R]

Roster

Resource Name

Search Resources

Search Criteria for Resources

Catalog* Overhead

Catalog Item Module, Fire Use

Resource Name

Resources that have

- Roster or No Roster
- Roster with Local Resources Only
- Roster with Local or Non-Local Resources
- No Roster

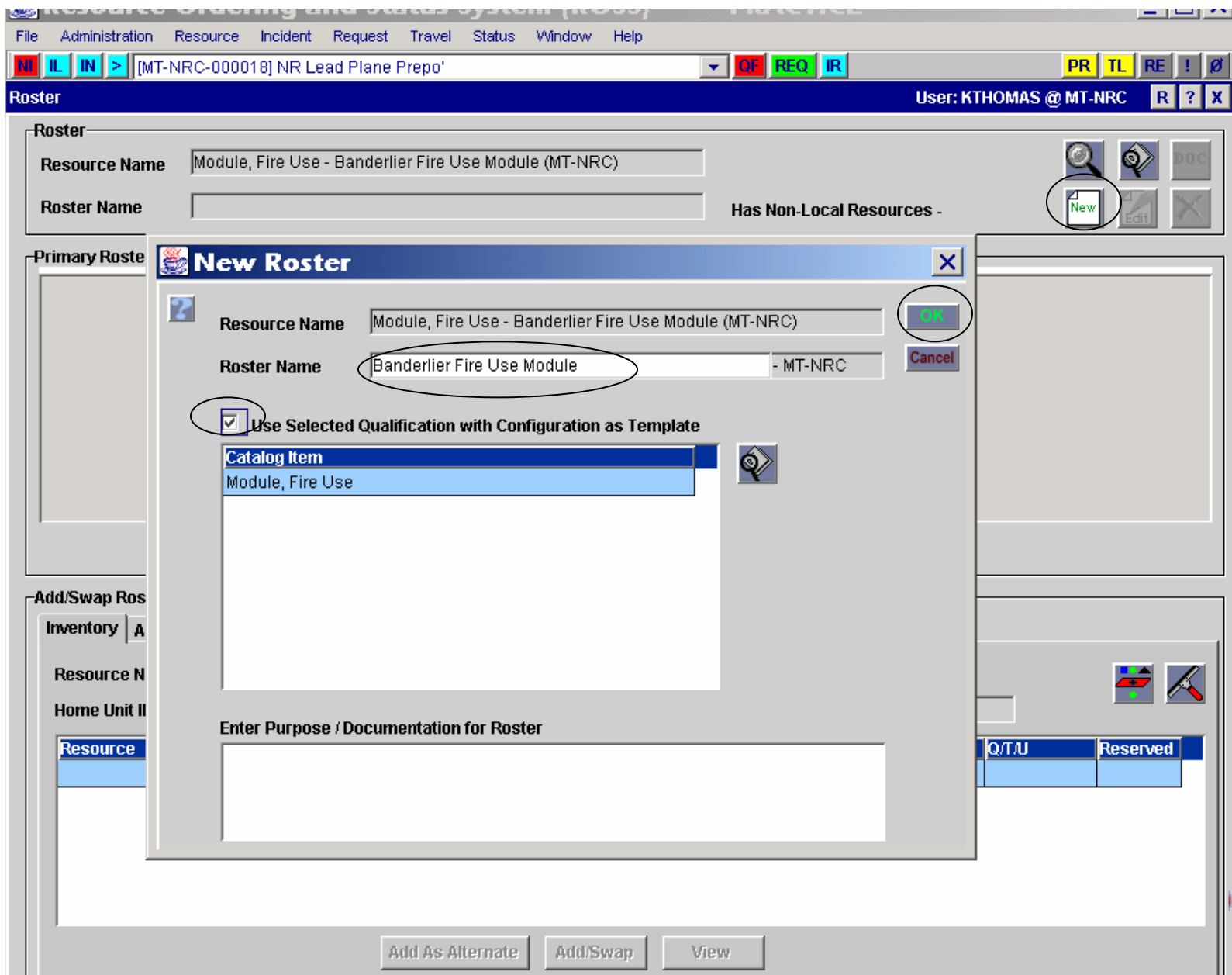
Search Results

Resource Name	Roster Name	Home Unit	Status
Module, Fire Use - Banderlier Fire Use Modul...	Banderlier Fire Use Module - MT-NRC	MT-NRC	Returned From Assignm...
Module, Fire Use - Saguaro Fire Use Module ...	Module, Fire Use - Saguaro Fire Use Mo...	MT-NRC	At Incident
Module, Fire Use - Wanna-Be's Fire Use Mod...		MT-NRC	Available
Module, Fire Use - Yellowstone Fire Use Mod...	Module, Fire Use - Yellowstone Fire Use...	MT-NRC	Available
Module, Fire Use - Zion (MT-NRC)		MT-NRC	Available

View

Add As Alternate Add/Swap View

- #1 - Filter
- #2 - Select the FUM to build a roster
- #3 - OK



- #1 - Click New.
- #2 - Name the Roster as shown.
- #3 - Check the box "Use Selected Qualification with Configuration as Template".
- #4 - OK

Adding Resources to the Master Roster

Resource Management and Status System (RMSS) - FIRE/ICE

File Administration Resource Incident Request Travel Status Window Help

[MT-NRC-000018] NR Lead Plane Prepo' [CF] [REQ] [IR] [PR] [TL] [RE] [!]

Roster User: KTHOMAS @ MT-NRC [R] [?] [X]

Roster

Resource Name: Module, Fire Use - Banderlier Fire Use Module (MT-NRC)

Roster Name: Banderlier Fire Use Module - MT-NRC Has Non-Local Resources - No

Primary Roster Position

POSITION	RESTRICTION	RESOURCE NAME	ROSTER NAME	HOME UNIT	STATUS	LOCAL	RESERVED
ROSTER		Module, Fire Use - Band...	Banderlier Fire U...	MT-NRC	Available	Yes	
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						

Action View Print

Add/Swap Roster Resources

Inventory Alternates

Resource Name:

Home Unit ID:

Local Inventory Non-Local Inventory*

Resource	Roster Name	Home Unit	Status	Q/T/U	Reserved
Module, Fire Use - Banderlier Fire Use Modul...	Banderlier Fire Use Module - MT-NRC	MT-NRC	Available	QUALIFIED	No
Monaco, Angie (MT-NRC)		MT-NRC	At Incident	QUALIFIED	No
MORRIS, EDDIE E (MT-NRC)		MT-R01	Available	QUALIFIED	No
Olson, Jim (MT-NRC)		MT-NRC	Unavailable	QUALIFIED	No
PFAHLER, TIM (MT-NRC)		MT-R01	Available	QUALIFIED	No
Thomas, Billy (MT-NRC)		MT-NRC	Unavailable	QUALIFIED	No

Add As Alternate Add/Swap View

The standard FUM configuration of 10 THSP positions will auto-fill in.

#1 - Select the 1st THSP position and the qualified people will show up in the window at the bottom of the screen

#2 - Select the name of Fire Use Module member to assign to the THSP position.

#3 - Click Add/Swap.

The name will appear in the selected Primary Roster Position above.

#4 - Repeat steps #1 - #3 until the Roster is complete.

#5 - The "X" will allow you to save your work on the Master Roster and leave this screen.

Resource Ordering and Status System (ROSS) - FIRE/ICE

File Administration Resource Incident Request Travel Status Window Help

[MT-MDC-000013] Joni printer fire

User: \$MTMDC_ADMIN @ MT-MDC

Roster

Resource Name: Module, Fire Use - Wanna Be's Fire Use Module (MT-MDC)

Roster Name: Wanna Be's Fire Use Module - MT-MDC

Has Non-Local Resources - No

Primary Roster Position

POSITION	RESTRICTION	RESOURCE NAME	ROSTER NAME	HOME UNIT	STATUS	LOCAL	RESERVED
ROSTER		Module, Fire Use - Wann...	Wanna Be's Fire ...	MT-MDC	Available	Yes	
TECHNICAL SPECIALIST (THSP)	Qualified Only	ANDERSON, JEREMY (...)		MT-INT	Available	Yes	No
TECHNICAL SPECIALIST (THSP)	Qualified Only	BRADSHAW, LARRY (M...		MT-INT	Available	Yes	No
TECHNICAL SPECIALIST (THSP)	Qualified Only	BURBANK, MATTHEW (...)		MT-INT	Available	Yes	No
TECHNICAL SPECIALIST (THSP)	Qualified Only	CALKIN, DAVE E (MT-M...		MT-INT	Available	Yes	No
TECHNICAL SPECIALIST (THSP)	Qualified Only	CHRISTENSEN, NEAL (...)		MT-INT	Available	Yes	No
TECHNICAL SPECIALIST (THSP)	Qualified Only	Comstock, Craig (MT-M...		MT-MTS	Available	Yes	No
TECHNICAL SPECIALIST (THSP)	Qualified Only	DENHIO, GREGG A (M...		MT-R01	Available	Yes	No
TECHNICAL SPECIALIST (THSP)	Qualified Only						
TECHNICAL SPECIALIST (THSP)	Qualified Only						

Action View Print

Add/Swap Roster Resources

Inventory Alternates

Resource Name: []

Home Unit ID: [] []

Local Inventory

Non-Local Inventory* [] []

Resource	Roster Name	Home Unit	Status	Q/T/U	Reserved

Add As Alternate Add/Swap View

The standard configuration for a FUM is ten members.

If there are only 7 people on your FUM, leave the last 3 positions unfilled.

These slots can be filled in later with Detailers, local or non-local resources, or UTF'd.

We'll cover that later.

When an order for a FUM comes in, each FUM member must be made "Available" If any of these members are "Unavailable" in ROSS you will not be able to fill an order using this roster.

See the next page for changing resource status...

Changing Resource Status

Select Filter For Resources

Select Resource Type: Aircraft Crew Equipment Overhead Supply

Select Status To View: All

Select Provider: All

Select Vendor: All

Select Incident: All

Set Resource Status

Select Status: Available

Select Area: National

Display: Home Unit

Buttons: Set Availability +, Set 'Available To' +, Set Unavailability Periods

Resource Name	Home Unit	Status	Last Stated	Prep. From	Available To	Location
TEAM - T-1, Frye	Northern Rock...	Available	09/26/2003 0...		National	Northern Rockies Coordi...
Thomas, Billy	Northern Rock...	Available	10/12/2004 1...		Local	Northern Rockies Coordi...
TWIST, ROBERT	Northern Rock...	Available			Local	Northern Rockies Coordi...
Weatherford, Brian	Northern Rock...	Unavailable	09/26/2003 1...		Local	Northern Rockies Coordi...
WHITAKER, FLOYD	Northern Rock...	Unavailable	09/26/2003 1...		Local	Northern Rockies Coordi...
Wright, Larry	Northern Rock...	Unavailable	09/26/2003 1...		Local	Northern Rockies Coordi...
NEWMAN, CHAD	USFS - Misso...	Unavailable			Local	USFS - Northern Region (...)
WALDRON, MIKE	USFS - Misso...	Unavailable	11/07/2003 1...		National	USFS - Northern Region (...)
BOYD, GARY	USFS - Northe...	Unavailable	07/17/2004 1...		Local	USFS - Idaho Panhandle ...
FINNEMAN, COLLEEN	USFS - Northe...	Unavailable			Local	USFS - Northern Region (...)
HATCH, ELDON	USFS - Northe...	Unavailable			National	USFS - Northern Region (...)
HOLWICK, JEFF	USFS - Northe...	Available	06/17/2004 0...		National	Northern Rockies Coordi...
KLAKKEN, SHANE	USFS - Northe...	Unavailable (Per...	11/03/2003 0...		Local	Northern Rockies Coordi...
MCDONALD, DOLAN	USFS - Northe...	Available	07/25/2004 1...		Local	Northern Rockies Coordi...
MORRIS, EDDIE E	USFS - Northe...	Available	07/25/2004 1...		National	USFS - Northern Region (...)
PFAHLER, TIM	USFS - Northe...	Available	07/25/2004 1...		National	Northern Rockies Coordi...
PLATTES, MIKE	USFS - Northe...	Unavailable			Local	USFS - Northern Region (...)

To change Resource Availability Status:

#1 - From Resource Menu, choose Resource Status

#2 - Click Overhead radio button

#3 - Select ALL under Status to View

#4 - Filter

#5 - Under Set Resource Status: Change Select Status to "Available" and Select Area to "National"

#6 - Holding down the Control key - select those FUM members that show as Unavailable.

#7 - Click Set Availability, then click Set Available To

#8 - Go back to the ROSTER screen, hit Refresh, and the module members will show as Available now.

You've now completed the Roster building portion of this document.

Be certain to check on the status of both your Fire Use Module itself and the individual module members on a regular basis throughout the season to ensure their status is correct.

How to FILL a Request for a FUM

File Administration Resource Incident Request Travel Status Window Help

[MT-NRC-000018] NR Lead Plane Prepo' [PR] [TL] [RE] [!]

Pending Request for [MT-MDC-000013] Joni printer fire User: KTHOMAS @ MT-NRC [R] [?] [X]

Aircraft, Crews, Equipment, Overhead Services

Select Incident
 Current Selected Incident: [MT-MDC-000013 - Joni printer fire]
 Host Dispatch: [MT-MDC]

Select Filter Criteria for Pending Requests
 Request # [0] Catalog Category []
 Return UTF Only Requested Item []
 Placed Status-Only and External Only

Select Pending Request(s)

S	G	NR	Req #	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion	No
			O-3	DIVISION/GROUP SU...	MT-MDC	09/03/2004 09:55 MST	New	Trainee Acceptab...	None	
	WC		O-5	Module, Fire Use	MT-MDC	10/12/2004 13:00 MST	New		None	
	WC		O-6	Module, Fire Use	MT-MDC	10/12/2004 13:00 MST	New		None	

Requested Item
 Named Request

Claim Action View Note Print

Select Action for Pending Request [O-5 - Module, Fire Use]

Available [2] Reserved [0] Mob In Route [0] At Incident [0] Demob In Route [0] CWN Contracts / Agreements [0] Other Resources

Resource Name	Available To	Agency	Current Location	Contract	Prepos
Module, Fire Use - Banderlier Fire Use ...	Local		Northern Rockies Coordinati...		No
Module, Fire Use - Zion (MT-NRC)	Local		Northern Rockies Coordinati...		No

Clear Search Query

Fill
 Fill with Single Resource
 Fill with Assignment Roster using Master Roster
 Fill with Assignment Roster using Configuration
 Fill with Assignment Roster (build from scratch)
 Fill with Assignment Roster for Selected Items

From The Pending Request Screen:

#1 - After Querying for available resources - select the FUM to fill this order.

#2 - Click Fill

#3 - Choose the second option, **Fill with Assignment Roster using Master Roster** (the FUM Roster must have been built ahead of time).

This option allows for the regular FUM members on the roster to fill in and allows the unfilled positions to be filled/sent to other dispatch centers later.

#4 - If Choose the third option, **Fill with Assignment Roster using Configuration** when there is not a FUM roster built ahead of time.

This option lists all the positions but there are no names attached, thus you'll have to build it from the list below.

Do not use the first option, Fill with Single Resource. This option only allows the fill of the O#, no names will be assigned and the FUM members will not get credit for the assignment.

The last option, **Fill with Assignment Roster (build from scratch)** is similar to the 3rd option but does not list the positions or people --- you must be proficient at building an Assignment Roster with adding/swapping resources.

Assignment Roster

From the previous page, choosing **Fill with Assignment Roster using Master Roster** will open the **Assign Roster** window below. The **Assignment Roster** will appear as an exact copy of the FUM's Master Roster created earlier. The roster can now be edited as needed for this particular request, i.e., Add/Swap resources, Delete/Add positions, etc. The changes made to the Assignment Roster here **will not** affect the FUM's Master Roster.

Request Creation Options

Save and continue later
 Commit Resources (save and continue unassigned later)
 Commit Resources and Create Outstanding Requests
 Set 0-5 as Filled

Assignment Roster

Position	Restriction	Resource Name	Home Unit	Status	Local	Reserv...	Request
TECHNICAL SPECIALIS' Qualified Only		PFAHLER, TIM	MT-R01	Available	Yes	No	
TECHNICAL SPECIALIS' Qualified Only		Thomas, Billy	MT-NRC	Available	Yes	No	
TECHNICAL SPECIALIS' Qualified Only							
TECHNICAL SPECIALIS' Qualified Only							
TECHNICAL SPECIALIS' Qualified Only							
TECHNICAL SPECIALIS' Qualified Only							

Add / Swap Roster Resources

Assigned to Local Incidents
 Unassigned Local Resources

R	Resource	Home Unit	Status	Local	Incident #	Incident Name
	CYR, JIM	MT-NRC	Unavailable	Yes		
	GENGER, NOAH	MT-NRC	Unavailable	Yes		
	HEMBRECK, DON	MT-NRC	Unavailable	Yes		
	WHITAKER, FLOYD	MT-NRC	Unavailable	Yes		

Now you'll work with the **Assignment Roster**:

The **Request Creation Options** box allows you to multi-task. **#1** - Click the 2nd radio button for **Commit Resources (save and continue unassigned later)**.

This option will create outstanding subordinate requests for all the roster positions that are currently filled with a resource. This function is your primary tool when filling orders with configuration.

When this option is selected and the "OK" button is clicked, requests for the assigned resources are automatically generated by ROSS and placed directly with their respective local dispatch centers.

Positions on the Assignment Roster that do not have resources assigned to them will remain on this screen to be filled at later time using the Add/Swap procedures.

#2 - In the **Assignment Roster** box select and decide what to do with each unfilled positions.

If you are **not** going to fill them then select them all and hit **Action, Delete Position**.

See next two pages for filling these slots.

It cannot be expressed enough how important it is to ensure that all the resources assigned to this roster need to be showing "Available". If anyone is showing as "Unavailable" here, the whole roster will be held up until that resource's status is changed. One trick that allows you to fill or generate requests for the rest of the roster is to select the "Unavailable" person, hit **Action**, Choose **Remove Resource**. You can later **Add/Swap** this person back onto the roster when his/her status has been changed.

Adding Positions to the Assignment Roster

The screenshot shows the 'Assign Roster' application window. At the top, there is a menu bar with options: File, Administration, Resource, Incident, Request, Travel, Status, Window, Help. Below the menu bar, the window title is 'Assign Roster'. The main area is divided into several sections:

- Assignment Roster for 0-2 to be filled with Module, Fire Use - Banderlier Fire Use Module**: This section contains two input fields: 'Assignment Resource Name *' with the value 'Module, Fire Use - Banderlier Fire Use' and 'Request Item is ordered as' with the value 'Catalog Item with Configuration'.
- Request Creation Options**: This section contains three radio buttons: 'Save and continue later', 'Commit Resources (save and continue unassigned later)' (which is selected), and 'Commit Resources and Create Outstanding Requests'. There is also a checkbox for 'Set 0-2 as Filled'.
- Assignment Roster Table**: A table with columns: Position, Restriction, Resource Name, Home Unit, Status, Local, Reserv..., and Request. The first row is highlighted in blue and has an arrow pointing to it from the text '#1 - Select Module, Fire Use - the uppermost line on the Assignment Roster.' The table contains several rows, including 'Module, Fire Use' and several 'TECHNICAL SPECIALIST' entries.
- Add / Swap Roster Resource**: A section with two tabs: 'Inventory' and 'Roster Position'. The 'Roster Position' tab is active, showing a list of resources with columns for 'R' and 'Resource'.
- Add Assignment Roster Position Dialog**: A dialog box is open, titled 'Add Assignment Roster Position'. It contains several fields and buttons:
 - Catalog**: A dropdown menu with 'Overhead' selected. An arrow points to this field from the text '#3 - Choose Overhead'.
 - Category**: A dropdown menu with 'Positions' selected. An arrow points to this field from the text '#4 - Choose Positions'.
 - Item Name**: An empty text field.
 - Item Code**: A text field with 'THSP' entered. An arrow points to this field from the text '#5 - Enter THSP'.
 - Keyword**: An empty text field.
 - Catalog Item Table**: A table with columns 'Catalog Item' and 'Code'. It contains one row: 'TECHNICAL SPECIALIST' with code 'THSP'. An arrow points to this table from the text '#6 - Filter'.
 - # Positions**: A text field with '1' entered. An arrow points to this field from the text '#7 - Enter number of positions desired'.
 - Restriction Type**: A dropdown menu with 'Qualified Only' selected. An arrow points to this field from the text '#8 - Click Apply'.
 - Buttons**: 'Close' and 'Apply' buttons are visible. An arrow points to the 'Close' button from the text '#9 - Click Close'.

If you have deleted any position(s) from the Assignment Roster and soon realize you have resources to fill the slots, you'll need to **add the positions back** to the Assignment Roster.

#1 - Select **Module, Fire Use** - the uppermost line on the Assignment Roster.

#2 - Click Action, Add Position

#3 - Choose **Overhead**

#4 - Choose **Positions**

#5 - Enter **THSP**

#6 - **Filter**

#7 - Enter number of positions desired

#8 - Click **Apply**

#9 - Click **Close**

Filling Empty Assignment Roster Positions

Assignment Roster for O-5 to be filled with Module, Fire Use - Banderlier Fire Use Module

Assignment Resource Name * Module, Fire Use - Banderlier Fire Use

Request Item is ordered as Catalog Item with Configuration

Request Creation Options

Save and continue later

Commit Resources (save and continue unassigned later)

Commit Resources and Create Outstanding Requests

Set O-5 as Filled

Position	Restriction	Resource Name	Home Unit	Status	Local	Reserv...	Request
TECHNICAL SPECIALIS' Qualified Only	TECHNICAL SPECIALIS' Qualified Only	Olson, Jim	MT-NRC	Available	Yes	No	
TECHNICAL SPECIALIS' Qualified Only	TECHNICAL SPECIALIS' Qualified Only	PFAHLER, TIM	MT-R01	Available	Yes	No	
TECHNICAL SPECIALIS' Qualified Only	TECHNICAL SPECIALIS' Qualified Only	Thomas, Billy	MT-NRC	Available	Yes	No	
TECHNICAL SPECIALIS' Qualified Only	TECHNICAL SPECIALIS' Qualified Only						
TECHNICAL SPECIALIS' Qualified Only	TECHNICAL SPECIALIS' Qualified Only						

Action View Print

Add / Swap Roster Resources

Inventory Roster Position Resources

Assigned to Local Incidents Assigned to Non-Local Incidents

Unassigned Local Resources Unassigned Non-Local Resources

Dispatch Unit ID * MT

Resource Name

R	Resource	Home Unit	Status	Local	Incident #	Incident Name
	ANDERSON, LESLIE	MT-MTC	Unavailable	No		
	ANDERSON, RICK	MT-R01	Unavailable	No		
	Andrews, Ken	MT-BRF	Available	No		
	ANDREWS, PAT	MT-INT	Unavailable	No		

Add / Swap View

Add / Swap with Resource Only

Add / Swap with Resource using Roster

Add / Swap with Resource using Configuration

If you want to fill the unfilled positions with Detailers, other locals, or other resources from out of your area:

#1 – **Select** an unfilled THSP position.

#2 – Choosing the **Inventory** Tab, choose the radio button that will filter for the desired person.

Typically this will be either **Unassigned Local Resources** or **Unassigned Non-Local Resources**

#3 – You **must** enter a state into the **Dispatch Unit ID**, using a splat (*) will search all Dispatch Units in that state.

#4 – Do Not mess with the “Resource Name” block.

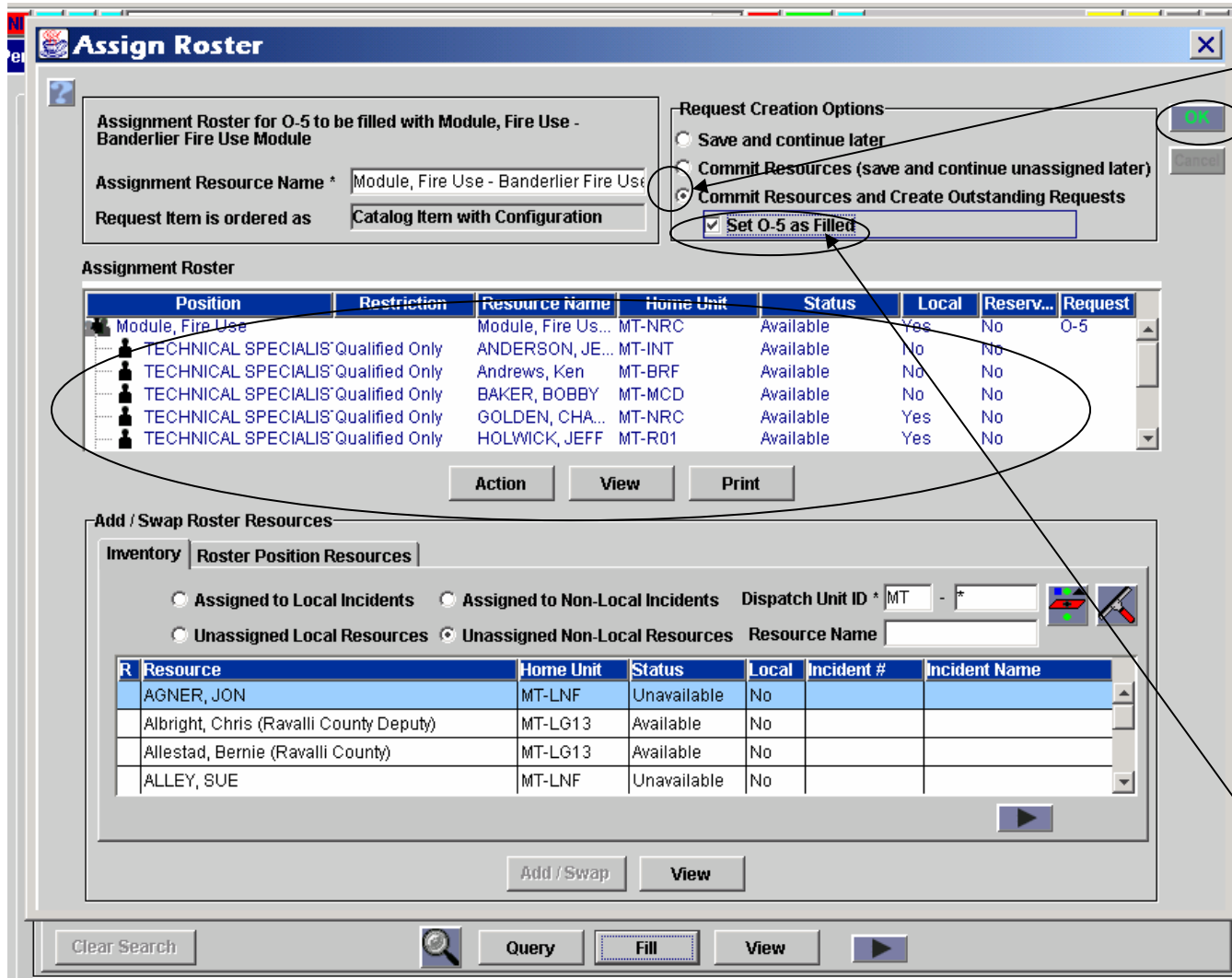
#5 – **Filter**, a list of resources will fill in box below.

#6 – You cannot Add/Swap someone showing as **Unavailable** – go back and change their availability or talk to their home dispatch center to change their availability status to **Available**.

#7 – Select their name, Click **Add/Swap**. The resource will be attached the Assignment Roster.

#8 - If you need to leave this screen at any point that's fine. In the **Request Creation Options** box click the first radio button for **Save and continue later**. Click **OK**.

In order to return to work on the remaining unfilled positions of the Assignment Roster, go to the **Pending Request** screen, select the request, click **Action**, and select **Continue Assignment Roster**.



When the Assignment Roster is completed with the available Fire Use Module members click the radio button under **Request Creation Options** to the 3rd option, **Commit Resources and Create Outstanding Requests**.

When this option is selected and the "OK" button is clicked, requests for the assigned resources are automatically generated by ROSS and placed directly with their respective local dispatch centers.

In addition, open subordinate requests will be created for the positions on the Assignment Roster that do not have resources assigned. *These requests will appear as pending requests in your Pending Request screen.*

Once you have clicked the "Set O-# as filled" box and "OK" button in the Assignment Roster screen you will be unable to alter the Assignment roster or post additional subordinate orders. **For this reason, it is safer to NOT Check the "Set O-# as filled" box until the FUM has mobilized to the incident.**

Resource Ordering and Status System (ROSS) - FIRE/ICE

Administration Resource Incident Request Travel Status Window Help

Assign Roster

Assignment Roster for 0-5 to be filled with Module, Fire Use - Banderlier Fire Use Module

Assignment Resource Name * Module, Fire Use - Banderlier Fire Use

Request item is ordered as Enter Item with Configuration

Request Creation Options

- Save and continue later
- Commit Resources (save and continue unassigned later)
- Commit Resources and Create Outstanding Requests

Assignment Roster

Position
Module, Fire Use
TECHNICAL SPECIALI
TECHNICAL SPECIALI
TECHNICAL SPECIALI
TECHNICAL SPECIALI
TECHNICAL SPECIALI

Add / Swap Roster Resource

Inventory Roster Position

- Assigned to Loc
- Unassigned Loc

R	Resource	MT-LNF	Unavailable	No
	AGNER, JON			
	Albright, Chris (Ravalli			
	Allestad, Bernie (Ravalli			
	ALLEY, SUE	MT-LNF	Unavailable	No

Ross Confirmation Message

Requests will be created and filled for positions with assigned resources.

Any resources that are committed to a local incident will be reassigned.

For resources that are committed to a non-local incident requests will be placed to the current dispatch.

For non-local unassigned resources requests will be placed to the home dispatch.

Requests will be created for the remaining unassigned positions and become pending with your organization.

The original request will be set to filled.

Do you wish to continue?

Local Reserv... Request

Local	Reserv...	Request
ps	No	0-5
o	No	
o	No	
o	No	
es	No	
s	No	

Incident Name

Buttons: Add / Swap, View, Clear Search, Query, Fill, View

Read these over
#1 - Click YES

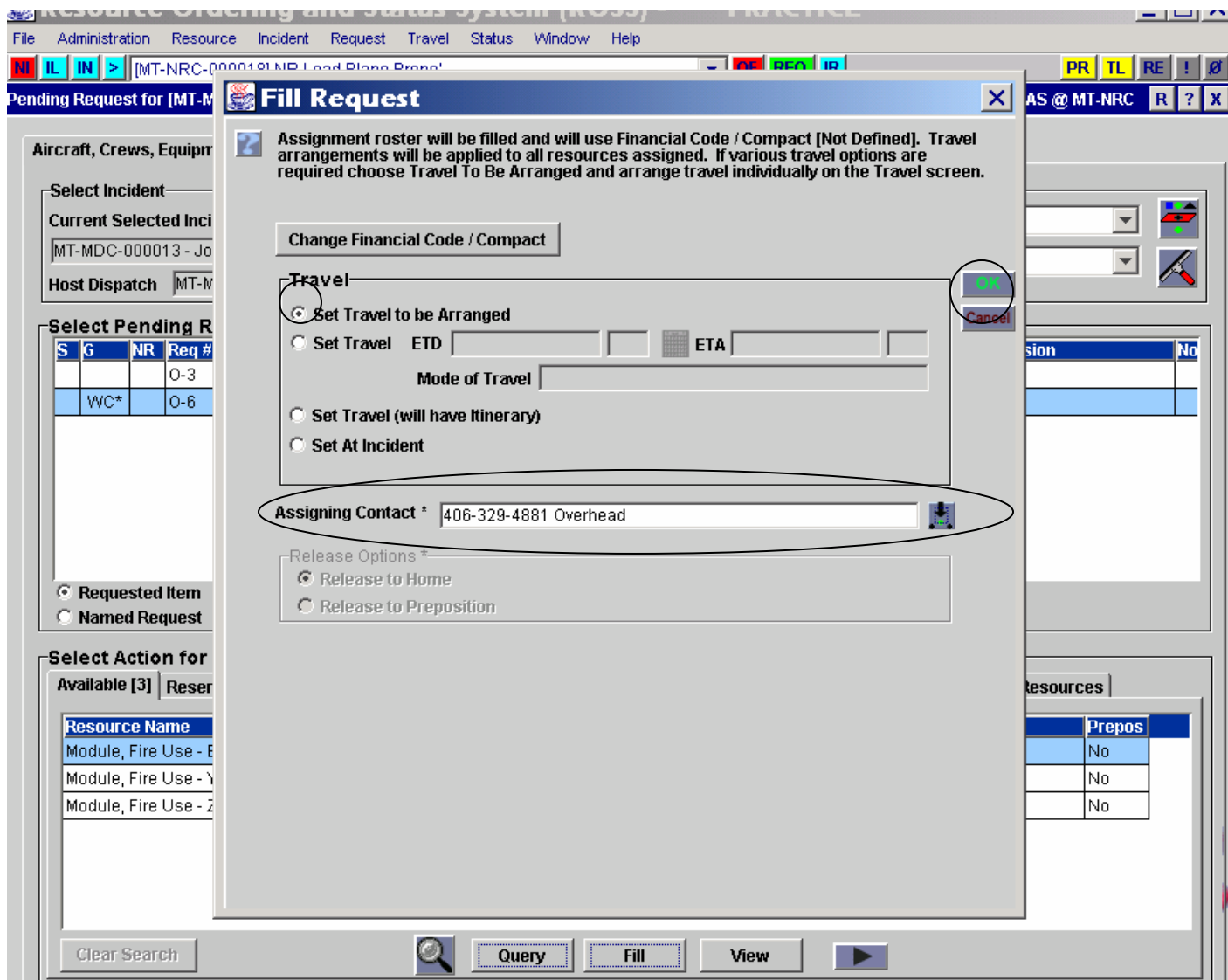
Posting Travel in ROSS

When you fill a request, ROSS requires that you post travel details. This is awkward because some FUM members travel separately and with different travel itineraries. Also, ROSS requires the filling dispatch to post travel details for each FUM/roster member. So, if the request is for a FUM, then post **estimated travel details for the FUM as a whole** rather than for each FUM member. The dispatch center filling each individual overhead request will subsequently post individual travel data. Since the “needed date/time” is often negotiated between the ordering unit and the FUM, posting “estimated” FUM travel should not become a significant issue.

FUM positions and FUM members should be listed in each FUM roster. Further, contact must be made with the FUM Leader or his/her representative to ensure that the FUM’s availability status is current and that FUM members meet the position requirements in the roster. In your conversations with the FUM Leader he/she may want you to add positions. This is OK but you must find out how many positions are needed and make sure that the individuals slotted for these positions are qualified. Assign resources in the same manner as mentioned above.

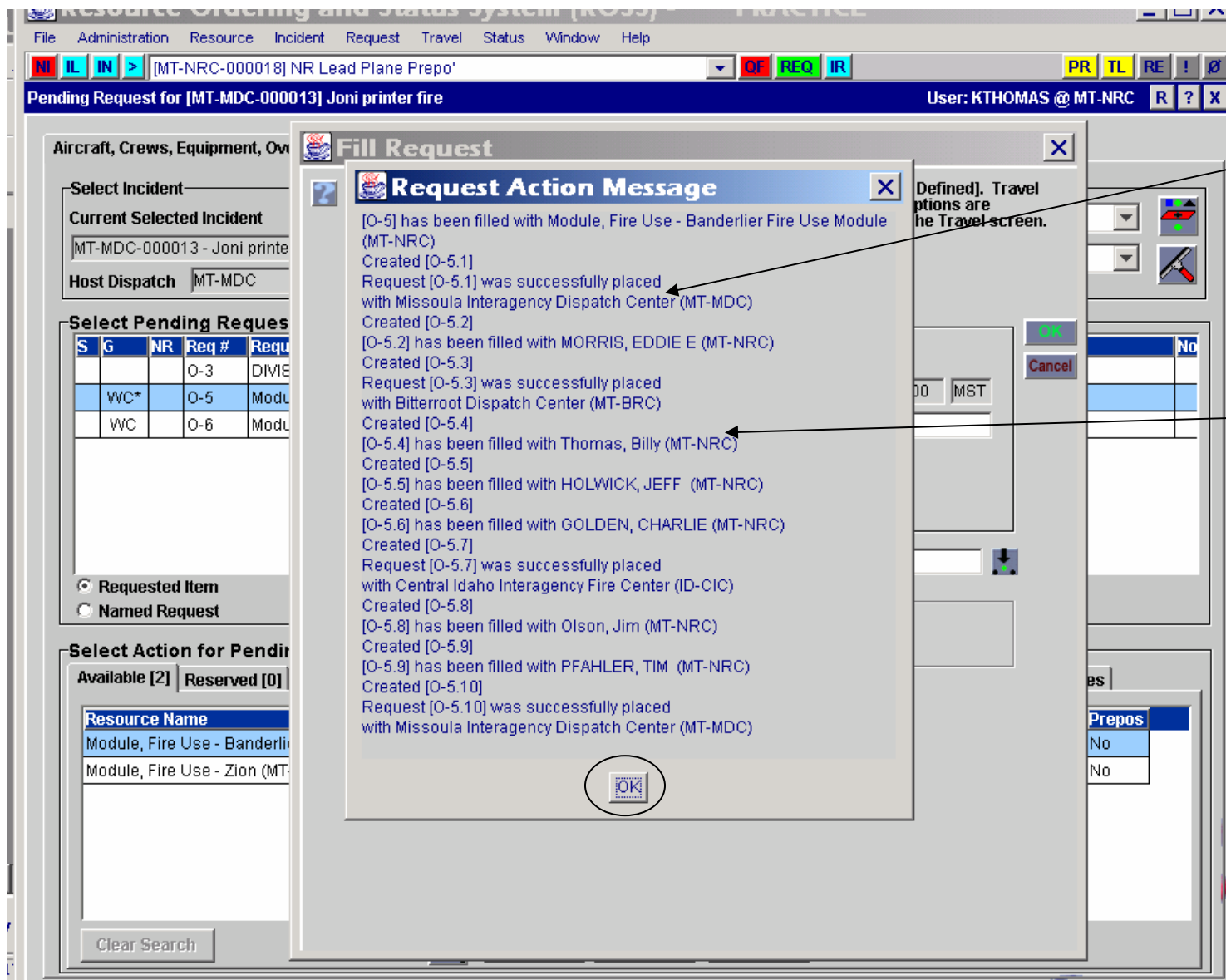
We would hope that the approval to use non-local resources for FUM members has been granted. If you are using non-regular FUM members, it is important to discuss their FUM participation with that individual’s home dispatch. This generally works far better if communicated well in advance of filling the FUM order. Trying to track down someone’s dispatcher on a weekend or holiday to update resource status can be difficult. **Also, all orders for non-local resources must be followed by a phone call to their home dispatch center.**

The use of non-local FUM members in a roster will create a “roster” link in the **Dispatch Unit Filters** section of the **Personal Settings** screen at the dispatch center from whom you will be ordering the resource. Similarly, if another dispatch center adds one of your resources to their FUM roster, you will see the “**Roster**” link appear in this screen. Add this link to the right if you would like to see direct FUM member orders come into your pending request screen. If you don’t add this “Roster” link you **WILL NOT SEE** resource requests for FUM members.



From the Pending Request Screen:

- #1 - Click radio button for **Set Travel to be Arranged**.
- #2 - Assign a Contact
- #3 - OK



Note that requests for FUM members outside of your zone have been placed with their home dispatch units.

The requests for the FUM members within your zone have been filled.

#1 - Click OK

Once mobilization travel has been established for the FUM, a travel itinerary must be entered in ROSS. This is accomplished on the Travel screen.

Entering a Travel Itinerary

The screenshot shows the Resource Ordering and Status System (ROSS) interface. The 'Travel' menu is highlighted in the top navigation bar. A 'Search Incidents' dialog box is open, allowing users to filter incidents. The 'Incident Type(s)' dropdown is set to 'Wildland Fire'. The 'Non-Local Incidents' checkbox is checked, and the 'Incident Name' field contains 'Joni*'. A table below the dialog shows search results for 'Joni printer fire' with incident number MT-MDC-000013.

Incident Name	Incident #	Host Dispatch	Mob	DeMob
Joni printer fire	MT-MDC-000013	MT-MDC	7	0

From the Travel menu, choose Travel.

#1 - Search for the incident the FUM has been assigned to - Click on the Magnifying Glass.

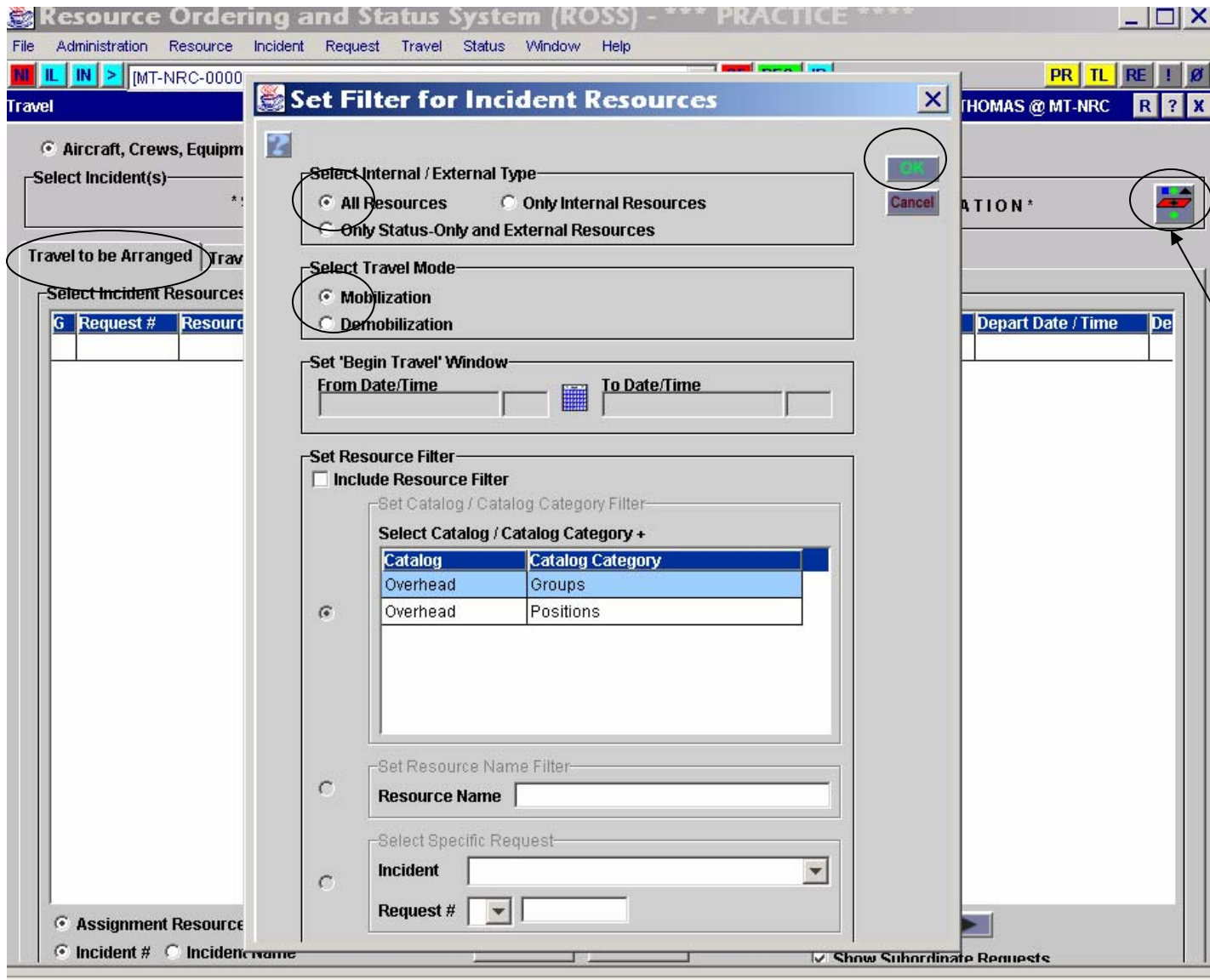
#2 - Scroll to the Type of Incident, typically Wildland Fire

#3 - Check the correct box, or both

#4 - Enter the Incident Name

#5 - Filter, then select the correct incident

#6 - OK



Back on the Travel Screen...

#1 - Select the Travel to be Arranged TAB

#2 - Click on the Filter in the top right area.

#3 - Don't change any of the defaults on the Set Filter for Incident Resources box.

#4 - OK

Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Administration Resource Incident Request Travel Status Window Help

[MT-NRC-000018] NR Lead Plane Prepo' OP REQ IR PR TL RE !

Travel User: KTHOMAS @ MT-NRC R ? X

Aircraft, Crews, Equipment, Overhead Services

Select Incident(s) *SELECTED* Set Filter for Incident Resources *FILTERED MOBILIZATION*

Travel to be Arranged | **Travel (Itinerary)** | Travel (No Itinerary) | No Travel

Select Incident Resources to be Mobilized

G	Request #	Resource Name	Incident #	Need Date / Time	Departure Location	Depart Date / Time	De
*	0-7	Module, Fire Use - Saguaro Fi...	MT-MDC-000013	10/15/2004 10:00 MST	Northern Rockies Coordina...		AF
	0-7.1	Callantine, Leann (MT-NRC)	MT-MDC-000013	10/15/2004 10:00 MST	Northern Rockies Coordina...		AF
	0-7.2	GENGER, NOAH (MT-NRC)	MT-MDC-000013	10/15/2004 10:00 MST	Northern Rockies Coordina...		AF
	0-7.3	CLARK, BUD (MT-NRC)	MT-MDC-000013	10/15/2004 10:00 MST	Northern Rockies Coordina...		AF
	0-7.4	BELL, THERESE (MT-NRC)	MT-MDC-000013	10/15/2004 10:00 MST	Northern Rockies Coordina...		AF
	0-7.5	HEMBRECK, DON (MT-NRC)	MT-MDC-000013	10/15/2004 10:00 MST	Northern Rockies Coordina...		AF
	0-7.6	CLAIRMONT, STEVE (MT-NRC)	MT-MDC-000013	10/15/2004 10:00 MST	Northern Rockies Coordina...		AF

Assignment Resource Name Resource Name
 Incident # Incident Name

Show Subordinate Requests

Back on the Travel Screen...

#1 - Check the box at the bottom to Show Subordinate Requests

#2 - Select all the FUMs O#s (hold down Control key)

#3 - Click Action, choose the 2nd option, Set Travel (No Itinerary).

Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Administration Resource Incident Request Travel Status Window Help

[MT-NRC-000018] NR Lead Plane Prep

User: KTHOMAS @ MT-NRC

Aircraft, Crews, Equipment, Overhead Services

Select Incident(s) *SELECTED* Set Filter for Incident Resources *FILTERED MOBILIZATION*

Travel to be Arranged

Select Incident Resource

G	Request #	Resource
*	O-6	Modu
	O-6.2	MORI
	O-6.4	Thom
	O-6.5	HOLV
	O-6.6	GOLD
	O-6.8	Olson
	O-6.9	PFAH

Set Travel (No Itinerary)

Set Travel

ETD: October 2004 12:30
 ETA: October 2004 18:30

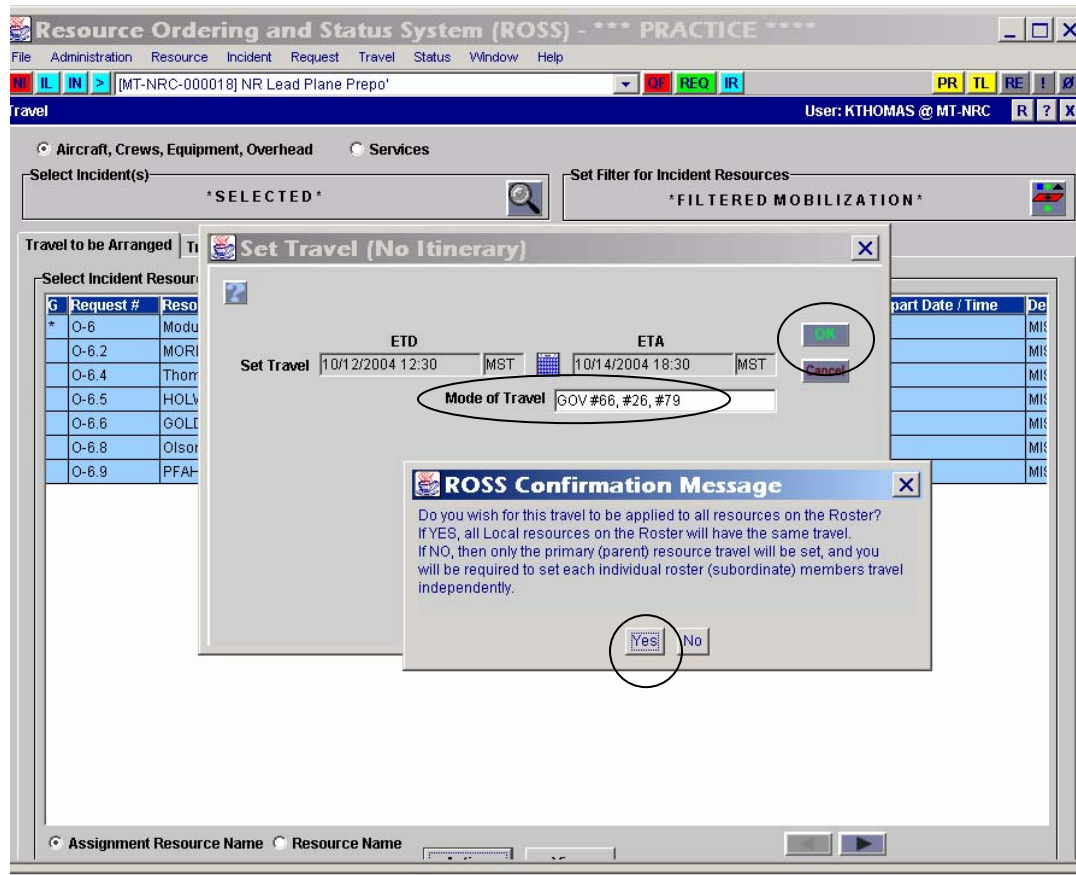
Hour Minute TimeZone Mountain

Clear Undo OK Cancel

Assignment Resource Name Resource Name

#1 - Use ROSS Calendar to Click on the ETD and ETA

#2 - OK



- #1 - Enter the Rig #s in the Mode of Travel.
 - #2 - OK
 - #3 - Yes
- When there is an overnight expected during the mobilization or demob, put the RON City in the documentation.

You're done!

You can check the status of this order on the Request Status screen – they will show as “Filled” (or hit refresh). You may now add pertinent documentation such as the RON city, Module Leader’s cell #, etc. Print a copy and review it for accuracy.

Now call the other dispatch units with resources filling open positions on the FUM to ensure they are aware of the request and are working on it.

Now you can walk them through filling it.

Printed Copy of FUM Resource Order [Note the Travel Mode and Special Needs blocks show on the print out.](#)

Report ID: R031 Ver: 2.1-1.58

RESOURCE ORDER		Initial Date/Time 07/28/04 1115		2. Incident / Project Name NR Lead Plane Prepo'				3. Incident / Project Order Number MT-NRC-000018				Financial Codes WFPR79					
OVERHEAD								4. Office Reference Number WFPR79									
5. Descriptive Location Missoula International Airport (MSO)				6. TWN 13N	RNG 20W	SEC 2	Base MDM Montana, MT	8. Incident Base/ Phone Number MT-NRC (Dispatch) 406-329-4881 Overhead, MT-NRC (Dispatch) 406-329-4882 Aircraft FW, MT-NRC (Dispatch) 406-329-4883 Aircraft RW, M				9. Jurisdiction / Agency Northern Rockies					
				LAT. 48 55 0 N								10. Ordering Office Northern Rockies Cool					
				LONG. 114 5 24 W													
11. Aircraft Information																	
Bearing 314	Distance 1	VOR MGO	Contact Name		Frequency Type Air Tanker Base Ground Control / Operations		Assigned Frequency 123.975 000.00		Reload Base MGO		Other Aircraft/Hazards (within 1 mile)						
275	41	DRU			Flight Following		168.550 000.00										
95	71	MLP															
12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time of Departure	Estimated Time of Arrival	Released Date	Released To
O-1	10/15/04 0831 MST	MT-NRC (Dispatch) 406-329- 4881	MT-NRC	1	Module, Fire Use	10/12/04 0820 MST	MISSOULA INTERNATION AL (MSO)	MT-NRC	MT-NRC	10/18/04 1111 MST	MT-NRC	Module, Fire Use - Banderlier Fire Use Module (MT-NRC)	M	10/11/04 0730 MST	10/12/04 1800 MST		
Travel Mode Gov Rig #s 23, 36, 79		Special Needs NAME REQUEST for Banderlier Fire Use Module, NM-BAP; LAPTOP and CELL PHONE AUTHORIZED				Reporting Instructions											
O-1.1	10/18/04 1111 MST	MT-NRC (Dispatch) 406-329- 4881	MT-NRC	1	TECHNICAL SPECIALIST	10/12/04 0820 MST	MISSOULA INTERNATION AL (MSO)	MT-NRC	MT-NRC	10/18/04 1111 MST	MT-R01	MORRIS, EDDIE E (MT-NRC)	M	10/11/04 0730 MST	10/12/04 1800 MST		
Travel Mode Gov Rig #s 23, 36, 79		Special Needs				Reporting Instructions											
O-1.2	10/18/04 1111 MST	MT-NRC (Dispatch) 406-329- 4881	MT-NRC	1	TECHNICAL SPECIALIST	10/12/04 0820 MST	MISSOULA INTERNATION AL (MSO)	MT-NRC	MT-NRC	10/18/04 1111 MST	MT-NRC	WHITAKER, FLOYD (MT-NRC)	M	10/11/04 0730 MST	10/12/04 1800 MST		
Travel Mode Gov Rig #s 23, 36, 79		Special Needs				Reporting Instructions											
O-1.3	10/18/04 1111 MST	MT-NRC (Dispatch)	MT-NRC	1	TECHNICAL SPECIALIST	10/12/04 0820 MST	MISSOULA INTERNATION AL (MSO)	MT-NRC	MT-NRC	10/18/04 1111 MST	MT-NRC	CYR, JIM (MT-NRC)	M	10/11/04 0730 MST	10/12/04 1800 MST		

APPENDIX I: FIRE USE MODULE CERTIFICATION PROCESS

Module programs seeking to be recognized as NPS Use Module (FUM) will carry the designation of FUM (Trainee) until the following certification process is completed under the direction of the Fire Use Module Steering Committee. Prior to initiating this certification process, the Module Leader of a Trainee Fire Use Module program will focus on the following elements for program development:

- Peer evaluation and mentoring from existing Fire Use Modules (FUM) both NPS and other agency or an Interagency Fire Use Management Teams (FUMT).
- Utilize the *NPS Fire Use Module Operations Guide* as the framework for program development.
- Develop administrative and supervisory support with the local host unit and dispatch center.
- Receive performance appraisals while on fire assignments.
- Initiate periodic performance reviews.

The Module Leader of a Trainee Fire Use Module program will initiate the certification process to become a fully qualified FUM through the following steps:

7. Requests FUM certification with the local host unit supervisor with supporting documentation to the Regional FUM coordinator.
8. The Regional FUM coordinator will notify the NPS FUM Steering Committee of the request for FUM certification.
9. The Steering Committee will work with the Regional FUM coordinator to initiate the review and notify the host unit of the review. The review team will be comprised of a module leader from an existing program, a Host Park FMO or Regional FUM coordinator from the Steering Committee and the Regional FUM coordinator for the requesting unit.
10. The review will comprise a complete "Preparedness Review" as shown in Appendix I and review of performance appraisals received on assignments during trainee status. All items must be satisfactory.

APPENDIX J: OPERATIONAL TRAINING

This is training that must be completed and recorded before an employee is available for any wildland fire assignment or prescribed burn assignment. Remember the NPS requires an 8 hour refresher annually before going on the line.

OBJECTIVE:

The objective of operational training is to establish firefighter safety and operational standards for the module.

1. Upon completion of this training, the employee will understand their professional responsibilities as a member of a team working in a high-risk environment.
2. Upon completion of this training, the employee will be able to identify critical safety issues and demonstrate appropriate reactions to unsafe conditions.

TOPICS AND TIME ALLOCATION:

The Module Leader with concurrence from the host unit supervisor has the discretion to organize the training program to best fit the needs of a particular crew. The following are suggested training topics and time allocations and in no way exclude other topics. Included with each topic is a selection of existing training packages and references that can be used to support that topic. Deviations from this training program must be documented and approved by the host unit supervisor.

Firefighter Safety - 3 hours

Standards for Survival (PMS 416-1 with 3 NFES components)

4-hour course that addresses the Fire Orders, the Watch out Situations, and the use of fire shelters.

Human Factors on the Fireline (PMS 492 with 3 NFES components)

4-hour course that addresses situation awareness, basic communication skills, operational stress, decision making process, risk management, and teamwork.

Lessons Learned: Fatality Fire Case Studies (PMS 490 with 6 NFES components)

2-16 hour course that analyzes past fatality fires. 8 case studies use the Risk Management process for the analysis exercise and 1 case study uses the Downhill Checklist for the analysis exercise.

S-330 Unit 5 Lesson D Safety First (S-330 with 3 NFES components)

2 hour lesson that addresses LCES and safety zone guidelines.

References:

- 1) Fireline Handbook (NFES 0065)
- 2) Incident Response Pocket Guide (NFES 1077)
- 3) Common Denominators publication (NFES 2225)
- 4) Your Fire Shelter publication (NFES 1570)
- 5) Using Your Fire Shelter video (NFES 1568)
- 6) Historical Wildland Fire Fatalities publication (NFES 1849)
- 7) Bull Fire video (NFES 1221)
- 8) Firefighter Safety in the Interface video (NFES 2103)
- 9) Surviving Fire Entrapments publication (9751-2817-MTDC)
- 10) Human Factors Workshop Findings publication (9551-2855-MTDC)

Fire Behavior - 3 hours

Look Up, Look Down, Look Around (PMS 427 with 3 NFES components)

4-hour course that addresses the observation and recognition of fire behavior indicators.

S-330 Unit 5 Lesson C Extreme Fire Behavior (S-330 with 5 NFES components)

2-hour lesson that addresses the characteristics of extreme fire behavior.

References:

- 1) Fireline Handbook Fire Behavior supplement (NFES 2165)
- 2) Fire Weather video (NFES 2236)
- 3) Fire Environment Concept publication (NFES 2166)
- 4) Fire Weather Handbook (NFES 1174)
- 5) Campbell Prediction System (Private vendor)

Module Leadership & Operations – 2 hours

- Module Organization
 - Module SOPs
 - Chain of command
 - Module configuration for smaller unit operations
- Intra-module Communication
 - Briefings and debriefings
 - Identification of hazards
 - Sending messages and asking for clarification
 - Two-way radio use
- Transportation
 - Fixed-wing transport
 - Helicopter transport
 - Ground transport
- Safety Plan
 - Job Hazard Analysis system
 - Medivac procedures
 - Firefighter health (heat stress, nutrition, fatigue, smoke, snags)
 - Proper gear and PPE

Field Exercises – 8 hours

- Fireline construction and improvement as a module
 - Tools
 - Saw operations
- Working away from module
 - Hot spotting
 - Spot fires
- Firing and holding
- Disengage and initiate escape routes to safety zones
- Fire shelter use
 - Individual and group deployment (planned and hasty)
 - Two in one shelter
 - Drop gear and run
 - High wind
- Interface operations
 - Structure assessment and triage
 - Principles and practices of structural protection
 - Sprinkles and wrapping
- Fire Effect Monitoring
 - Taking weather observations
 - Determining fuel model and loadings
 - Fuel moisture sampling
 - Fire behavior observation techniques

APPENDIX K: PREPARDNESS REVIEW

NPS FIRE USE MODULE

Location:	Date:
Respondent:	Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
MODULE ADMINISTRATION		
	1. Module meets organizational guidelines.	
	2. Module supervisors are familiar with administrative issues and prepare proper documents as required, such as: a) T&As b) crew time reports c) fire time reports d) travel records e) accident reports f) training records	
	3. Module supervisors are provided oversight by program managers regarding SOP's for administrative management.	
	4. Module is equipped to support planning assignments: a) laptop computer b) cellular telephone c) government issued calling cards d) government purchasing cards	
	5. Module is familiar with job hazard analysis process, unit safety plan and can readily access this information.	
	6. Radio operations meet requirements of: a) minimum number of radios b) knowledge of radio programming c) understanding frequency authorization and use issues d) cloning cables, plugs	
	7. Module is familiar with location of safety items, such as first aid kit, fire extinguisher, and eye wash.	
	8. Module has completed the following training (per agency standards): a) annual firefighter safety refresher and understands/can apply the 10 Standard	

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
	<p>Firefighting Orders, 18 Watch Out Situations, and LCES</p> <p>b) fire shelter drills and field exercises</p> <p>c) defensive driving</p> <p>d) first aid, blood-borne pathogens, CPR</p> <p>e) hazardous materials awareness/ MSDS</p> <p>f) basic helicopter safety as appropriate to their aviation activities</p> <p>g) chainsaw use and safety (S212 or equivalent)</p> <p>h) power tool training</p> <p>i) the risk management process</p> <p>j) wildland/urban interface</p> <p>k) pumps/water handling</p> <p>l) other.</p>	
	9. Module members meet all qualifications required of their positions, including completion of the “work capacity test” and have current red cards.	
	10. Individual files document experience/training and are current in the agency’s qualification system.	
	11. Appropriate taskbooks are initiated for module members.	
	<p>12. Module members have attended employee orientation to include:</p> <p>a) mutual respect/civil rights</p> <p>b) local resource management issues (noxious weeds, riparian areas, cultural sites, wilderness, etc.)</p> <p>c) roles and responsibilities/chain of command/unit organization.</p>	
	13. Module has access to adequate training materials and equipment (training library, videos, reference materials, internet, overhead, video, and slide projectors.)	
	<p>14. Module participates in a physical fitness program to include:</p> <p>a) awareness of and meeting documented agency fitness program standards</p> <p>b) using the program regularly</p> <p>c) documenting and evaluation progress</p> <p>d) note time allotted for physical training (PT).</p>	
	<p>15. Module has knowledge of and meets agency mobilization standards, including:</p> <p>a) mobilization and get away time frames</p> <p>b) driver duty limitations</p>	

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
	c) work/rest requirements	
	16. Module leaders are familiar with air cargo transport limitations and requirements including: a) purging of gas receptacles b) air transport manifesting c) weight limitations d) safe packaging procedures for specialized equipment.	
	17. Personal fire equipment meets the following standards: a) personal protective equipment is issued and serviceable b) personal fire gear bag is ready c) line gear is ready d) all equipment meets weight standard.	
	18. Module members possess commercial driver's license where appropriate.	
FACILITIES		
	19. Facility meets needs of personnel/equipment/mission.	
	20. Housekeeping standards are established and met.	
	21. Safe food handling procedures are practiced.	
	22. Facility security is adequate.	
	23. Facility is signed appropriately.	
	24. Vehicle is adequately sheltered.	
	25. Cache inventory meets needs of resources working out of the facility.	
	26. Fire tools/kits meet standards.	
	27. Tools are properly marked and stored.	
	28. Inventory and use records are available and current.	
	29. Fire rations are adequate.	
	30. Adequate space is available for training functions.	
	31. Bulletin board includes appropriate postings such as: a) employee right-to-know information/MSDS b) organization chart c) first aid procedures d) 10 Standard Fire Orders e) 18 Watch Out Situations f) facility fire plan g) fire danger information h) fire weather information i) smoking policy	

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
	j) sexual harassment policy/EEO counselors k) Department of Labor required information.	
	32. Personnel are familiar with posted material.	
	33. Safety equipment available includes: a) smoke alarms b) first aid kits c) fire extinguisher d) illuminated exit signs	
	34. Agency safety inspection is complete.	
	35. Administrative space is adequate.	
	36. Provisions for mixed gender crews are adequate.	
	37. Overall facility condition, inside and out is adequate.	
	38. Storage of flammable/hazardous materials meets standards.	
VEHICLE MECHANICAL		
	39. The following vehicle meets standards: a) horn b) siren c) radio d) electrical – lights e) electrical – starter f) instruments gauges g) tires/wheels h) chock blocks i) fuel system j) fluid levels k) air cleaners l) cooling systems m) brakes n) wipers o) steering p) exhaust q) battery/cables r) back-up alarm s) road test satisfactory.	
	40. The following cab/body parts meet standards: a) mirrors b) under-carriage c) doors/seals d) seat belts e) windows/glass f) upholstery	

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
	g) clean/organized.	
VEHICLE ADMINISTRATION		
	41. Vehicle ID displayed.	
	42. Safety inspections are made as necessary and documented.	
	43. Actual gross vehicle weight is posted and meets vehicle specifications.	
	44. References/paperwork available includes: a) accident report forms b) communications plan c) posted radio frequencies d) inventory (specific to compartment/location) e) use record current f) preventative maintenance records g) personnel accident/injury forms h) appropriate maps i) current North American Emergency Response Guide Book j) crew time report book k) current vehicle credit card	
VEHICLE SAFETY AND MEDICAL		
	45. Non-skid surfaces are adequate.	
	46. Fire extinguisher is current and location is identified with reflective decal.	
	47. Hazard reflectors/flares are adequate.	
	48. Emergency equipment is adequate to include: a) drinking water b) rations c) flashlights/headlamps d) appropriate spare batteries e) additional fire shelters f) additional PPE.	
	49. First aid/trauma kit is available and appropriate size: location is identified with reflective decal.	
	50. Burn kit is adequate (optional).	
TOOLS/EQUIPMENT (carried in the vehicle)		
	51. Jack (serviceable for GVW) is adequate.	
	52. Lug wrench is adequate.	
	53. Tow chain, cable or strap is adequate.	
	54. Jumper cables are adequate.	
	55. Tool box with appropriate tools is adequate.	
	56. Handtools meet inventory standards	

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
	and are in good condition.	
	57. Chainsaw(s) meets specifications including: a) clean/initial attach ready b) kit c) fuel d) starts	
	58. Bolt cutters are adequate.	
	59. Backfiring fusee/drip torches are adequate.	
	60. Belt Weather Kit(s) adequate.	

APPENDIX L: FIRE USE MODULE MOBILIZATION CHECKLIST

This checklist is to be completed by the Fire Use Module Supervisor or their designee at the beginning of the fire season, prior to the crew being made available for incident assignment as a resource. The signed documentation shall accompany the notification to the local Dispatch Center regarding the module's initial availability.

STAFFING

Are the following crew supervisory positions filled with employees that meet or exceed the minimum qualifications as identified in the NPS Fire Use Modules Operations Guide. (See Section 2.4)

Position	Fully Qualified Career Employee	Fully Qualified Detailed Employee	Vacant
Module Leader	_____	_____	_____
Asst. Module Leader	_____	_____	_____
Squad Leader	_____	_____	_____
Senior Firefighter	_____	_____	_____
Senior Firefighter	_____	_____	_____

TRAINING AND CERTIFICATION

Have all module members completed the Critical Training (See Section 11.4)

Yes _____ No _____ (explain)

Do all crewmembers meet the agency's current Arduous Duty fitness standard?

Yes _____ No _____ (explain)

PREPAREDNESS

Does the crew meet the mobilization standards (See Section 4.3)?

Yes _____ No _____ (explain)

Does the crew have adequate transportation and the required fire equipment (See Section 7.3)?

Yes _____ No _____ (explain)

Has the crew undergone a Preparedness Review in the last 12 months (Refer to Appendix K)

Yes _____ No _____ (explain)

The _____ Fire Use Module is available for incident assignment.

Module Leader _____

Module Supervisor or Designee _____

Signature and title

Date _____

APPENDIX M: ANNUAL REPORT OUTLINE

Title/Cover Page

Module Name

Host Park

Fiscal Year

Photos as appropriate

Table of Contents

Executive Summary

Short couple of paragraphs about the successes of the year.

Activity Summary

Monthly Break out with bulleted significant events

NPS Assists

Table of NPS units assisted to include: when, unit name, project name, project type (WFU, WF, RX, Mechanical, Other), and days on site (which include travel time from departure at home unit to return).

Interagency Assists

Table of other units assisted to include: when, bureau (e.g. FS, FWS, BLM, BIA, DOD, State, Local, Other), unit name, project name, project type (WFU, WF, RX, Mechanical, Other), and days on site (which include travel time from departure at home unit to return).

Employee Development

Module Roster, Qualified Positions, Trainee Position(s) (note any that were completed this year)

Detailer Roster, Qualified Positions, Trainee Position(s) (note any that were completed while with the module)

Training

Table of training course or sessions completed by module personnel with number of module personnel attending

Table of training taught by module personnel and number of people who attend/completed the training.

Work Summary

Table with project type (WFU, WF, RX, Mechanical, Training, Other, Admin Days Off) by person days (i.e. 2 people for 2 days is 4 person days) don't worry about hours per day.

Budget

Expenditures by personnel services, vehicle costs, supplies (consumable), equipment (accountable), travel (meetings, training, etc. not that associate with project or response to fire), miscellaneous.

Mileage Report

Annual mileage of all DOI vehicles assigned to the module this is to give coordinators a sense of windshield time and vehicle life-cycle.

APPENDIX N: MODULE PERFORMANCE RATING

MODULE PERFORMANCE RATING		Instructions: This rating is to be used only for determining Fire Use Module qualifications. All blocks must be completed. Module will be rated by the immediate supervisor, not agency representative. If deficiencies are indicated for items 9 and 10, explain in item 11.			
1. Module Name and Number		2. Fire Name and Number		3. Module Leader (<i>name</i>)	
4. Module Home Unit and Address			5. Location of incident/project (<i>complete address</i>)		
6. Agency Representative (if applicable)		7. Dates on incident/project		8. Number of Operational Periods Worked	
9. Module Evaluation					11. Areas Needing Improvement
Rating Factors	Excellent	Satisfactory	Deficient	Needs To Improve	
Physical Ability to Perform Assigned Tasks					
Tasks Completion to Expectations					
Recognition of what else needs to be done and does it					
Off Incident/Project Conduct					
Use of Safe Practices					
Module Organization and Equipment					
Other (specify)					
10. Supervisory Performances					
Module Leader					
Lead Crew Members					
Crew Members					
12. Names of Outstanding Workers (<i>comment</i>)			13. Names of Individuals Needing Improvement (<i>indicate area(s)</i>)		
14. Remarks					
15. Module Leader (<i>signature</i>) This rating has been discussed with me.					16. Date
17. Rated By (<i>signature</i>)	18. Home Unit (<i>address</i>)		19. Position of Incident/Project		20. Date