

CHAPTER 20 - ADMINISTRATIVE PROCEDURES

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21 - ORDERING CHANNELS/COST CODING. See National Mobilization Guide.

21.1 - GEOGRAPHIC COORDINATION CENTERS.

21.1.1 - GREAT BASIN COORDINATION CENTERS.

A. Eastern Great Basin Coordination Center (EGBCC). The Eastern Great Basin Coordination Center (EGBCC) in Salt Lake City is the focal point for internal and external requests for the agencies within the geographic area of Utah, Idaho (South of the Salmon River), Arizona (Arizona Strip District) and Wyoming (Bridger-Teton National Forest and Grand Teton National Park).

B. Western Great Basin Coordination Center (WGBCC). The Western Great Basin Coordination Center (WGBCC) in Reno is the focal point for internal and external requests for agencies within the geographic area of Nevada and the part of the Humboldt-Toiyabe National Forest in California, the portion of Lake Mead National Recreation Area in Arizona, and the BLM Boise Smokejumpers.

21.1.2 - UNIT DISPATCH CENTERS. Unit Dispatch Centers in the Great Basin, as well as the agencies participating in the Centers, are as follows:

A. Idaho/Wyoming Zone

1. Boise Interagency Logistics Center (BDC)

- Boise National Forest, FS (BOF)
- Deer Flat National Wildlife Refuge (DFR)
- Great Basin Cache Personnel (EGBCC)
- Idaho State Office, BLM (ISO)
- Lower Snake River District (Boise), BLM (BOD)
- National Interagency Fire Center (Personnel dispatch)
- Southwest Idaho Supervisory Area, Dept. of Lands, State (SWS)

2. Central Idaho Interagency Fire Center (CIC)

- Salmon/Challis National Forests, FS (SCF)
- Upper Columbia, Salmon/Clearwater District (Salmon), BLM (SAD)

3. Eastern Idaho Interagency Fire Center (EIC)

- Bear Lake National Wildlife Refuge (BLR)
- Camas NWR (CSR)
- Caribou-Targhee National Forest, FS
- Eastern Area, Idaho Department of Lands, State (IDS)
- Fort Hall Agency, BIA (FHA)
- Grays Lake National Wildlife Refuge (GLR)
- Upper Snake River District, Eastern Idaho Area (Idaho Falls), BLM (IFD)

4. Payette National Forest Dispatch Center (PAC)

- Payette National Forest, FS (PAF)
- Southern Idaho Timber Protection Area, State (TPS)

5. South Central Idaho Interagency Dispatch Center (SCIDC)

- Craters of the Moon National Monument, NPS (CMP)
- Hagerman Fossil Beds National Monument, NPS (HFP)
- Hagerman National Fish Hatchery, FWS
- Idaho Department of Parks and Recreation, State
- Minidoka National Wildlife Refuge (MNR)
- South-Central Area, Idaho Department of Lands, State (IDS)
- Upper Snake River District, South-Central Idaho Area, BLM (SID)
- Sawtooth National Forest

6. Teton Interagency Dispatch Center (TDC)

- Bridger-Teton National Forest, FS (BTF)
- Grand Teton National Park, NPS (GTP)
- National Elk Refuge (NER)
- Western Wyoming Counties

B. Nevada Zone

1. Central Nevada Interagency Dispatch Center (CNC)

- Battle Mountain Field Office, BLM (BMD)
- Humboldt/Toiyabe National Forest, Santa Rosa Ranger District, FS (HTF)
- Winnemucca Field Office, BLM (WID)

2. Elko Interagency Dispatch Center (EIC)

- Eastern Nevada Agency, BIA (ENA)
- Elko Field Office, BLM (EKD)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Northern Region, Nevada Div of Forestry, State (NNS)
- Ruby Lake National Wildlife Refuge (RLR)

3. Ely Interagency Communication Center (ECC)

- Eastern Nevada Agency, BIA (ENA)
- Ely Field Office, BLM (ELD)
- Great Basin National Park, NPS (GBP)
- Humboldt/Toiyabe National Forest, FS (HTF)

4. Las Vegas Interagency Communication Center (LIC)

- Ash Meadows National Wildlife Refuge (AMR)
- Desert National Wildlife Refuge (DSR)
- Lake Mead Recreation Area, NPS (LAP)
- Las Vegas Field Office, BLM (LVD)
- Moapa Valley National Wildlife Refuge (MVR)
- Nevada Div of Forestry, Southern Region, State (SFIDC)
- Pahrnagat National Wildlife Refuge (PRP)
- Humboldt/Toiyabe National Forest, FS (HTF)

5. Sierra Front Interagency Dispatch Center (SFC)

- Anaho Island National Wildlife Refuge (AIR)
- Carson City Field Office, BLM (CCD)
- Fallon National Wildlife Refuge (FLR)
- Nevada Div of Forestry, State Office, State (NCS)
- Stillwater National Wildlife Refuge (SWR)
- Humboldt/Toiyabe National Forest, FS (HTF)
- Western Nevada Agency, BIA (WNA)
- Western Region, Nevada Div of Forestry, State (NWS)
- Southern Region, NDF

C. Utah/Arizona Zone

1. Color Country Interagency Fire Center (CDC)

- Arizona Strip Field Office, BLM (ASD)
- Bryce Canyon National Park, NPS (BRP)
- Cedar City Field Office, BLM (CCD)
- Dixie National Forest, FS (DIF)
- Glen Canyon National Recreational Area, NPS (GLP)
- Grand Staircase Escalante National Monument, BLM
- Rainbow Bridge National Monument (RAP)
- Southern Paiute Field Station, BIA (PIA)
- Southwest Area, Utah Div of Forestry, Fire & State Lands, State (SWS)
- Zion National Park, NPS (ZIP)

2. Moab Interagency Fire Center (MFC)

- Arches National Park, NPS (ARP)
- Canyonlands National Park, NPS (CAP)
- Hovenweep National Monument (HOP)
- Manti-LaSal National Forest, FS (MLF)
- Moab Field Office, BLM (MOD)
- Monticello Field Office (MOD)
- Natural Bridges National Monument (NBP)
- Price Field Office (MOD)
- Southeast Area, Utah Division of Forestry (SES)
- White Mesa and Ute Mountain Agency (UMA)

3. Northern Utah Interagency Fire Center (NUC)

- Bear River Migratory Bird Refuge (BBR)
- Golden Spike National Historic Site, NPS (GSP)
- Salt Lake Field Office, BLM (SLD)
- Timpanogos Cave National Monument, NPS (TIP)
- Utah State Office, BLM (USO)
- Wasatch-Cache National Forest, FS (WCF)
- Wasatch Front & Bear River, Utah Div of Forestry, Fire & State Lands (NWS)
- Uinta National Forest, FS (UIF)
- R04

4. Richfield Interagency Fire Center (RFC)

- Capital Reef National Park, NPS (CRP)
- South Central Area, Utah Div of Forestry, Fire & State Lands (SCS)
- Fishlake National Forest, FS (FIF)
- Manti-LaSal National Forest, FS (MLF)
- Richfield Field Office, BLM (RID)
- Fish Springs National Wildlife Refuge (FSR)
- Bureau of Indian Affairs

5. Uintah Basin Interagency Fire Center (UBC)

- Ashley National Forest, FS (ASF)
- Northeast Area, Utah Div of Forestry, Fire & State Lands, State (NES)
- Ouray National Wildlife Refuge, FWS (OWR)
- Uintah and Ouray Agencies, BIA (UOA)
- Vernal Field Office, BLM (VLD)

21.1.3 - INITIAL ATTACK/ MUTUAL ASSISTANCE. Mutual assistance is established to streamline the ordering process and to take advantage of the closest forces concept. Mobilization will be within the legal authority of existing formalized parent agreements. Local formal agreements and MOU's are not necessary. However, cooperating units and centers must specifically identify operating procedures in local operating plans.

Within the Great Basin, a dispatch center may order resources directly from another dispatch center, provided this direct ordering has been pre-identified in a written mutual assistance agreement, operating plan, or is a bordering unit. Dispatch Centers utilizing initial attack resources with adjacent dispatch centers outside the Great Basin must have written agreements. If it becomes evident that the incident will not be confined, contained or controlled during initial attack, the initial attack resources shall be formally requested on resource orders through established dispatch channels.

Initial attack for mutual assistance purposes includes initial and necessary support resources to contain the fire within the first burning period.

The following requirements apply to the provision of mutual assistance:

- When responding to a mutual assistance request, the sending unit can respond only with resources under their control.
- Each dispatching unit may order resources for initial attack from other dispatching units within their defined mutual assistance area for use on its local unit only.
- All such ordering shall be documented on the appropriate resource order.
- The appropriate Great Basin Coordination Center will be notified if National Resources are committed (See Great Basin Mobilization Guide, Subsection 13.4).
- At the time it becomes evident the incident will not be contained during the first burning period, mutual assistance resources exchanged between units will be formally ordered through the appropriate Great Basin Coordination Center.
- All initial attack resources that respond to mutual assistance requests cannot be reassigned to another incident or be put into a standby status without prior approval from the sending unit.

See Chapter 40, Section 49 for a list of the Inter-Unit Initial Attack/Mutual Assistance Memoranda of Understanding (MOU's).

21.2 - ORDERING PROCEDURES. See National Mobilization Guide.

21.2.1 - ELECTRONIC TRANSFER OF TRAVEL INFORMATION Electronic mail procedures will be used by all dispatch centers. All travel information will be relayed electronically. This will be through either the Resource Order and Status System (ROSS) or by using the electronic mail procedure identified below. .MOB's will only be used for emergency crewmember demobilization and supplies.

Travel information for resources traveling to and from an incident will be transmitted by creating a travel itinerary in ROSS. Travel legs will reflect the mode of travel, carrier (with flight numbers), departure location, date and time, and destination location, date and time.

All orders/requests will be placed in ROSS and confirmed by telephone. All information regarding tactical aircraft travel will be relayed by telephone. COMMIT messages are required to note the change in status of NATIONAL resources. Confirmation of filled requests and emergency release requests will be via telephone.

Arrangements for crewmember rotations will be negotiated directly between the sending and receiving units. Travel information will be passed via .MOB through established ordering channels.

Electronic Notification (.MOB):

1. On the subject line, include the type of resource (Crewmember or Supplies) and indicate "MOB" if the resource is being mobilized and "DEMOB" if the resource is being demobilized.

Examples: SUBJECT: UT-WCF-003 SUPPLIES, MOB
SUBJECT: UT-WCF-003 CREWMEMBER, DEMOB

2. A Cache Shipping Status form will be used by caches to relay shipping information for supplies.
3. Use the two letter identifier for commercial airlines. Examples: AS, Alaska Airlines; HP, American West Airlines; DL, Delta Airlines; WN, Southwest Airlines. If the identifier is not known, spell out the entire airline name. (Reference the Official Airline Guide for complete list).
4. Use the three letter identifier for the mobilization and demobilization points, for example, use BOI for Boise, ID. If you do not know the three letter identifier, do not make one up! If a three letter identifier is not known or available for the mobilization or demobilization point, spell out the entire place name.
5. The format for the electronic message is: order number, request number, home unit, resource assigned, demob point (release to), and travel. Travel information includes method, identifier, destination, ETD date & time, ETA date & time. The last line is pertinent information (i.e. Traveling w/O-22. They will call home dispatch at each fuel stop). Cell phone numbers will be included on this line (if available), especially for crews, in the event of a reassignment enroute.
6. All times (ETA and ETD are in local time zones
7. It is recommended that units keep a hard copy of each .MOB for purposes of documentation.

.MOB Examples – Mobile Cache Van traveling from Boise to Incident Base:

TO: utnucmob@dms.nwcg.gov
SUBJECT: UT-WCF-003 SUPPLIES, MOB

UT-WCF-003 SUPPLIES, MOB
S-1/ID-GBK/GBK#022/BOI
ETD BOI 6-5 0800
ETA INCIDENT BASE 6-5 1400

Crewmember demobilization from NUC to BDC

TO: idbdcmob@dms.nwcg.gov
SUBJECT: UT-WCF-003 EMERGENCY CREWMEMBER DEMOB

UT-WCF-003 EMERGENCY CREWMEMBER DEMOB
C-6/ID-BOF/Mark Jones/BOI
ETD SLC 6-21 1400 DL #3850
ETA BOI 6-21 1500
Will need transportation from airport

NOTE: When Great Basin units require assistance with travel arrangements, the requesting units will telephone the appropriate Great Basin Coordination Center and provide the information necessary to schedule transportation. This will include information such as the number and weight of passengers and baggage, pick-up point at airport, time available to load, etc. The unit requesting travel assistance will be responsible for completing travel information in ROSS.

A. REASSIGNMENTS. All reassignments are tracked in ROSS.

B. STATUS/COMMIT Messages. Status/Commit messages are required to note the change in status (committed, out of service, etc.) of national resources. As stated in Subsection 13.4 of the Great Basin and National Mobilization Guides, this notification will be done by the Dispatch Messaging System (DMS) within 15 minutes of commitment or change in status. In the event that DMS is unavailable, notification may be made by telephone. If done by DMS, please use the following "short" format, (T-63 has been committed to the Winnemucca Area.)

21.2.2 NEIGHBORHOOD POLICY

Orders as the result of an incident, preparedness, severity, wildland and prescribed fire will follow established ordering channels.

All Dispatch Centers may order resources directly from their neighbor(s). The following list defines the Great Basin neighborhood for each Dispatch Center:

UNIT	MAY ORDER FROM
BDC	PAF, CIC, SCC, EIDC, Boise Smokejumpers
CDC	RFC, LVCC, EICC, MFC
CIC	PAF, SCC, EIC, BDC
CNIDC	SFIDC, EIDC, EICC, Boise Smokejumpers
EIC	TDC, CIC, SCC, NUC
EIDC	CNIDC, EICC, NUC, BDC, SCC, Boise Smokejumpers
EICC	EIDC, LVICC, RFC, NUC, CDC
LVICC	EICC, CDC
MFC	UBC, RFC, NUC, CDC
NUC	EIDC, SCC, EIC, EICC, RFC, UBC, MFC
PAF	BDC, CIC, SCC, Boise Smokejumpers
RFC	EICC, NUC, MFC, CDC
SFIDC	CNIDC
SCC	EIDC, BDC, CIC, EIC, NUC, PAF, Boise Smokejumpers
TDC	EIC
UBC	NUC, MFC

The following conditions must be met when utilizing the Neighborhood Policy:

- A. Resource ordering standards apply for the movement of all resources. This includes initial attack procedures, resources orders/ROSS, commit messages and reassignment procedures.
- B. Coordination Centers will keep informed of exchange of resources between neighbors via ROSS reports and commit messages. When significant exchange of resources is occurring, the ordering unit should make a courtesy call to the appropriate Coordination Center. If Resource Orders are utilized, a copy of the .MOB message will be sent to the GACC.
- C. When a resource is unavailable through the neighborhood, the requesting unit will place the order with the GACC. The GACC will obtain resources through established dispatch channels. **The GACC will normally not check with the requesting Dispatch Center's neighborhood (unless the Neighborhood Policy has been withdrawn).**
- D. Dispatch Centers cannot reassign resources to another Dispatch Center if the resource was originally mobilized through EBC or WBC.
 - Dispatch Centers may only reassign a neighbor's resource with the permission of the resource's home Dispatch Center.
 - If the Coordination Center(s) needs a resource, which has been mobilized center to center, the GACC will place the order with the resource's home Dispatch Center.
- E. At a Dispatch Center Manager's discretion and with GACC approval, a Dispatch Center may temporarily withdraw their participation in the neighborhood.
- F. EBC and or WBC have the authority to withdraw the Neighborhood Policy based on activity and after consultation with Dispatch Center Managers.

21.3 - NON-INCIDENT RELATED ORDERING. See National Mobilization Guide.

21.4 - COST CODING. See National Mobilization Guide.

21.5 - RESOURCE TRACKING.

- A. Sending units will relay actual time of departure (ATD) and estimated time of arrival (ETA) for all resources assigned.
- B. Receiving units are responsible for follow up if resources do not arrive within reasonable limits of the most recently communicated ETA.
- C. Great Basin Coordination Centers will not be notified of arrival of resources, except where flight following or resource tracking of aircraft is involved or requested.
- D. All Great Basin resources (i.e., engines, hand crews, helitack) dispatched via a Coordination Center resource order will observe the following procedures. These procedures will enable the Coordination Centers to track and mobilize resources more efficiently.
- E. When mobilizing to or from an incident, resources will check-in with their Coordination Center (EGBCC or WGBCC) via the 1-800-Number (or to the number identified on the resource order.) as close to a two-hour interval as possible. (Helicopter flight crew should call during fuel stops.)
- F. Miscellaneous overhead, driving to or being released from an assignment have the option to check-in.

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22 - OVERHEAD/CREWS. See National Mobilization Guide. After available local resources have been exhausted, as well as those available under initial attack and/or mutual assistance agreements between units as outlined in Subsection 21.1.3, requests for assistance shall be placed directly with the appropriate Great Basin Coordination Center.

22.1 - MOBILIZATION.

Great Basin Coordination Centers will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on other units, consideration of the integrity of the overall program, and, above all, safety. Units filling requests for personnel are responsible for ensuring **ALL** performance criteria are met.

Great Basin Coordination Centers will accept requests for general clerical, driver, or laborer positions only after all sources available at the local unit level have been exhausted or have been determined to be unavailable.

22.1.A. - Mobilization Center Activation Process.

NICC may request the activation of the Boise Mobilization Center (BMC) for the moving of crews outside the Great Basin area through the standard ordering process. NICC will generate an incident order called "Boise Mobilization Center" utilizing an Equipment Order and will include the appropriate incident management codes (FS and BLM) to activate the BMC. NICC will provide timely notification of their activation of the BMC.

EBC or WBC may request activation of the BMC for moving crews and overhead within the Great Basin area by calling BDC direct. All agencies within the Great Basin shall order the BMC activated through normal dispatch procedures. The Coordination Centers will utilize an Equipment Order to generate an incident called "Boise Mobilization Center", including the appropriate management codes (FS and BLM), and pass the request on to BDC. If the BDC is to support several incidents within the Great Basin, EBC/WBC will utilize a Large Fire Support management code and support will be divided appropriately among the incidents.

BDC may activate the BMC to support crew mobilization/movements of incidents within Boise Dispatch's jurisdiction. In this case, BDC will initiate the appropriate Equipment Order and provide supporting management codes as necessary.

The Mobilization Center manager will coordinate the facilities, supplies, and staffing needs according to the operations plan. The Mobilization Center will not assume the responsibility of the sending unit for screening and outfitting of resources (i.e., boots, gloves, etc.). Units activating and utilizing the Mobilization Center will need to review and comply with the Boise Area Mobilization Operating Plan.

PROCEDURES:

- 1) The BMC will be notified a minimum of 6 hours prior to the arrival of crews including notification of arrival and departure times of crews and aircraft.
- 2) Provide BDC with specific information as to the number and type of personnel in transit, arrival/departure information, and support services requested. (Include requests for ground transportation to the incident, hand tools, PPE, chain saws.) It cannot be assured that BDC will automatically arrange transportation and tooling to or from an incident without a resource order.
- 3) Crew in transit are requested to arrive at the BMC fully equipped with personal gear, PPE and double lunched by the home unit at a specific time no more than six (6) hours prior to, and not less than three (3) hours prior to scheduled departure when traveling by air. If crews require lunches or meals prior to departure, the BMC requires six (6) hours notification.
- 4) Close out order.

22.2 - DEMOBILIZATION. Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Great Basin Coordination Centers shall establish priorities for releases and inform other centers of resources becoming available.

Demob information shall specify the last days off and how many days left before end of commitment and final demobilization.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and appropriate GBCC will be informed of disciplinary action. The home unit will be responsible for reassignment action.

Units/Incident Commanders will complete performance evaluations for all sub-standard performances (based on qualification levels or the ability to do the job) for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer and forwarded to the appropriate Great Basin Coordination Center. The GBCC shall forward the evaluation to the responsible agency representative.

See the Interagency Incident Business Handbook, Subsection 12.7-1 for Rest and Recuperation (R&R) guidelines.

22.2.1 - FIRE SUPPRESSION WORK AND REST GUIDELINES. Management of rest for crews, overhead and support personnel to assure safe, productive fire suppression activities is a basic responsibility of fire management personnel at all levels. Performance evaluations and ratings of overhead, crews and support personnel should evaluate management of and compliance with work/rest guidelines. The following are guidelines, but should be utilized in decision-making to assure adequate rest for fire suppression crews, overhead and support personnel.

A. Work/Rest Ratio. Plan for and ensure a 2:1 Work:Rest ratio. For example, provide 1 hour of sleep/rest for every 2 hours of work/travel.

B. Length of Assignment. All assignments are exclusive of travel. All assignments are limited to 14 days, exclusive of travel, with possible extensions identified below.

Time spent in staging and preposition status counts toward the 14 day limit, regardless of pay status for all resources, including incident management teams.

Assignments may be extended in situations where life and property are imminently threatened, suppression objectives are close to being met, a military battalion has been assigned, or replacement resources were ordered and unable to fill. The IC must perform a risk management process before considering extension of the resource. The process will identify and document the risks involved with extending the resource and fatigue countermeasures employed. A copy of the documentation should be provided to the individual(s). A form has been developed to assist in meeting this requirement and can be found in the National Mobilization Guide, Chapter 20, Took Kit Addition, Administrative Procedures.

The resource and their Geographic Area Coordination Center Manager, home unit supervisor, the agency administrator and the IC must agree with the extension.

a. Resources may be extended for a period not to exceed 5 days, excluding travel (1 after 14, upon return to their home unit.

b. Resources may be extended for a period up to an additional 14 days (back-to-back assignment) during Geographic Area or National Planning Levels 4 or 5.

c. Resources may be extended for a period up to an additional 14 days immediately following a five day extension as identified in a. above.

d. The employee will be given two paid days off:

- at the end of a 14 day assignment (b. above)
- or
- at the end of a 14 day assignment with an extension (c. above)

These days off are provided prior to beginning the 14 day assignment extension, recorded as guarantee hours, and charged to the incident. After a back-to-back assignment the individuals will be released to and remain at their home unit for a minimum of four days prior to accepting a new assignment. These 4 days may include an authorized day off, regular work days, regular days off, and/or leave.

C. Rest and Recuperation (R&R). For personnel involved in continuous suppression activity, a minimum of 1 full day rest should be provided for every 14 day assignment; a full 2 days of rest should be provided for every 21 day assignment. If AD crews are released at the end of a 14 day assignment, R&R will not normally be provided. When days off are planned, arrange for rest and recuperation facilities that provide for:

1. Eight (8) hours of uninterrupted sleep.
2. Facilities for showering and washing clothes.
3. Commissary or other sources of essential personal items.
4. Access to a public telephone for personal calls.
5. Smoke free environment.
6. Where practical, recreational opportunities such as television and video movies may be provided. R&R sites that provide the above needs at the least cost should be selected.

D. Rest Between Assignments. After completion of a 14 day assignment and return to the home unit, one day off will be provided (1 after 14). Every effort should be made to achieve the day off within the individual's regularly scheduled days off. However, if the next day upon return from an incident is a regular work day, a paid day off will be authorized (State regulations may preclude authorizing this for State employees). A paid day off must occur on the calendar day immediately following the return travel and is chargeable to the incident. (See Section 12.1-2 in National Mobilization Guide) (5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977)).

Pay entitlement, including administrative leave, for a paid day off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Casuals are not entitled to a paid day off upon release from the incident or at their point of hire.

Contract resources are not entitled to a paid day off upon release from the incident or at their point of hire.

E. Driving Restrictions.

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

1. Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
2. No driver will drive more than 10 hours (behind the wheel) within any duty-day.
3. Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
4. A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:

- a) accomplish **immediate** and **critical** suppression objectives, or
- b) address **immediate** and **critical** firefighter or public safety issues.

5. As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations.

22.3 - CREWS (TYPE 1 and TYPE 2). See National Mobilization Guide. All sending Dispatch Centers within the Great Basin shall forward a crew manifest via electronic means to the ordering unit via established dispatch channels. Agencies/Units sponsoring Type 2 crews will comply with established guidelines.

22.4 - SMOKEJUMPERS. See National Mobilization Guide.

Movement of smokejumpers within the Great Basin will be coordinated through the appropriate Great Basin Coordination Center. During periods of high activity and upon the request of the Center Manager, a smokejumper coordinator will be assigned at Coordination Centers to assist with smokejumper operations. The appropriate Great Basin Coordination Center(s) must be notified when fifty (50) percent of the smokejumpers have been committed by the local unit.

Orders for use of jump ready smokejumpers with aircraft within the Great Basin shall be on an Overhead resource order. The following procedures are for the purpose of expediting initial attack requests. A notification call will be made to the appropriate dispatch center and the aircraft shall be launched immediately. The request will be for 1A-1, 1 each, Load of Smokejumpers, additional request numbers are not required on such an order. However, as soon as possible after the jumpship is airborne, the sending dispatch unit shall provide a manifest by electronic mail/fax to the receiving unit per established dispatch channels. All other header information on the order will be completed by the ordering unit and provided as usual.

22.5 - HELICOPTER MODULE.

22.5.1 - ORDERING EXCLUSIVE USE HELICOPTERS. Whenever an Exclusive Use Helicopter fills a helicopter request, the administrating/sending unit will send the helicopter and support resources to conduct operations. The compliment of resources will include: heli-tender truck, support vehicle, manager and a minimum of 3 crew personnel. Any additional crew personnel needed for helibase management or

Initial Attack will be negotiated at time of dispatch between the receiving and sending unit. The helicopter order will be placed on an Aircraft Order form with all the support/module information documented on that Aircraft Request Order form.

22.5.2 - ORDERING CWN HELICOPTERS. Whenever a CWN helicopter is ordered, a qualified Manager and Module is required to manage this resource (Managers must be qualified as a Helicopter Manager Call When Needed (HCWN). Reference interim NWCG direction). If none is available locally, a Manager/Module must be ordered simultaneously with the aircraft order through the appropriate Great Basin Coordination Center. The order shall be placed on an Overhead Resource Order, with a separate request number for each individual. Cross reference notations should be made on the corresponding Aircraft Resource Order to identify which module is assigned to which helicopter.

If the intended use is for initial attack the HCWN request must specify a fitness level of arduous. Any other qualification requirements (ICT4, etc.) must also be specified.

When CWN personnel/modules are required to arrive with module specific equipment (flight helmets, radios, etc.) it must be specified at the time of request.

22.5.3 - PERSONNEL REQUIREMENTS FOR CWN HELICOPTERS. (See the Interagency Helicopter Operations Guide (IHOG), Chapter 2 for a summary of personnel requirements.) For all agencies within the Great Basin, the following CWN Helicopter Manager/Module requirements shall be met:

A. CWN Type 1 and 2 Helicopters. There are both limited category (restricted to lift only, no passenger carrying) and standard category (passenger carrying) Type 1 and 2 helicopters available. CWN helicopter Manager/Module requirements are as follows:

1. **Type 1 and 2 Limited.** Requires a Helicopter Manager (HCWN) only.

2. **Type 1.** Standard requirements are:

(a) **Fire Use.** Requires a Helicopter Manager (HCWN) plus 4 Helicopter Crewpersons.

(b) **Project Use.** Requires a Helicopter Manager (HCWN) only, with an order for additional crew persons as necessary.

3. **Type 2 Standard.** Requirements are:

(a) **Fire Use.** Requires a Helicopter Manager (HCWN) plus 3 Helicopter Crewpersons.

(b) **Project Use.** Requires a Helicopter Manager only, with an order for additional crewpersons as necessary.

B. CWN Type 3 Helicopters.

(a) **Fire Use.** Requires a Helicopter Manager (HCWN) plus 2 Helicopter Crewpersons.
(Limited Use requires a manager only)

(b) **Project Use.** Requires a Helicopter Manager only, with an order for additional crewpersons as necessary.

22.5.4 - SUPPORT EQUIPMENT REQUIRED. CWN modules, when assigned, shall arrive with the following support equipment:

A. Each module crewperson shall have personal protective equipment (PPE), web gear, and personal pack.

B. The Helicopter Manager shall have a portable radio and necessary operational and contract administrative paperwork and forms (30 pounds additional weight is approved).

C. If additional support equipment (cargo nets, vehicles, etc.) is needed, ordering unit must

furnish or order (See Table 22-1 on the following page).

22.5.5 - QUALIFICATIONS. CWN Helicopter Managers and Helicopter crewpersons must be qualified in accordance with agency policy. There is no type distinction between Type 1, 2 or 3 Helicopter Managers or crewpersons.

Managers must be HCWN carded.

Table 22-1 Items to Consider When Ordering a Helicopter

Helicopter		Type:	
Type 1	Standard	Cargo including	loads and passengers
Type 1	Limited	Cargo including	loads - No passengers
Type 2	Standard	Cargo including	loads and passengers
Type 2	Limited	Cargo including	loads - No passengers
Type 3		Cargo including	loads and passengers
Type 4		Cargo including	loads and passengers
Special Requests:	Helicopter:	Personnel:	Equipment:
Helicopter must arrive with bucket	Density Altitude:	Module needed & should it be standard	Aerial firing:
Helicopter should be initial attack ready	Extreme temperature possibility anywhere at the fire	Is there any special requirements (i.e. aerial firing or rappeller qualified)?	Sphere dispenser with spheres
Fuel truck/chase truck should report to different location	A landing area at a relatively high elevation to consider	Are there Agency considerations with regard to personnel	Fusee dispenser with fusees
	Capacity:	Special Personnel:	Helitorch with ground crew fuel & vehicle(s).
	Minimum Passenger load consideration	Infrared operator	Infrared equipment (w/operator)
	Minimum internal/external load requirement	Retardant mixing/loading crew	Other external equipment:
	Bulk material consideration	Helitorch mixing/loading crew	Long lines
	Special Operations:	FLE crew (qualified smokejumpers)	Nets, slings & swivel (specify if non-standard)
	Long Line	Medical personnel (EMT)	Stokes litter or other specialized rescue items
	Aerial firing	Pilot(s):	Special buckets or tanks
	Helicopter retardant	Special qualifications	Ground Equipment:
	Non-standard water drops (i.e. Snorkel)	Relief, dual, or two pilots for 24 Hr. Ops. (Alaska only)	Portatank
	Rappeller		Fueling:
	Fire Line Explosives (FLE)		Large capacity fuel operations
	Rescue		Avgas (rare for helicopter)

			Ground tanks
			Rollagons (Alaska Only)

22.6 - COMMUNICATIONS COORDINATOR. See National Mobilization Guide.

22.6.1 - FREQUENCY COORDINATION. The Great Basin Frequency Coordinators are responsible for coordinating with NIRSC at NIFC, local units, and GACC's on assignment, coordination and control of frequencies. (See the Great Basin Aviation Communication Plan in the supplement of this guide.)

22.7 - INCIDENT METEOROLOGIST. See National Mobilization Guide.

22.8 - CACHE SUPPORT POSITIONS. See National Mobilization Guide.

22.9 - INCIDENT MANAGEMENT TEAMS. See National Mobilization Guide.

The Great Basin Geographic Area has two (2) Type 1 Incident Management Teams and six (6) Type 2 Incident Management Teams.

The decision as to which type of team to utilize is usually based on incident complexity and other considerations. **The Incident Complexity Guidelines** (See 310-1, Wildland Fire Qualification Subsystem Guide, page 6) may be used by the ordering unit, in consultation with the responsible Line Officer or Manager, in making decisions regarding ordering of Type 1 or Type 2 Teams or the replacement of a Type 2 Team with a Type 1 Team.

The primary mission of these teams is for wildland fire management. FEMA requests for teams will be honored by all federal agencies, and on a case-by-case basis by the state

Incidents that do not meet the above criteria will be filled on a case by case basis at each agency's discretion.

22.9.A - TYPE 1 INCIDENT MANAGEMENT TEAMS. The Great Basin and Rocky Mountain Geographic Areas have three (3) Type 1 Incident Management Teams on a combined Great Basin/Rocky Mountain rotation and National rotation. The teams will be identified on the National rotation as "Rocky Basin". Within the Great Basin/Rocky Mountain area they will be identified by the Incident Commander's last name. This rotation is established prior to the fire season (See Subsection 68.2., Point 1A). Great Basin Type 1 Teams will comply with the Great Basin Type 1 Incident Management Team Operating Plan (Also see "Team Operating Guidelines"). Operating and dispatching procedures are as follows:

1. GENERAL PROCEDURES.

- a. All requests for Type 1 Incident Teams will be made through established dispatch channels.
- b. Great Basin/Rocky Mountain Coordination Centers and NICC will place resource orders for the on-call "Rocky Basin" Incident Management Team with the appropriate Coordination Center as follows:

EGBCC - Martin
EGBCC - Sexton
RMCC - Hart

It is the responsibility of the Incident Commander's Geographic Area Coordination Center to notify cooperating GACCs/NICC of internal commitment of a team.

- c. The Eastern Great Basin Coordination Center (EGBCC) will be the focal point for maintaining current information on team status regarding rotation, on-call period and availability.
- d. The Rocky Basin Type 1 Incident Management (Long) Team call-out schedule will start April 7, 2004,

and continue through the year. Each on-call period will begin at 0001 hours Wednesday (Mountain Time) and continue through the following Tuesday at 2400 hours (Mountain Time).

e. Once a team has been mobilized, the next Type 1 team on rotation will fill the remainder of that call-out period and their scheduled call-out period, so that the scheduled rotation remains the same.

f. Two Type 1 Teams may be committed within the Great Basin/Rocky Mountain Areas before a Coordination Center must go to NICC and obtain additional Team(s) from the National Roster.

g. If the Type 1 Incident Commander is unavailable for call-out, the entire team is unavailable. The next team on the schedule will move up to the on-call status. The Deputy Incident Commander may be allowed to take the team with Geographic Area MAC Group approval.

h. When more than two primary Command/General Staff members are unavailable for dispatch, the team is unavailable. The next team on the schedule will move to the on-call status for the remainder of the week, plus its regularly scheduled week.

i. A Long Team configuration shall be the normal response within the Great Basin/Rocky Mountain Area unless the requesting unit specifically requests a short team. The Rocky Mountain Team configuration will be accepted within the Great Basin. See Chapter 60 or Team Operating Plan (Supplement 1) for the Great Basin Long Team configuration for use within the Great Basin.

When dispatched out of the Great Basin/Rocky Mountain Area, the Team will comply with the National standard (See National Mobilization Guide, Chapter 60) unless the additional positions are approved and ordered by the requesting unit.

j. On-call team members will be available for mobilization within two hours during the designated period of call-out.

k. If a short team is mobilized, the remaining members of the team will be kept in on-call status for twenty-four (24) hours. After twenty-four hours, these members shall be placed off-call and may be available for miscellaneous assignments.

The Rocky Basin team internal rotation will be posted annually after IC selection and notification has occurred. The Rocky Basin Team that is up number one on the internal rotation will be the team on-call on the National rotation. In the event that the Rocky Basin Team rotation changes during the National rotation the Incident Management Team that rotates into the number one slot will take the National rotation slot. When there are two Rocky Basin teams on-call on the National Rotation the team that is next up on the Rocky Basin rotation will be in the second slot on the National rotation. If a Rocky Basin Team is not eligible for National Rotation the team next on-call will fulfill the National on-call obligation. Once a team has been mobilized or deemed unavailable, the next team on rotation will fill the remainder of that call-out period and their own scheduled rotation remains the same. If two Rocky Basin teams are mobilized within the Rocky Basin and a third team is needed, that request will be placed at NICC to fill off the National rotation.

Team Performance Evaluations will be completed by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Great Basin Coordination Center within 7 days of the team closeout. The Coordination Center will forward evaluations to the Great Basin Operations Group chairperson.

2. ROLES & RESPONSIBILITIES FOR TEAM COORDINATION AND MOBILIZATION.

- a. **Team Coordination Center.** The Eastern Great Basin Coordination Center (EGBCC) is the overall coordinator of Type 1 Teams.
- b. **Great Basin Coordination Centers (GBCC).** EGBCC and WGBCC are responsible for team members within their geographic areas of responsibility in the Great Basin.
- c. **Unit Dispatch Centers.** Dispatch Centers are responsible for team member(s) within their dispatch area.

The following identifies the coordination levels and the roles and responsibilities of each:

Team Coordination Center (EGBCC)

- a. Is the primary contact for all orders regarding Type 1 Great Basin Incident Management Teams.
- b. Maintains current information on the "Rocky Basin" Team regarding rotation/availability for National and Great Basin/Rocky Mountain call-up.
- c. Disseminates standby and alert notices to the appropriate centers.
- d. Provides status information on the Situation Report, and as needed to WGBCC, RMCC, NICC and the dispatch centers within their area.
- e. Relays and/or receives mobilization and demobilization information to/from the appropriate Dispatch/Coordination Centers.
- f. Coordinates travel arrangements between sending and receiving units when necessary.
- g. Provides an end-of-the-year report of team utilization.

Great Basin Coordination Centers (GBCC's)

- a. EBC and WBC maintain current roster of the on-call team(s) and update/transmit rosters to the Incident Commanders (ICs), unit dispatch centers, and between GBCC's. The following are the Great Basin Teams identified by the IC's name, as well as the GBCC responsible for the roster:
 - Kim Martin EBC
 - Tim Sexton EBC
 - Steve Hart RMC
- b. Receive and implement mobilization requests from the ordering units and process orders through appropriate channels.
- c. Notify team member's unit dispatch center and Incident Commander of on-call/standby status of team and any current fire activity which potentially might affect team status.
- d. Receive notification of unavailability of individual team members from unit dispatch centers and request substitute(s) per substitute ordering procedures (See Subsection 22.9, Subpoint A.6).
- e. Advise/coordinate with appropriate Incident Commander on substitution needs pertaining to the team.

Unit Dispatch Centers.

- a. Notify each team member of on-call status if different than regular rotation schedule. It is incumbent on each team member to make notification to his/her IC and the local unit dispatch center if he/she will be unavailable for the call-out period.

- b. Receive mobilization/demobilization order and process order according to dispatch plan.
- c. Notify coordination center of team member unavailability.
- d. Coordinate with appropriate GBCC concerning team member(s) transportation arrangements. See Subsection 24.3.1.C for further information on coordination of air transportation between Coordination Centers and local units.

3. PROCEDURES FOR MOBILIZING GREAT BASIN TYPE 1 TEAMS.

a. A dispatch center shall order through the appropriate Coordination Center. When Great Basin teams are on-call, WGBCC, RMCC and NICC will order through EGBCC. When a Rocky Mountain team is on-call, WGBCC, EGBCC and NICC will order the Rocky Mountain Incident Management Team through RMCC. When Rocky Basin teams are depleted, orders for Type 1 Team(s) which will come from outside the Great Basin/Rocky Mountain Areas may be placed to NICC by a Great Basin or Rocky Mountain Coordination Center.

b. All orders for Rocky Basin Type 1 Teams for use outside the Great Basin will be ordered by NICC through the appropriate Coordination Center (see Subsection 22.9). EGBCC will relay Great Basin Team requests to appropriate Great Basin Dispatch Centers via ROSS.

c. Dispatch Centers relay order(s) to team member(s) and coordinate with the appropriate GBCC concerning transportation for all team members within their area. Dispatch Centers relay all team information back to the appropriate Coordination Center per standard resource ordering procedures.

When arranging for transportation, it is imperative that the Incident Commander/Ordering Unit reach an agreement on a reasonable arrival time for the team. It will then be the responsibility of the sending dispatcher/Coordination Center to arrange for transportation necessary to meet the time frames established.

d. Substitution needs that become necessary when a team is mobilized shall be promptly relayed to the Coordination Center, who will fill through normal dispatch channels (closest qualified resource).

4. TYPE 1 TEAM REASSIGNMENT AND DEMOBILIZATION PROCEDURES.

a. Reassignment. No reassignment of out-of-area Type 1 teams, from one incident to another, will occur unless done in coordination with NICC. Reassignments of in-area teams can occur, but should be coordinated with the appropriate Geographical Center manager (or MAC Group, if in place) and NICC.

b. Demobilization. Normal demobilization procedures for Type 1 Teams will involve demobilizing the entire team at the same time. In rare circumstances, a unit can request continued assistance from an individual team member after the team departs. Concurrence from the team IC and the team's sending Coordination Center will be necessary for this to occur.

5. PROCEDURES FOR NOTIFICATION OF ON-CALL STATUS.

a. On the Monday before call-out, EGBCC will send out the current team roster to its units and to WGBCC. WGBCC will forward it on to the team members' dispatch centers as a reminder that a new on-call period is coming up.

b. Dispatch centers will confirm team member(s) availability, especially if outside the normal team schedule. They will inform the respective Coordination Centers if a team member is unavailable.

c. Established team rosters, with substitutes as they occur, shall be created by and be the responsibility of the Eastern Great Basin Coordination Center. These lists shall be posted to the Eastern Great Basin website.

d. EGBCC will notify WGBCC, RMCC and dispatch centers of any changes in the rotation.

6. PROCEDURES FOR REQUESTING TYPE 1 TEAM SUBSTITUTES.

- a. A team member who anticipates being unavailable, or becomes unavailable during an on-call period, shall perform the following, in order:
 1. Notify his/her IC.
 2. Notify the appropriate team member as identified by the team's internal policies (for example, individual's supervisor within the team).
 3. Notify his/her dispatch center.
 4. Suggest a substitute to his/her dispatch center.
- b. Dispatch centers have responsibility to relay unavailability to Coordination Center.
- c. The EGBCC and WGBCC will attempt to find team substitutes for the two Great Basin Teams using the established priority substitute list within the Great Basin.
- d. As soon as the position is filled, EGBCC will update the roster and re-post to the website.

22.9.C - TYPE 2 INCIDENT MANAGEMENT TEAMS. The Great Basin has established six Type 2 Teams. The Great Basin Type 2 Team rotation and call-out schedule will start May 21, 2004 and continue through October 7, 2004. Each on-call period will begin at 0001 hours Friday (Mountain Time) and continue through Thursday at 2400 hours (Mountain Time). See Chapter 60 for rotation schedule and team rosters. Great Basin Type 2 Teams will comply with the Great Basin Type 2 Incident Management Team Operating Plan. Operating and dispatching procedures are as follows:

1. GENERAL PROCEDURES.

- a. All requests for Type 2 Incident Management Teams will be made through established dispatch channels.
- b. When three (3) primary Command/General Staff members are unavailable for dispatch, the team is unavailable.
- c. Great Basin Type 2 Teams will adhere to National guidelines regarding weight limitations, shift lengths, and length of fire assignments.
- d. Long team configuration will be the normal response within the Great Basin, unless the requesting unit specifically requests a short team.
- e. Type 2 Team members on-call shall be available for mobilization within two (2) hours.
- f. If a short team is mobilized, the remaining members of the team shall be kept on-call for twenty-four (24) hours. After 24 hours, these members may be available for miscellaneous assignments.

2. TEAM CONFIGURATION. Type 2 Teams ordered for use within the Great Basin area will be either in a long or short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit only. See Chapter 60 for team configuration.

3. MOBILIZATION OF GREAT BASIN TYPE 2 TEAMS. Teams will be ordered through the following GBCC's for use within the Great Basin area, or by NICC. All orders for additional Type 2 Teams from outside the Great Basin will be ordered by the appropriate GBCC through NICC.

- Broyles: EBC
- Brunner: EBC
- Saleen: EBC
- Suwyn: EBC
- Muir: WBC
- Whalen: WBC

4. ROLES AND RESPONSIBILITIES OF THE COORDINATION CENTERS. The following identifies the roles and responsibilities of the Coordination Centers relative to Type 2 Teams:

- a. EBC and WBC are the primary contacts for all orders regarding Type 2 Great Basin Teams.
- b. Receive and implement mobilization/demobilization requests from ordering unit(s) and process orders through the dispatch centers. Coordinate travel arrangements between unit dispatch centers.
- c. Maintain current information on team status regarding rotation for Great Basin area and disseminate standby and alert notices to the appropriate Incident Commander and dispatch centers. Maintain current roster of the assigned team members and update and send roster to GBCCs and unit dispatch centers.
- d. **Team rosters will be maintained at the teams' respective GACC. Teams will update availability with the GACC on the Wednesday before the Friday on-call period and updated rosters will be posted to the GACC websites. Team members will status themselves in ROSS. This is to provide notification and verification of availability.**
- e. Provide status information on the situation report and as needed by the other GBCC's, NICC, and dispatch centers.
- f. Advise the Incident Commander of substitutions pertaining to the team, as well as call-up status.

5. PROCEDURES FOR MOBILIZING GREAT BASIN TYPE 2 TEAMS.

- a. Dispatch Centers and NICC shall order an Incident Management Team through the appropriate GBCC following established dispatch channels.
- b. The Coordination Center will relay orders to dispatch centers and coordinate transportation needs for all team members within their area and adjacent areas.
- c. Dispatch centers shall advise team members & coordinate transportation with GBCC.
- d. Substitution needs that become necessary at the time a team is mobilized shall be promptly relayed by the dispatch center to a Great Basin Coordination Center, who shall fill using the established prioritized substitute list within the Great Basin.

22.9.1 - NATIONAL AREA COMMAND TEAMS. See National Mobilization Guide.

22.9.2 - NATIONAL PARK SERVICE ALL-RISK INCIDENT MANAGEMENT TEAM. See National Mobilization Guide.

22.9.3 - INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT). The Great Basin has established two FUM Teams. The Great Basin FUM Team rotation and call-out schedule will start May 21, 2004 and continue through October 7, 2004. Each on-call period will begin at 0001 hours Friday (Mountain Time) and continue through Thursday at 2400 hours (Mountain Time). See Chapter 60 for rotation schedule and team rosters. Great Basin FUM Teams will comply with the Great Basin Incident Management Team Operating Plan. Teams will be ordered through the Eastern Great Basin Coordination Center for use within the Great Basin area, or by NICC. The two FUM teams established are:

- Cones
- Steinberg

22.9.4 - NATIONAL PARK SERVICE FIRE USE MODULES. See National Mobilization Guide and Prescribed Fire Modules Operations Guidelines, Dispatching Procedures, Pages 10-12.

22.9.5 - CRITICAL INCIDENT STRESS DEBRIEFING TEAMS. See National Mobilization Guide.

22.9.5.1 - DEFINITION. A Critical Incident is any incident so unusually stressful and powerful that it breaks through an individual's emotional defenses to cause an immediate --or delayed-- emotional reaction that may be beyond a person's ability to cope. Examples of critical incidents and when to call for a debriefing are:

- Death of a team or crew member.
- Fire shelter deployment, loss of life following (or despite) unusual physical or emotional effort (in particular, for emergency or fire medical personnel).
- An accident with casualties, or an incident with serious potential to have caused an accident.
- Incidents requiring the suppression of normal reactions.
- Events charged with profound emotion.

22.9.5.2 - ORDERING. If a Team is not available on the local unit/area, requests for Debriefing Teams shall be made to Great Basin Coordination Centers on an Overhead Resource Order. (General overview of the situation or appropriate contact will be required.) **Great Basin Coordination Centers will work with GACC's respective CISM Coordinators to fill the request. If the GACC cannot fill the team request the order will be placed at NICC.**

22.9.7 - ADMINISTRATIVE PAYMENT TEAMS (APT). See National Mobilization Guide. The policy and procedures in the National Mobilization Guide apply to U.S. Department of the Interior (DOI) agencies only.

22.9.8 - BUYING TEAMS. See National Mobilization Guide. Team listings and Rotations are located in Chapter 60. Rocky Mountain and Great Basin Buying Team members are attached to their team and are unavailable as individual overhead.

The Rocky Mountain and Great Basin Geographic Areas have established Type 1 and Type 2 Buying Teams. The teams are on a 1-week on call rotation schedule. Type 1 Buying Teams begin the season on the same rotation schedule as the Type 1 Incident Management Teams (IMTs); however, each team is a single entity, and are not attached to one another. When activated, a Buying Team will be assigned to and work for the Line Officer or designate (Administrative Officer) of the unit with the incident(s). The teams will be requested, as a team only through established dispatch channels and not as miscellaneous overhead. If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Officer will provide those accommodations and services that are necessary for the unit to function.

A. Type 1 Buying Teams. The Great Basin and Rocky Mountain Geographic Areas have three (3) Type 1 Buying Teams on a combined Great Basin/Rocky Mountain rotation and National rotation. These teams will be identified on a national rotation as "Rocky Basin". Teams will be identified by the Buying Team Leader's last name. Great Basin Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures. All requests for Buying Teams will be made through established dispatch channels.

1. Type 1 Buying Teams consist of 6 members and shall be ordered for all Type 1 incidents in the Great Basin. This is not required in the Rocky Mountain Area.
2. Buying Teams status will be maintained by the Geographic Area Coordination Center of the team leader:
3. All Buying Team members will be ordered through and mobilized by their respective geographic area Coordination Center.
4. The Rocky Basin Type 1 Buying Team call-out schedule is a year-round rotation.
5. On-call team members will be available for mobilization within two hours during their designated alert period.
6. If a team stands down, the remaining members shall be available for single resource assignment.
7. Once a team has been mobilized, the next team on rotation will be on alert for the remainder of that call-out period and their own scheduled call-out period (unless mobilized).
8. Once two (2) Rocky Basin Type 1 Buying Teams are committed within the Rocky Basin, additional team(s) must be obtained from the National Roster.
9. Team Leaders have the option of standing their team down at any time.

B. Type 2 Buying Teams. The combined Rocky Mountain and Great Basin areas have four (4) Type 2 Buying Teams. Teams will be identified by the Buying Team Leader's last name. Rotation schedules are established prior to fire season (See Subsection 68.2.3). Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures. All requests for Buying Teams will be made through established dispatch channels.

1. Type 2 Buying Teams consist of 3 members and are available for Type 2 incidents or when a local unit has the need for their services due to incident activity.
2. Buying Teams status will be maintained by the Geographic Area Coordination Center of the team leader:

3. All Buying Team members will be ordered through and mobilized by their respective geographic area Coordination Center.
4. The Rocky Basin Type 2 Buying Team call-out schedule will start 0001 hours (Mountain Time, MT), the third Wednesday of April, and end 2400 hours (MT) the third Tuesday of October.
5. On-call team members will be available for mobilization within two hours during their designated alert period.
6. If a team stands down, the remaining members shall be available for single resource assignment.
7. Once a team has been mobilized, the next team on rotation will be on alert for the remainder of that call-out period and their own scheduled call-out period (unless mobilized).

C. Buying Team Substitution Procedures. For Both Type 1 and Type 2 Buying Teams, a substitute can be filled from the Alternate Buying Team Leader list. See Chapter 60.

If no alternate leader is available to substitute. The next team schedule will move up to on-call status.

Team leaders are responsible for informing their home unit dispatch office where they can be reached. They must be able to be mobilized within two (2) hours of notification of assignment during their assigned availability periods.

Team members are responsible to know the on-call schedule and be available. It is the team members responsibility to inform their team leader and local dispatch of availability status during their assigned week so that replacements can be named. This notification should occur sufficiently in advance for a coordination center to provide a substitute. The coordination centers will fill substitutes from a list of qualified buying team leaders and members provided by the Rocky Basin Fire Business Management Committee. The coordination center will inform the buying team leader status through the on-call team rosters distributed via dispatch channels. Substitutes will be for the entire on-call period.

NOTE: The Buying Team Leader may be substituted by the Team Leader Assistant or a qualified team leader and that virtually all members of a buying team may be substitutes.

Substitutes: Every effort will be made to substitute Buying Team personnel within the Buying Team Leaders respective geographic area. In the event sufficient resources are not available within the geographical boundary to fill all team positions, the resources needed to fill out the team may come from the other area.

Buying team substitutions exchanged across geographic area boundaries may be request only after all resources are exhausted within their area. The resource must be requested prior to mobilization, the substitutes will not be filled during the mobilization process. Vacant positions will be filled through normal dispatch channels by the requesting unit/GACC/or NICC, if sending GACC has been unable to fill prior to mobilization.

Substitutions of team members during assigned availability periods will be made by the Coordination Centers based on lists of qualifications provided by agency representatives. Substitutes will be for the whole remaining call-out period.

D. Procedures for Notification of On-Call Status.

1. Lists of team members will be produced and disseminated by the Team Leaders Coordination Center for each alert period. These lists will be exchanged between Coordination Centers and will be sent to all dispatch centers.

E. Procedures for mobilizing a Buying Team.

1. All orders for Buying Teams will follow standard dispatch channels.

When a Rocky Mountain/Great Basin Buying Team is mobilized within the Rocky Mountain or Great Basin Geographic areas, the requesting GACC will place the order for the teams with the respective managing GACC, as appropriate (RMCC for RM teams and EGBCC for GB teams). Transportation information will be processed through “.MOB” procedures. .MOB messages will be received direct from RMCC, EGBCC, and WGBCC offices according to the resources designated home unit.

F. Reassignment and Demobilization.

1. Normal demobilization procedures for Buying Teams will involve demobilizing the entire team at the same time. In certain circumstances, a unit can request continued assistance from an individual team members after the team departs.
2. Reassignments will occur as needed.
3. Buying Team Performance Evaluations will be completely by agency line officers for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Coordination Center. The Coordination Center will forward evaluations to the Rocky Basin Buying Team Coordinator.

G. Roles and Responsibilities for Team Coordination and Mobilization.

1. Team Coordination Center. Each GACC will maintain the status of the team’s leader. EGBCC, WGBCC, and RMCC are responsible for mobilizing individual team members within their geographical areas. Each center will notify the others of Buying Team mobilizations within their geographic area.
2. Unit Dispatch Centers. Responsible for team member(s) within their dispatch area.
3. Team Leaders. Responsible for their team and assure availability of members.
4. Team Members. Responsible for notifying their Dispatch Center of availability or unavailability prior to each alert period. Must be available to mobilize within two (2) hours when on alert status.

22.9.8.1 - Incident Business Advisor –

The Incident Business Advisor (IBA) replaces the Comptroller with the focus being liaison and advisor to the Agency Administrator (AA), **working directly for the AA**. The IBA is recognized as an interagency position and serves as a “bridge” to the AA, the Incident Management Team, and other incident support functions. This bridge provides a communication flow to assigned resources with the focus being successful incident business management practices. The IBA will facilitate the unit’s ability to implement sound Incident Business Practices such as cost effectiveness and adequate financial documentation.

22.9.9 - DEPARTMENT OF INTERIOR - BURNED AREA EMERGENCY REHABILITATION (BAER) TEAMS.

See National Mobilization Guide.

22.9.10 - WILDLAND FIRE PREVENTION/EDUCATION TEAMS. Fire Prevention/Education Teams are ordered through normal dispatch procedures. Include a detail request form with the order when appropriate.

Team Composition will normally include the following positions:

THSP - Technical Specialist Prevention Team - Team Leader

THSP - Technical Specialist Prevention Team - Public Affairs Specialist
THSP - Technical Specialist Prevention Team - Prevention Specialist

For additional information, contact Jeanette Hartog @ 801-625-5245

22.9.11 - WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST). See National Mobilization Guide and Great Basin FAST Operations Procedures Guide.

Requests for a FAST may originate at any level of any organization within the Great Basin. All requests need to be routed to the organization representative on the Great Basin MAC group. This strategy allows the MAC group to monitor the number and types of safety review teams they have in their field. All FAST teams will receive a delegation of authority from the MAC group that specifies the objectives and scope of their mission.

A national FAST can be ordered through the National Interagency Coordination Center and authorized through the National MAC group if qualified personnel are not available in the Great Basin.

22.10 - FIRE SECURITY POSITIONS. The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

22.10.1 - SECURITY SPECIALIST 1.

A. Security Specialist 1 is a qualified Peace Officer, Law Enforcement Officer, or Commissioned Officer. Security Specialist Level 1 (SEC1), per the National Mob Guide, is authorized or equipped to make arrests or serve warrants and is agency certified.

B. Peace Officers, Law Enforcement Officers, and Commissioned Officers who fill the Security Specialist 1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies.

C. The following is a comparison of equivalent ratings among agencies. However, when actually ordering, ensure that the individual is certified at the level specified (i.e., Security Specialist 1).

SEC1: USFS: Law Enforcement Officer
BLM: Ranger/Agents
BIA: Commissioned Officers
NPS: Commissioned Officers
FWS: Refuge Officers

22.10.2 - SECURITY SPECIALIST 2.

A. A Security Specialist 2 has, at a minimum, Forest Service Level 2 Law Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems. (FS Level 2 Qualifications may change in the next couple of years)

B. Security Specialist 2 (SEC2) is not authorized or equipped to make arrests or serve warrants, but is agency certified.

22.11 - HUMAN RESOURCE SPECIALIST. The following applies to incidents on USDA-Forest Service lands only. A Human Resource Specialist will be ordered for Forest Service incidents with 300 or more people. Incident Commanders should evaluate the need for this position on incidents with less than 300 people and order one if needed.

22.12 - UNION REPRESENTATIVES. Incident Commanders of Type 1 and Type 2 Incident Management Teams are responsible for notifying the applicable Coordination Center via the unit dispatch center when a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire. The Coordination Center will notify the Regional

Dispatcher, who in turn will notify the Regional Union Vice-President. Notification will include the fire name and the name of the Incident Commander.

22.13 - COST UNIT COMPUTER APPLICATION.

22.13.1 - GENERAL CONSIDERATIONS.

Incident Cost Accounting and Reporting System (ICARS) is a computer application that has been developed for use on fires. Advantages to using the computer applications include:

- Provides support for cost share arrangements.
- Improves the accuracy of Incident Cost Reports.
- Provides timely analysis of fire costs for the IC to make more informed decisions.

22.13.2 - ORDERING OF COST UNIT PERSONNEL. Personnel needed to adequately operate the ICARS are a Cost Unit Leader (COST) or Cost Specialist (THSP). The Cost Specialist will be dispatched with the required computer hardware and software. Orders will be processed through regular dispatch channels through the appropriate coordination center.

The cost unit positions should be ordered early in the incident, since it is much easier to gather information from the beginning, rather than trying to retrieve it at a later date. When possible, a Cost Specialist Trainee should also be ordered to facilitate qualifying additional personnel.

22.14 - GREAT BASIN TRAINEE PROGRAM.

Purpose

The Great Basin Trainee Program (GBTP) is a process to equitably identify and assign single resource trainees incidents. The majority of formal opportunities will be associated with the activation of Type 1 and 2 Incident Management Teams (IMT's). "Pre-designated" trainees shall be assigned to all Type 2 and 2 IMT's. This process must be successful if the pool of qualified, available resources is to be maintained in the Great Basin.

Goals

- 1.) Provide quality training assignments and subsequently ensure a continuation of a well trained interagency fire management organization.
- 2.) To promote on-incident training expertise and mentoring skills.
- 3.) To provide fair and equitable training opportunities to all employees of the interagency wildland firefighting community in the Great Basin.

Roles and Responsibilities

A. Role of incident Management Teams (IMT's). The Incident management Team must ensure that meaningful training opportunities exist. The IMT's will request pre-designated trainees through normal dispatch channels. Teams should continually look for training opportunities. The only two occasions when teams should not request trainees is when:

- No fully qualified individual, in the same trainee related position, is available to directly oversee the requested trainee.
- Insufficient time exists prior to demobilization in order to provide a quality training assignment.

Incident Commanders are responsible for maintaining an initial compliment of trainees. Initially there should be eight (8) trainee requests with each Type 1 IMT and six (6) trainee requests with each Type 2 IMT. Teams should make significant attempts to fill trainee positions that have been identified as critical

positions. These critical positions (often unable to fill) are identified annually by the Great Basin Coordination Centers. Additional trainees (with task books properly issued) should be ordered from the incident jurisdictional units when possible.

All team members have a long term responsibility to identify a potential future replacement for themselves. Each team member should also possess or acquire mentioning skills sufficient to provide leadership, task book administration and a quality trainee experience.

B. Role of the Incident Training Specialist. The Incident Training Specialist is responsible for tracking individual training assignments, on-incident follow-up and final documentation of the assignments, analyzing the overall incident situation and suggesting opportunities for additional trainees when it appears appropriate. Consider additional assistance when more than 15 trainees per Training Specialist are requested by the incident.

C. Role of the Great Basin Coordination Centers (GBCC's). The Great Basin Coordination Centers will maintain a list and report annually on the types of positions the area most consistently is unable to fill. If a Coordination Center determines that no trainees are available for a specific position, the Coordination Center can request a trainee through the National Interagency Coordination Center (NICC). However, prior to going to NICC, the Coordination Center should attempt to pass this intention back to the incident to determine if they still want the position filled. Due to the shared Type 1 IMT team with Rocky Mountain, it may be suggested that the Rocky Mountain area be contacted first.

Coordination Centers will honor trainee name requests under the following conditions:

- 1.) The requested name is pre-identified as a primary trainee who has become available after the team was mobilized, **or...**
- 2.) The requested name is pre-identified as an alternate trainee associated with the IMT, **or...**
- 3.) The requested individual is in a position that has been determined to be a difficult position to fill ("critical need") **and** the requestor has determined that the individual is truly available for the trainee assignment.

If these criteria are not met, the request position will be filled based on standard dispatch procedures.

D. Role of the Agency. Each Agency will identify and prioritize qualified trainees by position, meeting specific Agency needs with Line Manager's concurrence and approval. This list of prioritized trainees will be provided to the Agency's Board Representative who provides oversight for each interagency dispatch center jurisdiction. The Board will re-prioritize the Agencies' lists in order to insure fair and equitable trainee representation for each agency. Each Dispatch Center Board will prioritize the trainee list and present it to the dispatch center prior to June 1st.

E. Role of the Interagency Dispatch Centers. Each Interagency Dispatch Center will compile a complete list of qualified trainees by position. Dispatch Centers will pass the Board prioritized list and the complete trainee list to the respective Coordination Centers by June 1st. Dispatch Centers should attempt to fill trainees from their Board prioritized list whenever possible. They should also notify their respective Coordination Center when a trainee has become fully qualified or long term unavailability has been determined.

F. Role of the Trainee. Each trainee will make every effort to make themselves available for training assignments and notify dispatch centers in the event they become fully qualified/certified or they become unavailable for an extended period of time.

22.15 - REPORT OF SERIOUS INJURY OR DEATH OF A NATIVE AMERICAN FIREFIGHTER. These special instructions will follow the same channel back to the incident. The following applies to these situations:

- The Incident Management Team will notify the appropriate Great Basin Coordinator immediately with the name

of the individual, crew name, home unit, and the situation.

- The Coordinator will notify the home unit with the information received from the incident. The home unit will notify the local tribal officers of the situation.
- The tribal official will notify the family and receive special instructions on how the family wishes this injury or death to be handled.

23 - EQUIPMENT/SUPPLIES. See National Mobilization Guide. The Great Basin Coordination Centers are responsible for coordinating the ordering and movement of equipment and supplies for internal and external requests within their areas. **All** equipment and supplies ordered via resource order will be ready for line use.

23.1 - MOBILIZATION.

23.1.1 - ORDERING PROCEDURES. In addition to those identified in the National Mobilization Guide, procedures for supply orders for all agencies are as follows:

A. Orders for National Fire Equipment System (NFES) supply items for incident use can be ordered directly from the GBK for Type 1 and 2 incidents, with the approval of the incident's hosting unit. Expanded dispatch would not be involved in ordering cache items, however, incident and expanded dispatch personnel would be required to coordinate assigning of "S" numbers.

B. Orders NFES supply items for incident use can only be ordered by approved dispatch centers or expanded dispatches, following established dispatch channels.

C. Replenishment orders, as well as orders for other than Type 1 or 2 incidents will follow appropriate dispatch channels.

D. All supply orders should be sent via fax machine, with receipt confirmed through a phone call.

E. If resource order requests are unable to be filled by GBK, the incident will be contacted and after conferral, the request will either be killed or forwarded by GBK to the closest NFES cache that is able to fill the request.

Resource orders shall:

1. Have a realistic date and time.
2. Be consolidated and prioritized by ordering offices.
3. Reflect standard packs and unit of issue as identified in the NFES Catalog and contain correct NFES numbers.
4. Contain transportation and delivery instructions. Include complete mailing address (no P.O. Boxes) and/or with map, etc.
5. Be limited to only those items identified in the NFES Catalog, Parts 1 and 2.
6. Have a BLM accounting code, Incident order number and name. Orders placed to GBK by non-BLM agencies will be defined in one of two categories:

CACHE RESTOCK ORDERS: These are orders for smaller incidents where no BLM resources were mobilized, but a BLM incident number is required to process a cache restock order. They will be filled by GBK and sent to the ordering unit, who will use items to replenish local cache stocks. Tracking, issuing and accounting of these items will be the responsibility of the ordering unit. THE SAME BLM# will be used throughout the calendar year for these types of orders. Order numbers for each incident could be different, with only the BLM incident numbers remaining the same.

ON GOING INCIDENTS ORDERS: These orders will be filled by GBK and sent directly to a specific incident. These orders will go to those incidents with potential to grow beyond the tracking and accounting capabilities of the local unit. GBK will retain responsibility for tracking, issuing and accounting (through incident summary reports) of supplies sent to these incidents. A BLM# must be assigned by the ordering dispatch center before GBK can process these orders.

F. Priority/critical requests, primarily to meet an extreme need, should be placed on a separate order form.

- G. GBK will process orders in the following priority: initial attack, project fires, and restock of local caches.
- H. At Great Basin Preparedness levels 4 and 5, GBK may, in conjunction with Geographic Area Coordinators, discontinue filling orders other than those directly related to emergency incident support.
- I. If an incident moves the ICP or Base Camp, GBK must be notified **immediately** with the new directions and maps provided to facilitate timely planning and delivery.

23.1.2 - NATIONAL INTERAGENCY SUPPORT FIRE CACHE. GBK at the National Interagency Fire Center (NIFC), in Boise, Idaho, is the primary cache for Great Basin units.

A. EGBCC and WGBCC place orders directly with GBK, at Boise, ID. If GBK is unable to fill the orders, the appropriate Coordination Center will place the order with NICC.

B. All Great Basin dispatch centers and expanded dispatch offices have the authority to order directly from GBK for all NFES items carried. All orders will be sent directly GBK's Supply Office via hard copy, or fax at (208) 387-5573.

C. The Great Basin Coordination Centers retain the option to allow other units to place orders direct to GBK or require all units to place orders back through the appropriate Coordination center in overload situations.

D. Supply resource orders from NICC or National Interagency Support Caches for supplies will be placed and processed with GBK.

E. Overhead resource orders for cache personnel to and from the GBK will be processed through Boise Interagency Logistics Center (BILC).

23.1.3 - INCIDENT SERVICE AND SUPPLY PLAN. See Section 25 in the Interagency Incident Business Handbook for specific documents to be included in the service and supply plan.

1. Once a private piece of equipment has been hired "agency identifier" in block 12 will be designated as the State where the contractor is based, and (e.g., NV-PRI) this will serve to identify to the receiving unit that a piece of private equipment is filling the request rather than an agency resource.

2. The use of vendors who show up on incidents without being ordered (Fire Chasers) should be discouraged. Some situations may dictate the use of fire chasers to meet an immediate need, but these units should be replaced as soon as practical with equipment provided through normal dispatch/hiring process.

A. Emergency Equipment Rental Agreements. The Great Basin Emergency Equipment Rental Rates are outlined in Chapter 20 of the Interagency Incident Business Management Handbook. In order to avoid duplication of effort and to insure that federal agencies are not in competition with each other, only one agency in each geographical area should be performing pre-season sign up of equipment. Engines, Tenders and Buses - The Government intends to issue Emergency Equipment Rental Agreements for engines, tenders and buses as a result of a Request for Quotations. The specifications (equipment and certifications of training and physical fitness) will become terms of the agreement for equipment signed up under the request for quote. Dispatch centers will be given a list of all equipment signed up under the request for quotes. The list will show location of business and price. Orders for Emergency Equipment Rental Agreements will be placed with the dispatch center for the address listed on the agreement. When a dispatch office receives an order for equipment, the order should be filled from the list based on price, location of equipment and past performance. The Government may issue an order to other than the lowest quote, waive minor informalities or irregularities, or elect not to place orders against the agreement. See National Mobilization Guide, Chapter 23.7 for priorities.

B. Zone of Influence. The service and supply plan shall include all equipment rental agreements from all

agencies within the unit's zone of influence. Zone of influence is that area in which you would consider contract equipment as closest resources, regardless of administrative boundaries.

C. Once a private piece of equipment has been hired "agency identifier" in block 12 will be designated as the State where the contractor is based, and (e.g., NV-PRI) this will serve to identify to the receiving unit that a piece of private equipment is filling the request rather than an agency resource.

D. The use of vendors who show up on incidents without being ordered (Fire Chasers) should be discouraged. Some situations may dictate the use of fire chasers to meet an immediate need, but these units should be replaced as soon as practical with equipment provided through normal dispatch/hiring process.

23.2 - DEMOBILIZATION. See National Mobilization Guide.

A. Demobilization Procedures.

1. The use of cache demobilization specialists (CDSP) is strongly encouraged on all incidents in the Great Basin with more than 500 personnel (from ICS-209 at full mobilization).
2. Resource orders will be initiated by the incident or the unit through appropriate channels for a CDSP that would report to the Logistics Section Chief or unit Fire Management Officer.
3. The position will assist in the return of supplies, and provide advice in the handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, documentation, and can place supplies in an available status quickly.

B. Property Return Accountability. Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of the incident use and dispersed in one of three ways.

1. Items meeting NFES standards will be returned to the local or geographical area cache for re-use within the fire supply system.
2. Items NOT meeting the prescribed NFES standards will either be purchased with project funds by the local unit if the items are needed for program use, or
3. Will be delivered to the unit's excess property program for disbursement.

C. Cache Return Procedures. Timely returns increase the logistical capabilities of the cache. Returns for credit should be received within 30 days after the control date of an incident.

1. Standard NFES Items. GBK will process returns of NFES items and credit the appropriate incident. Correct incident name, number and accounting codes must accompany all returns.

2. Categories. Recognized categories of supplies for return and accounting purposes include:

TRACKABLE - Those items that a cache may track due to dollar value, sensitive property classification, limited quantities available or other criteria set by each geographic area cache. Items that are considered trackable within GBK's inventory are either engraved or tagged with a cache identification number starting with GBK. These items must be returned to GBK at the end of the incident use, or documentation must be provided to GBK in the form of a Property Loss/Damage Report (OF-289, NFES #1864).

DURABLE - Those cache items considered to have a useful life expectancy greater than one incident. High percentages of return for these items are expected. Acceptable Fire Loss/Use Rates for the following durable goods have been established:

10% Loss/Use Rate -- water handling accessories, helicopter accessories, tents, camp items (heaters, lights, lanterns, tables, chairs, etc.)

20% Loss/Use Rate -- hose, tools, backpack pumps, sleeping bags, pads, etc.

30% Loss/Use Rate -- Personal Protective Equipment

CONSUMABLE - Those items normally expected to be consumed during incident use. Examples: batteries, plastic canteens, cubitainers, forms, MRE's, fusees, hot food containers, petroleum products, and medical supplies.

The NFES catalog identifies the appropriate category for each item to assist in management of supply returns.

3. Supply Reports. Outstanding items reports may be requested from GBK to assist in identifying outstanding supplies for return.

Fire Loss/Use Rate reports will be compiled by GBK and forwarded to the responsible Agency Administrator within 60 days of the close of the incident. See NWCG NFES Catalog for procedures and information regarding this report.

4. Returns Credit -- Non-incident. To correctly credit appropriate funds when returning items to GBK, the following procedures are in effect:

Returns for credit to specific project accounts will be accomplished within the same calendar year that items were issued.

Items returned after the calendar year of issue will be credited to the agency's multiple fire account, unless accompanied by documentation of issue to specific project accounts.

23.3 - NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES. See National Mobilization Guide.

23.3.1 - NFES ITEMS IN SHORT SUPPLY . See National Mobilization Guide.

23.3.2 - FIELD OFFICE REPLENISHMENT DURING FIRE SEASON. Agencies will use the Resource Order form to place replenishment orders directly to GBK. Replenishment orders must be the result of fire suppression activities and have the appropriate fire suppression fund code. Miscellaneous "ABC" fires may be consolidated for ordering purposes to facilitate unit and cache procedures. Resource Orders must be submitted no later than 30 days after fire closeout. The cache will make every effort to fill all restock orders prior to the end of each calendar year; however, back orders for cache restock will be canceled at the end of the calendar year. This will allow for close-out of incident specific fiscal charges.

23.3.3 - FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON. GBK will normally accept orders only for non-GSA or specialty/sole source items (i.e., kits, Publications Management System items), submitted by requisition or purchase order.

Preparedness or orders outside of fire season should be submitted to GSA or other sources of supply as appropriate. This avoids duplicate transportation and handling costs.

23.3.4 - INCIDENT REPLACEMENT. See National Mobilization Guide. The Incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a Type 1 or Type 2 incident management team is assigned. The SPUL approves replacement requests based on Engine Accountability

sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.
- If equipment and supplies are unavailable at the incident for replacement. AND the requesting resource is being demobilized, an Incident Replacement Requisition (NFES #300) will be completed by the Supply Unit and forwarded to the servicing geographic area cache.
- All national geographic area caches will accept Incident Replacement Requisitions.
- Authorized approvals and signatures MUST be included on the requisition. For Type 1 and 2 incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chiefs, Support Branch Director, Incident Commander or Agency Administrator or Representative.
- Completed forms may be taken back to their home unit and submitted to their servicing unit.
- If the servicing geographic area cache is unable to fill the request, (i.e., unstocked items), that cache will forward the request to the closest geographic area cache that stocks the items.

23.3.5 - INCIDENT REPLACEMENT: TYPE 3 & 4 INCIDENTS. The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type 3 and 4 incident. The agency representative approves replacement requests based on Engine Accountability sheets or other fire equipment documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.
- If equipment and supplies are unavailable at the incident for replacement. AND the requesting resource is being demobilized, an Incident Replacement Requisition (NFES #300) will be completed by the Incident Commander and forwarded to the servicing geographic area cache.
- All national geographic area caches will accept Incident Replacement Requisitions.
 - Type 3 and 4 incident approvals are limited to the Agency Administrator or Representative (i.e. Fire Management Officer).
 - Replacement orders must be placed within 30 days of control of the incident, and before the end of the calendar year ordering cut-off (mid-December).
 - Resources may take completed forms back to their home unit and submit to their servicing unit.
 - If the servicing geographic area cache is unable to fill the request, (i.e. unstocked items), that

cache will forward request to closest geographic area cache that stocks the items

- GBK will not process incident replacement requests without authorizing signature(s).

23.3.6 - CACHE VAN PROCEDURES. Cache vans are designed to meet the initial support/incident base needs of Type 2 or larger incidents for one to two operational periods. They are not intended to be an all-inclusive tactical resource, or to be used in multiple initial or extended attack situations. If a van is available and deemed to be a necessary resource for tactical requirements in other situations, discussion and negotiation may take place between the unit FMO and appropriate coordination center for possible assignment. There are two (2) different configurations of vans: a national standard (NFES #2069) and a geographic area enhanced cache van (NFES #9069). The contents of the Great Basin van reflect the initial large incident management needs of the Great Basin area teams, in addition to the minimum standards identified in the national standard. National vans #2069 will be used to fill out of geographic area resource order requests. Contents of the Great Basin vans are available at: www.blm.gov/gbk/vancont.htm.

NOTE: This pertains only to those vans owned by the GBK that are pre-positioned in field locations. Please be aware that there are some locally owned vans that do not necessarily fall under these procedures.

Ordering for pre-position. Call the cache for discussion on the best means of filling.

Ordering for incident use procedures. All cache van commitments and movements will require a resource order. Unless otherwise discussed with the appropriate coordination center, units with vans pre-positioned at their location will fill requests with that pre-positioned van.

When a cache van is committed or moved to an incident from its pre-positioned location, the local dispatch will place a "Supply Order" through the appropriate coordination center to be passed to the GBK. This enables GBK to commit the van and issue the contents and their value to the appropriate incident.. (Movement of the cache van from its assigned location to the incident, to GBK for rebuild, and back to its assigned location will be charged to the incident that originally ordered the movement of the van.) **When determining date and time needed, ensure that appropriate lead time is allowed to have team personnel or and agency representative in place at the delivery point to unload the contents.**

The coordination center receiving the order will pass the order directly to GBK if it involves a Great Basin Cache Van. These are geographic area resources and the order does not need to be passed to NICC. If GBK is out of cache vans, the coordination center will place the order with NICC for a van from another geographic area.

When the cache van arrives at the incident, it should be unloaded and returned to the GBK to be rebuilt and ready for re-use. Any deviation from this procedure must be negotiated in advance with the GBK.

Replacement of committed Great Basin Cache vans will be automatically performed by GBK. Vans will be pre-positioned at the same location from which the dispatch was made, unless Coordination Centers request a different location.

23.4 - NATIONAL INCIDENT RADIO SUPPORT CACHE. See [National Mobilization Guide](#).

23.4.1 - MOBILIZATION. See [National Mobilization Guide](#).

23.4.2 - DEMOBILIZATION. See [National Mobilization Guide](#).

23.4.3 - DEDICATED RADIO FREQUENCIES. See [National Mobilization Guide](#).

23.5 – ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT (ATMU).

See [National Mobilization Guide](#).

23.5.1 – REMOTE AUTOMATIC WEATHER STATIONS (FRWS).

See National Mobilization Guide.

23.6 - NATIONAL CONTRACT MOBILE FOOD SERVICE AND SHOWER UNITS.

See National Mobilization Guide.

23.6.1 - MOBILIZATION. See National Mobilization Guide.

23.6.2 - REASSIGNMENTS. See National Mobilization Guide. Requests to reassign contractors will be placed by the local unit to the GACC..

23.6.3 - DEMOBILIZATION. See National Mobilization Guide.

23.7 - CONTRACT ENGINES. See National Mobilization Guide. Also see the Great Basin Mobilization Guide, Chapter 70, Subsection 75.

23.8 - COMMISSARY. See National Mobilization Guide.

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24 - AIRCRAFT.

****Safety is the paramount consideration for aircraft use****

Aircraft may be used for a wide range of activities, including point-to-point transport of personnel, equipment and supplies. Tactical use may include applications such as retardant delivery, helicopter logistical and tactical support, air tactical and lead plane operations, suppression or pre-suppression reconnaissance, helitorch operations, etc.

24.1 - MOBILIZATION. See National Mobilization Guide.

Unit requiring aviation services other than those assigned to them, available through pre-approved agreement, or within their dispatch boundaries, must order additional services through the appropriate Coordination Center. The Center will coordinate aircraft assignment and utilization within the Great Basin. The control of aircraft assigned to a unit will remain with the local unit. In situations where a Great Basin Multi-Agency Command (MAC) group has been formed, the MAC will coordinate with Great Basin Coordination Centers and local units on allocation and prioritization of resources.

24.1.1 - AIRCRAFT SOURCES. Sources for aircraft include agency-owned aircraft; exclusive-use or call-when-needed (CWN) contract aircraft. Rental aircraft are signed up by the Office of Aircraft Services (OAS) under Aircraft Rental Agreement (ARA), by the USFS under a Blanket Purchase Agreement (BPA) or by state agencies through local agreements. Cooperator and military aircraft may be utilized provided an agreement and approval are in place. Use of active military aircraft by federal agencies is coordinated by NICC.

A. Carding/Approval. All aircraft and pilots must be approved and carded by either OAS or USFS. Aircraft and pilots requiring "special use" endorsement require inspection by a USFS or OAS authorized inspector. Typically special Use is defined as anything other than point to point transport.

Twin Otter aircraft operated by US Forest Service Intermountain Region will have the following minimum crew requirements:

Smokejumper/Paracargo Missions:

One fully qualified pilot-in-command and a trained spotter/loadmaster approved by the Regional Aviation Officer (RAO) or his designee, who occupies the right seat during takeoff and landing on all smokejumper/paracargo missions. (Required training for right seat Spotter/Loadmaster are set forth in FSM 5714.3, Exhibit 01)

All other flights:

A qualified, properly carded two pilot crew.

B. Flight Crew/Aircrew Orientation. The local unit is responsible for providing an aviation briefing to:

- All aviation resources
- Air operations personnel on Incident Management Teams
- Aviation Safety Assistance Teams (ASAT)
- Fire and Aviation Safety Team (FAST)

The briefing of non-local aviation resources, including Type 1 and 2 IMTs, should include, but is not limited to the following:

- Local Administrative Procedures; meals, lodging, timekeeping, flight payment document procedures, etc.
- Airport Procedures
- Specific Fire, Fuel, and Fire Behavior Conditions and Information
- Aerial hazards: Provide maps of Military Training Routes (MTR's); Special Use Airspace (SUA's); Temporary Flight Restrictions (TFR's); Aerial obstacles in fire area; Contact procedures prior to entering a SUA; and TFR's
- Weather (Current and Forecast)
- Crew/Aircraft information sheets (See IHOG or IATBOG)
- Aircraft Status Summary
- Flight Following Procedures
- Local Information (Fueling, Water Sources, Sunrise/Sunset Times, etc)
- Radio Frequencies, Map Sets, and Warehouse Supplies

24.1.2 - DEFINITIONS AND GENERAL PROCEDURES. Informational needs, flight following and resource tracking methods, aircraft and/or pilot carding, and required management approvals differ between point-to-point and special use type flights. In order to identify the type of flight, as well as the difference between flight following and resource tracking, the following definitions and general procedures have been established.

A. Point-to-Point Flight. Typically, flights originate at one developed airport/heliport, with the flight route being direct to another developed airport/heliport. Leaving one airport/heliport, doing reconnaissance, and landing at another airport/heliport is not considered point-to-point. Point-to-point flights include logistical flights to move aircraft, crews, overhead, equipment, or supplies.

When planning to deviate from a direct route for aerial surveillance or other reasons, the deviation must be specified, documented and relayed to the scheduling dispatch office in advance.

Except in an emergency or at the direction of an air traffic control facility, there shall be no deviation from the submitted flight plan while enroute unless the agency representative aboard the aircraft reports the amended flight plan to a designated point-of-contact.

Within the definition of point-to-point flights, there is an important distinction that must be made:

1. Non-Administrative Flights. These are flights conducted solely to transport persons and/or cargo as a result of a resource order. These include logistical flights to move aircraft, crews, overhead, equipment, or supplies.

2. Administrative Flights. These include point-to-point flights which are not mission-oriented or tactical in nature. They do not require the use of a resource order, however, flight request form 9400-1a is required. Utilization of a cost comparison form may be necessary. Scheduling, flight information dissemination, flight following, and post-flight disposition of aircraft will remain the responsibility of the scheduling unit and will remain so until transferred through a confirmed hand-off of responsibility to another office or facility. This hand-off shall be documented.

B. Special Use Mission Flights. These flights are defined as all flights **other than** "Point-to Point" flights. As such, special use flight requires work to be performed in the air (for example, aerial retardant/water delivery, reconnaissance, etc.) or through a combination of ground and aerial work (for example, delivery of personnel and/or cargo from helibases to undeveloped landing areas). Certain special use flights may require a project safety plan (Refer to appropriate agency guide, handbook or approved Unit Aviation Plan).

C. Flight Following. Flight following is the knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. **A Flight Request/Schedule (See National Mobilization Guide, 28.4) and flight following are required for all flights.** A written flight schedule using the standard Flight Request/Schedule form is required for all flights, except for aircraft on initial attack mission flights, such as air tankers, lead planes, jumpships, helicopters, air tactical and single engine air tankers. The flight schedule will be passed electronically from the sending to the receiving unit. Confirmation that the flight plan was received will be done via telephone to ensure positive hand-off.

Ensuring flight following procedures are implemented is the responsibility of the pilot/flight manager/chief of party. The methods of flight following are: 1 - FAA IFR flight plan, 2 – FAA VFR flight plan, or 3 - Radio check-in with the agency at pre-established intervals, generally not to exceed 15 minutes, **for all mission-tactical flights occurring between geographic units/areas as the result of an "A" request on a resource order.** In addition, pilots that choose to flight follow with the FAA, either IFR or VFR, **must confirm their arrival by telephone or radio.**

One, or a combination of two or more flight following methods must be documented on the Flight Request/Schedule (See National Mobilization Guide, 28.4) for all non-mission flights. The pilot and scheduling dispatch will concur on the appropriate flight following method. Flight following through the FAA (either IFR or VFR) shall be required unless otherwise approved by the Scheduling Office. (Mission-tactical aircraft ordered as an "A" request on a resource order will be flight followed via radio check-in, when working within the unit's area, or telephone/radio arrival confirmation.) Flight following options are depicted in Table 24-1.

- 1. FAA IFR.** IFR flight plans shall be filed, activated upon departure, and closed upon arrival. An FAA Instrument Flight Rules (IFR) flight plan is required when flying into known or forecasted Instrument Meteorological Conditions (IMC). An IFR flight plan may be filed at pilot discretion in other cases.
- 2. FAA VFR with Check-In.** VFR flight plans shall be filed, activated upon departure, and closed upon arrival at destination. If an FAA Visual Flight Rules (VFR) flight plan is used, then a radio check-in every 60 minutes or less to an FAA facility is required.
- 3. Agency Radio Check-in with pre-established check in times (every 15 minutes for mission flights).** If an FAA IFR flight plan is not required, and an FAA VFR plan is not feasible, an agency radio check-in plan may be filed. The pilot/flight manager/chief of party must be capable of maintaining radio contact with an agency dispatch center at intervals specified in the flight plan, but not to exceed the 15 minute maximum identified in Subsection 24.1, Point 2.D.
- 4. Telephone/Radio Arrival Confirmation.** Confirmation is completed when an aircraft is contacted via radio or the receiving dispatch center is called via telephone upon arrival at the airport. Aircraft ordered as an "A" (aircraft) request on a resource order and which are not located on the local unit will be tracked by telephone/radio arrival confirmation. The receiving unit will notify the sending unit (via established channels) **immediately** when they have established radio contact with the incoming aircraft or otherwise obtained operational control of the aircraft. Aircraft will be considered overdue when 30 minutes have elapsed from the ETA provided on the resource order and contact has not been established.
- 5. National Flight Following Frequency.** National flight following frequency is **limited to flight following information only.** Relay of tactical information or fire reports must be performed on local unit frequencies. Standard information on initial contact is: Aircraft ID, souls on board, current location, direction of flight, destination and ETA.

D. Resource Tracking. In order to achieve cost-effective movement of resources, utilization of aircraft, and to maintain positive control of resources, scheduling and/or ordering offices may request the government representative on board an aircraft (i.e., Chief-of-Party, or if no passengers, the Pilot) to relay flight status information at designated intervals or points along the route.

1. These notifications are performed not for flight following purposes, though they may in fact accomplish such. They are performed to coordinate changes in assignments, flight plan, or update time frames for mission completion. They may be performed via radio or phone calls to dispatch offices identified on the Flight Request/Schedule.

The method of resource tracking will be planned and documented on the Flight Request/Schedule. The decision to implement resource tracking is optional, and is at the discretion of the Scheduling Dispatcher and/or Coordination Center.

E. Overdue Aircraft. An aircraft is considered overdue when 30 minutes have elapsed since the last scheduled flight following check-in.

F. Missing Aircraft. An aircraft is considered "missing" when it has been reported to the FAA as being "overdue" and the FAA has completed an administrative search for the aircraft without success.

G. Single Engine Aircraft IFR & VFR Restrictions. IFR limitations are generally associated with weather and night flight. Night flight restrictions limit single engine aircraft from taking off prior to 30 minutes before sunrise and later than 30 minutes after sunset. These regulations apply to all single engine aircraft unless specific Agency policy allows them to operate or Agency approval is procured. Alaska single engine PC7 aircraft are authorized to fly after official sunset from the fire to the closest approved base.

24.1.3 - AIRCRAFT SELECTION FACTORS. When selecting aircraft, several factors will be taken into consideration to determine the best aircraft for the mission. They may include but are not limited to:

- **Day/Night** A multi-engine IFR approved aircraft and pilot are required whenever a flight will be conducted within the period commencing 30 minutes after official sunset to 30 minutes before official sunrise.
- **IFR/VFR** Use an approved multi-engine, IFR rated aircraft and pilot whenever the flight will be or is expected to be in Instrument Meteorological Conditions (IMC).
- **Passengers** Ensure the aircraft can haul the weight of the passengers and baggage. Remember that weight and in some cases bulk, are usually the limiting factors, not necessarily the number of seats.
- **Cargo/Cubes** Is the aircraft large enough to accommodate both the weight and cubes of the cargo? Will the cargo fit through the aircraft door?

- **Distance/Speed** If the trip is short, aircraft speed is less significant. As distance increases speed becomes more important (i.e. a faster, more expensive aircraft may accomplish a mission at a lesser cost).
- **Runway Length** Is the runway length, surface and condition adequate for operations?
- **Elev./Temp.** Density altitude must be taken into account. Airport elevation and temperature affect takeoff/landing distances and degrade aircraft performance.
- **Airport Info.** Great Basin Area: See Chapter 80 of the Great Basin Mobilization Guide.

24.2 - DEMOBILIZATION. See National Mobilization Guide. Aircraft will be released on the same order and request number used to mobilize the resource.

24.3 - FLIGHT MANAGEMENT PROCEDURES . See National Mobilization Guide.

AIRCRAFT OPERATIONS NEAR AIRPORTS

Sterile Cockpit rules will be in effect within a 5-mile radius of the airport. The flight crew will perform no radio or cockpit communication during that time that is not directly related to safe flight of the aircraft from beginning taxi (or reporting "rolling") to 5 miles out and from 5 miles out until after landing and clearing the runway. Normally this would consist of reading checklists, communication with Air Traffic Control (ATC), Flight Service Stations, Unicom, or other aircraft with the intent of ensuring separation from other aircraft or complying with ATC requirements. Communications can be accomplished when the radio panels can be isolated and do not interfere with flight operations of the pilot.

Exception: When conducting firefighting missions within 5 miles of an uncontrolled airport, maintain sterile cockpit until departing the traffic pattern and reaching final altitude. Monitor CTAF frequency as soon as practical upon leaving the fire and returning to the uncontrolled airport. When conducting firefighting missions within Class B, C, or D airspace, notify dispatch that ATC communications will have priority over dispatch communications.

24.3.1 - FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FLIGHT FOLLOWING PROCEDURES FOR POINT-TO-POINT FLIGHTS.

A. Applicability. These are flights which meet the definition of point-to-point flight and which are ordered through a coordination center, **or** flights that result from an order placed by a coordination center and which move across geographical area or unit boundaries.

1. Resource Order: Use a resource order form to order an aircraft when the control of the aircraft is being relinquished to the ordering unit.
2. Flight Request: Use a Flight Request/Schedule form when the aircraft is remaining in the control of the sending unit, e.g. transport of personnel/ supplies/ equipment to an incident and returning. **Travel information shall be sent via a Flight Schedule to the appropriate coordination center when charter aircraft are being used.**

B. Purposes. The overall purpose is to clarify and standardize procedures for users of the Great Basin Mobilization Guide.

1. **Safety and Welfare of the Flight Crew and Passengers.** To provide for a timely rescue of the survivors in the event of a mishap.
2. **Resource Tracking/Utilization.** To facilitate cost-effective transportation of resources, and maintain positive control of those resources.
3. **Administrative Processing.** To ensure proper documentation of flights for financial payment and statistical purposes.

C. Roles and Responsibilities. The roles and responsibilities of various levels of the dispatch organization (local, Coordination Center, NICC) relative to flight scheduling, flight following, and resource tracking may vary with each situation. However, there are basic responsibilities which are standard for the Geographic Area Coordination Center, the Local Unit Dispatch Office, the Scheduling Dispatch Office, the Pilot, and the Destination Dispatcher. These are detailed below.

The decision as to which unit (local or Coordination Center) is the Scheduling Dispatch Office should be based on common sense that allows for the **most effective** coordination possible. This decision is negotiable between the Coordination Center and/or the local unit(s) involved.

When USFS rental agreement aircraft are anticipated to be utilized by a Coordination Center, the following actions will be taken:

1. Contact will be made between the Coordination Center and the local dispatcher to determine:
 - a. Approval of contracting FS unit for Center to use a particular agreement.
 - b. If use will conflict with local needs, and,
 - c. Who will be the Scheduling Dispatcher.
2. Centers, if unable to contact the local dispatcher through normal methods and within a reasonable time frame, must pass the vendor by and go to the next logical area to hire an aircraft with notification/approval of the FS Dispatch.

To facilitate the above, the following applies:

1. Coordination Center personnel are to be authorized for each use of USFS rental aircraft agreements. A list of all aircraft on these rental agreements will be supplied to Centers for their information;
2. The Contracting Officer's Representative (COR) remains at the local level;
3. Billing and cost reconciliation will be performed at the local level.

The above does not apply to aircraft ordered off of the OAS Source list.

1. Great Basin Coordination Centers.

- a. Evaluate most effective means of transportation in response to orders received and filled; attempt to meet ordered time frames except when excessive costs would be incurred or safety compromised.
- b. When role of Scheduling Dispatch is being performed by a local unit, the Center receives Flight Request/Schedule from that unit and relays the schedule to all involved offices (enroute Dispatch units, NICC, receiving unit Dispatch) as appropriate. When appropriate, relays flight information (check-ins, updates) to units outside the Great Basin through normal dispatch channels (for example, GBCC to NICC).
- c. When assuming the role of Scheduling Dispatch, the Center shall fulfill all responsibilities of the Scheduler as outlined in Subsection 24.3.1.C.3 (below). The Coordination Center shall also notify the local unit of the Center's intent to utilize the aircraft within the local unit's jurisdiction.

2. Local Unit. When the local unit dispatch office assumes the role of the Scheduling Dispatch Office, they

shall fulfill the role and responsibilities outlined in Subsection 24.3.1.C.3 (below).

3. Scheduling Dispatch Office. This unit is responsible for the entire mission, to include scheduling, dissemination of flight information bulletins, documentation of flight following method, resource tracking, negotiation of post-flight disposition of aircraft, and processing of payment documents. Specific duties and responsibilities are:

- a. Schedules the proper aircraft to perform the assigned mission safely and cost-effectively.
- b. Maintains responsibility for all aspects of the flight unless confirmed hand-off to another dispatch office occurs. Documents this hand-off in writing. Flights to locations outside the geographic boundaries of the Great Basin shall in all cases be handed off to the Coordination Center.
- c. Completes preliminary Flight Request/Schedule (See 24.3.1.D).
 - (1) Discusses preliminary Flight Request/Schedule and manifest with vendor and/or Pilot to make any necessary adjustment and ensure the flight will be accomplished as planned.
 - (2) For all flights, transmits Flight Request/Schedule to the appropriate Great Basin Coordination Center. There may be exceptions to this requirement wherein the schedule is transmitted direct to the Destination Dispatcher, but these must be pre-negotiated with the GBCC.
 - (3) Adjusts the schedule as necessary over the course of the flight.
- d. Determines flight following method with the Pilot, with options stated in 24.1.2.C.
- e. If Performing Resource Tracking:
 - (1) Determining resource tracking method with the Aircraft Chief-of-Party, the Coordination Center, and, if appropriate, the Pilot (i.e., no passengers on board to serve as Aircraft Chief-of-Party).
 - (2) As identified on the Flight Request/Schedule, receiving resource status information from Aircraft Chief-of-Party prior to initial departure, at enroute stops, and at final drop-off point or Remain Over Night (RON).
 - (3) Relaying significant (greater than 30 minutes) delays or advancements in the flight schedule to the appropriate center. Center will in turn relay information to units outside the Great Basin (for example, NICC, destination dispatch office).
 - (4) Receives notification of arrival at final drop-off point or remain over night (RON) from Aircraft Chief-of-Party and negotiates future disposition of the aircraft with Pilot and the GBCC.

IMPORTANT NOTE: Dispatchers and Aircraft Chiefs-of-Party should note that check-ins at enroute stops are no longer required, unless significant delays of advancements (30 minutes or more) in the schedule are encountered, or as identified on the Flight Request/Schedule.

4. Pilot. It is important to remember that the Pilot-in-Command has the final say concerning the safety of the aircraft and its passengers. In addition, the Pilot performs the following:

- a. Reviews the agency preliminary Flight Request/Schedule, or provides information to the Scheduling Dispatcher so an agency Flight Plan can be generated.

- b. Initiates an FAA Flight Plan. (See Subsection 24.1.2.C). Identifies the Scheduling Dispatch Office name and phone number as the point-of-contact in Block 4 of the Aircraft Flight Request/Schedule (See National Mobilization Guide, 28.4, Exhibit 4). Closes flight plan through FAA.
- c. Makes enroute check-ins with FAA or agency facilities as required in Subsection 24.1. 2.C and within the time frames described in Subsection 24.1.2.E.
- d. If no passengers are on board, the pilot shall perform resource tracking check-in tasks as identified on the Flight Request/Schedule.
- e. Completes contractor portion of agency payment or flight record forms per agency requirements.
- f. Pilots flying aircraft equipped with a VHF-FM radio are required to monitor Guard and National Flight Following frequencies while enroute.

5. Destination Dispatcher. The Destination Dispatcher is the individual who has been assigned resource tracking responsibilities at the receiving end of a flight (final drop-off point). Dispatcher confirms flight arrival.

The Destination Dispatcher is responsible for:

- a. Receiving the flight plan from the Scheduling Dispatcher via established dispatch channels.
- b. Receiving known delays/advances of a flight plan exceeding 30 minutes.
- c. Monitoring flight itinerary (ATD, ETE, and ETA) and notifying scheduling and receiving unit via established channels of an aircraft that is overdue more than 30 minutes.
- d. Making notification of arrival to the Scheduling Dispatcher via established channels, if requested.
- e. Performing flight following responsibilities, if requested by scheduling unit or GBCC.
- f. Coordinating with the appropriate Great Basin Coordination Center and/or the Scheduling Dispatcher on the disposition of aircraft after arrival.
- g. Assisting in search procedures for overdue aircraft, if requested, utilizing unit's Aircraft Search/Rescue Guide as appropriate.

6. Aircraft Chief-of-Party (ACOP) / Flight Manager. The Aircraft Chief-of-Party is the government representative on board the aircraft who works with the Pilot to ensure safe, efficient flight management. If a government representative is not on board, the Pilot will assume the duties of the ACOP.

The duties and responsibilities of the ACOP are to:

- a. Have a copy of and understand, through briefing, the Flight Request/Schedule.
- b. Check aircraft and pilot carding to ensure necessary qualifications are met and aircraft/pilot are approved to perform the mission.
- c. Confirm Flight Schedule with the Pilot and Scheduling Dispatcher.
- d. Confirm with the Pilot that he/she has filed an FAA Flight Plan per requirements in Subsection 24.1.2.C, or that agency flight following via radio or satellite will be performed.
- e. Perform Resource Tracking check-ins with the Scheduling Dispatcher identified on the Flight Request/Schedule, consisting of:

- (1) Phone or radio call prior to initial departure;
- (2) Phone or radio call at final destination (passenger/cargo drop-off point);
- (3) Phone or radio call if significant (greater than 30 minutes) delays or advancements in the flight schedule are encountered.

f. For flights that go outside the Great Basin, notify the Dispatcher identified on the Flight Request/Schedule of arrival time.

g. Flights under DOI (OAS) agreement or contract only: Initial at right of each line of the OAS-23 payment document as each flight leg **and/or pay item** is completed. This applies to both DOI and USFS Aircraft Chief Of Party(s) / Flight Manager.

h. Completes and submits an Aviation Safety Communique. If a situation is encountered which deviates from standard operating procedure, mechanical anomalies, or has potential safety implications (See Great Basin Mobilization Guide, 28.14, Exhibit 12).

D. Procedures For Flight Plan Preparation And Transmission.

1. The Scheduling Dispatcher is responsible for completing, in total, the Flight Request/Schedule (See National Mobilization Guide, 28.4, Exhibit 4).

2. Prior to departure, the Pilot, ACOP/Flight Manager and Scheduling Dispatcher will mutually agree on a flight schedule and manifest. The Flight Request/Schedule will be utilized. The agency will also specify the type of flight following being used; this will be documented on the Flight Request. FAA flight following will be utilized in all cases except those where it is not feasible, for example, terrain, communications, etc.

3. Prior to departure, the Scheduling Dispatcher and Aircraft Chief-of-Party (ACOP) will review the flight schedule and manifest. The Flight Request/Schedule **will** be transmitted to the ACOP. The Scheduling Dispatcher will also specify and review resource tracking requirements with the ACOP.

4. When planning to deviate from a direct route for aerial surveillance or other reasons, the deviation must be relayed to scheduling dispatcher. Except in an emergency or at the direction of an air traffic control facility, there shall be no deviation from the submitted flight plan while enroute unless the agency representative aboard the aircraft reports the amended flight plan to a designated point-of-contact.

5. The Scheduling Dispatcher will relay the flight plan to the appropriate Coordination Center, or directly to the Destination Dispatcher if pre-negotiated with the GBCC.

6. For flights coming into the Great Basin from another Geographic Area, the Coordination Center will relay the flight schedule to the appropriate offices. For flights leaving the Great Basin enroute to another Geographic Area, the Coordination Center will relay the flight schedule to the appropriate offices (for example, NICC). For flights between EGBCC/WGBCC areas, the Centers will pass schedule information to each other.

7. Check-ins at enroute stops are no longer required except as noted in #8 below.

8. If significant (30 minutes or more) delays or advancements in the schedule are encountered, the Pilot must relay the information through an FAA facility to the Scheduling Dispatcher, or, if equipped with a VHF-FM radio, to a dispatch office who will notify the Scheduling Dispatcher. Notification may also be made by the Aircraft Chief-of-Party at an enroute stop.

9. If an aircraft meets overdue, missing, or crashed criteria, the "Aircraft Emergency Response Action Plan" will be implemented by the Dispatcher with resource tracking responsibility, or by the Dispatcher who receives notification from the FAA of such an aircraft.

24.3.2 - FLIGHT ORDERING, SCHEDULING, RESOURCE TRACKING, AND FLIGHT FOLLOWING PROCEDURES FOR MISSION (TACTICAL) FLIGHTS .

A. Applicability. See Subsection 24.1.2.B. These are flights which meet the definition of mission (tactical) flight. Tactical aircraft are defined as helicopters, airtankers, SEATs reconnaissance, aerial observer, air attack, lead planes, Aerial Services Modules (ASMs), smokejumper, infrared, etc.

B. Purposes. See Subsection 24.3.1.B.

C. Roles and Responsibilities.

1. Dispatchers. Dispatchers who have flight-following responsibility or tactical control over missions will remain on duty and at their radio station until their involvement and responsibility has ended, or the flight plan has been closed.

2. Pilot.

a. The Pilot-in-Command has the final say concerning the safety of the aircraft and its aircrew.

b. Air crewmembers will check-in with the ordering dispatch office on the radio frequency specified on the resource order prior to arrival at the area of operation/ordered airport.

D. Procedures.

1. Ordering/Dispatching. The Sending Dispatcher is responsible for ensuring that tactical aircraft pilots are furnished with the mission information identified on the resource order (latitude, longitude, bearing, air contact and frequency, ground contact and frequency, reload base, and other aircraft/hazards, including TFRs, MTRs and SUAs).

2. Airspace Boundary Dispatching. See Exhibit 28.15 for details and the Aviation Boundary Operations Checklist.

3. Enroute Flight Following.

a. Initial Attack or Incident Support Within a Unit's Jurisdiction.

(1) While enroute on an initial attack or incident support mission within a unit's jurisdictional boundaries, tactical aircraft will check in with the unit Dispatch Office via radio, unless positive communications have been established with supervisory incident aircraft. Alternative check-in schedules necessitated by terrain or other factors may be utilized, provided these are identified and planned for in advance.

(2) When over the incident, tactical aircraft will track through the appropriate party (Air Tactical Group Supervisor, Incident Commander, Lead plane, or, if the tactical aircraft is the only resource on-scene, with Dispatch).

b. Initial Attack or Incident Support Cross-Jurisdictional.

(1) While enroute to an initial attack or incident support mission across jurisdictional boundaries, tactical aircraft pilot or aircraft manager will relay flight route and ATD/ETE/ETA information to the Sending Unit Dispatcher, who will relay via established channels to the Receiving Dispatch Office.

(2) Pilots will check-in with the ordering dispatch office on the radio frequency specified on the resource order prior to arrival at the area of operation/ordered airport. The ordering dispatch office's frequency must be identified on the resource order.

(3) Confirmation of arrival of tactical aircraft ordered via an "A" request on a resource order will

be transmitted back to the Coordination Center.

4. Flight following/Tracking Responsibilities (Tactical Aircraft).

The following procedures apply to all tactical aircraft moving across unit boundaries. For purposes of flight following, these aircraft are defined as aircraft which are mobilized on an "A" aircraft resource order request.

a. Responsibilities of the Sending Unit:

1. Responsible for ensuring that the aircraft pilots are furnished with the **mission** information identified on the resource order (latitude, longitude, bearing, air contact and frequency, ground contact and frequency, and other aircraft/hazards, including MTRs and SUA). The ordering dispatch office's frequency must be identified on the resource order.

Minimum information required for ordering aircraft through the GACC's are blocks #: 3,5,11, 12 of the Resource Order form (NFES 2200, ICS 259-1).

2. Obtain ATD (actual time of departure) and ETA (estimated time of arrival) from the pilot or the **flight** manager and relay the ATD/ETA to the receiving units via established ordering channels.

3. Notify the appropriate Coordination Center of any delays/advances of a flight plan exceeding 30 minutes.

4. Coordinate/initiate/document search procedures for overdue aircraft. Utilize agency Search/Rescue Guide as appropriate.

5. On any flight requiring stops enroute to destination, instruct Pilot in Command (PIC) or aircraft manager to contact the appropriate number identified for enroute tracking. In order to assist further with enroute tracking, fuel truck and support truck drivers should also be asked to contact the number identified every 2 to 3 hours or at each fuel stop.

b. Responsibilities of the Receiving Unit:

1. Confirm arrival by telephone of all tactical aircraft ordered via a resource order to the appropriate Coordination Center.

2. Notify Coordination Center of any delays of a flight plan exceeding 30 minutes; and notify Coordination Center of any aircraft overdue by more than 30 minutes.

3. Advise Pilot of any changes/modification to original order related to the following:

- Information regarding hazards (within 10 miles of the Incident airspace) that were not identified on the resource order.
- Information regarding aircraft operating within the incident airspace.
- Information on Temporary Flight Restrictions requested or in effect.
- Information regarding any change in ground/air contact

4. Specify flight following methods while enroute to and from an incident or airport.

5. Coordinate/initiate/document search procedures for overdue aircraft with sending unit. Utilize agency/center Aircraft Search/Rescue Guides as appropriate.

6. **Prior to** the first operational period, provide a copy of area hazard maps and IAP to each pilot in operation.

c. Responsibilities of the Great Basin Coordination Centers:

1. Relay flight itinerary to the receiving/ordering unit (via established channels) by telephone.
2. Notify receiving/ordering unit of known delays/advances of a flight plan exceeding 30 minutes.
3. Confirm arrival of all tactical aircraft ordered through NICC with NICC.
4. Notify sending unit (Great Basin unit/NICC) of any aircraft overdue by more than 30 minutes.
5. Track all tactical aircraft to their final destination within the area.
6. Assist in search procedures for overdue aircraft when requested by the sending/receiving unit.

24.4 - AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING. See National Mobilization Guide.

All requests for infrared fire mapping will be made utilizing the Infrared Aircraft Scanner Request (See National Mobilization Guide, Subsection 28.5, Exhibit 5). When competition exists for resources within their area, the Coordination Center shall maintain flight scheduling and priority setting for Airborne Thermal Infrared Fire Mapping aircraft. The Centers will coordinate with each other for Great Basin needs. Great Basin Coordination Centers will be responsible for submitting the Infrared Aircraft Status Report to NICC.

24.5 – ASM/LEAD PLANES. Units shall facilitate these requirements by assigning separate "A" request number(s) for lead plane, ASM, and/or air attack following the request for the airtanker(s) or other tactical air resources. The Coordination Centers will advise the ordering unit if a lead plane, ASM, and/or air attack is not readily available. The Unit shall then advise the Center on whether or not to keep the order for a lead plane, ASM, and/or air attack active.

When competition for lead planes, ASM and/or air attack aircraft exists within the Great Basin Coordination area, the Center shall coordinate priority reassignments of these resources. Replacement of an incident's lead plane or air attack aircraft reassigned to another incident will be negotiated between the Center and the requesting unit.

Within the Great Basin, contract or agency-owned dedicated air attack aircraft shall be dispatched with both a Pilot and Air Tactical Group Supervisor on board.

Agency lead plane or ASM's may function as Air Tactical Group Supervisors (ATGS) if certified¹, and until such time as the workload or incident complexity adversely affects piloting performance, ability to respond to ground or air coordination needs is compromised, or pilot duty hours or other agency requirements limit their ability to perform this role.

For incidents on which significant flight time may accrue, units and Coordination Centers should mutually anticipate the need for relief air attack or lead plane resources.

To ensure effective supervision and timely mission accomplishment of all aircraft over an incident, units shall adhere to the following guidelines and requirements for ordering and utilization of lead planes and air attack aircraft:

24.5.1 - LEAD PLANES. See National Mobilization Guide, Subsection 24.5. Under certain circumstances, the use of lead planes is essential to the safe and cost-effective operation of airtankers. If available, they will be dispatched to all airtanker assignments according to agency policy. Additionally, the Start-up/Cutoff Times policy outlined in 24.8.4 shall be followed.

A. Lead planes assigned to units on details or resource orders will be dispatched by the respective unit for lead plane duty only. All other types of flying shall be ordered through the appropriate Great Basin Coordination Center.

¹ ¹ Certification requires past experience as a Division/Group Supervisor.

B. Lead planes assigned to a unit may be dispatched direct to meet the unit's mutual assistance areas of influence with notification to the appropriate Coordination Center within **15** minutes. A resource order shall be submitted through the Coordination Center when committed on extended attack, or when the aircraft RONs at a location other than it's original base.

C. The Great Basin Coordination Centers will coordinate with the appropriate dispatch unit concerning lead plane availability and crew assignment.

D. During periods of low fire probability, it is permissible for lead plane and Airtanker Coordinators to be used for other missions. Release of lead plane and Airtanker Coordinators for non_suppression assignments is contingent upon the following conditions:

1. Airtanker pilots at the base to which the lead plane is assigned are initial attack qualified.
2. A backup lead plane is available within 1 hour, or the released lead plane can be back on station within the same time frame.
3. The release is approved by the appropriate Great Basin Coordination Center.

Table 24-2: GREAT BASIN LEAD PLANE/AIR ATTACK REQUIREMENTS AND GUIDELINES

This is the new chart that is in the ATGS Guide and ILOG

Aerial Supervision Over Incidents – This table summarizes aerial supervision requirements over incidents.

References (Ref) are listed below the table*.

Situation	Lead/ATCO/ASM1	Ref	ATGS	Ref
Airtanker not IA rated	Required	1		
MAFFS	Required	1		
Retardant drops in congested areas	Order	1	May use if no Lead/ATCO/ASM1	
Level II rated SEAT operating over an incident with more than one (1) other tactical aircraft on scene	Required if no ATGS	1	Required if no Lead/ATCO/ASM1	1
Foreign Government airtankers	Required if no ATGS	1	Required if no Lead/ATCO/ASM1	1
Retardant drops conducted earlier than 30 minutes prior to sunrise, or later than 30 minutes after sunset	Required if no ATGS	1, 2	Required if no Lead/ATCO/ASM1	1, 2
4 or more airtankers assigned	Order	1	Order	1
2 or more helicopters with 2 or more airtankers over an incident	Order	1	Order	1
Periods of marginal weather, poor visibility or turbulence	Order	1	Order	1
2 or more airtankers over an incident	Order	1	Order if no Lead/ATCO/ASM1	3
When requested by airtanker or ATGS	Required	1	Required	
Smokejumper or paracargo aircraft with 2 or more airtankers over an incident	Order if no ATGS	1	Order if no Lead/ATCO/ASM1	1, 4
Incident has two or more branches			Order	1, 4

This table summarizes interagency aviation supervision policy, but individual agency policy must be consulted for currency and consistency.

Note: Aerial Supervision Modules (ASM1) may act as either a Lead or ATGS depending on incident requirements.

1. Interagency Lead Plane Operations Guide (and Interagency Air Tactical Group Supervisors Guide (NFES 1393)
2. Requires determination by ATGS or Lead that visibility and safety factors are suitable and dispatch has been notified of this determination.
3. USFS FSM 5716.32
4. Both the ILOG and ATGS Guide reference ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. An ATCO and/or HLCO should be ordered as appropriate in addition to the ATGS.

Definitions of Key Words Used in the aerial supervision requirements chart.

Required – Aerial supervisory resource(s) that shall be over the incident when specified air tactical operations are being conducted.

Ordered – Aerial supervisory resources that shall be ordered by the controlling entity (Air tactical operations may be continued while the aerial supervision resource is en route to the incident. Operations can be continued if the resource is not available.)

Over – The air tactical resource is flying above or is in a holding pattern adjacent to the incident.

Assigned – Tactical resource allocated to an incident. The resource may be flying en route to and from, or on hold at a ground site.

24.6 - AERIAL SUPERVISION MODULES (ASM). The ASM is a fixed wing platform that utilizes two crewmembers to perform the functions of traditional air attack and when necessary, performs low-level operations and provides aerial supervision and leadership in support of incident objectives utilizing lead profiles. The module consists of an Air Tactical Pilot (ATP) and an Air Tactical Supervisor (ATS). The policies and procedures are found in the Aerial Supervision Module Operations Guide and the Interagency ATGS Guide.

24.7 - AIR TACTICAL AIRCRAFT. The use of air attack aircraft and Air Tactical Group Supervisors are important to the safe and cost-effective supervision of aerial firefighting operations. Coordination, especially in congested airspace or in military training areas, is essential to safe flight. The policies and procedures found in the Interagency Airspace Coordination Guide and the Interagency Air Tactical Operations Guide have been adopted for all agencies' use and implementation. Tactical air supervision will be dispatched according to Table 24-2 and/or as required by the Start-up/Cutoff Times policy in Subsection 24.8.4.

24.8 - LARGE TRANSPORT AIRCRAFT. See National Mobilization Guide.

24.8.1- AGENCY-OWNED/CONTRACT AIRPLANES. See Great Basin Mobilization Guide, Chapter 80.

24.9 - HELICOPTERS. See National Mobilization Guide for policy and procedures concerning Call-When-Needed (CWN) helicopters.

24.9.1 - EXCLUSIVE-USE CONTRACT. See National Mobilization Guide. Exclusive use and agency owned helicopters must be ordered through normal dispatch channels. See Chapter 80 for a listing of Exclusive-Use and Agency-owned helicopters within the Great Basin.

24.9.2 - CALL-WHEN-NEEDED (CWN) HELICOPTERS.

A. General.

1. Per contract language, orders will be filled based on performance and cost. When orders are placed with coordination centers, altitude, temperature, and intended use information for the incident or project should be provided by the ordering unit to ensure the appropriate aircraft is ordered to meet the mission needs. Cost, helicopter performance, configuration, and location shall be considered when filling orders.
2. Prior to being sent to the incident or project, helicopter(s) and module(s) shall be joined at a staging area away from, but convenient to, the incident/project (for example, the nearest airport). At that time, the helicopter manager will conduct a pre-use inspection verifying that all is in order, and brief the pilot on the details of the assignment.
3. All incident assignments require that a qualified HCWN manager and module be assigned. See Subsection 22.5.3.
4. During active fire season, local dispatch offices must advise the appropriate coordination center (EGBCC or WGBCC) of all CWN requests/assignments made by their offices.
5. Contract administration shall be accomplished through assignments of the CWN helicopter manager. The HCWNI is responsible for conducting inspections, briefing prior to use, and on-scene contract administration. Helicopter managers shall verify to the using unit that these inspections and briefings have been accomplished. Specific procedures are contained in the Interagency Helicopter Operations Guide (IHOG).

B. Type 1 and 2 Call-When-Needed (CWN) Helicopters.

1. Type 1 and 2 CWN helicopters are available under National Contract and, with the exception outlined below, shall be ordered through the National Interagency Coordination Center (NICC) via established dispatch channels. Definitions of categories (limited or standard), as well as additional information on CWN helicopters, can be found in the National Mobilization Guide, and the "Airtanker, Helicopter, and Large Transport Information" book.

2. Exception: Any National Forest with a Type 1 helicopter operating locally on a timber sale contract may use the helicopter for initial attack missions per the contract requirement in the timber sale contract. The following must occur:

- (a) The helicopter can only be used for initial attack on incidents within or adjacent to the timber sale that the helicopter is working on.
- (b) Coordination must occur between the local dispatch office, the timber sale COR, and any other resources assigned to the incident.
- (c) A resource order shall be submitted for documentation purposes to the coordination center.
- (d) For any request/assignment other than initial attack on or adjacent to the timber sale, procedures in the National Mob Guide must be used.

C. Type 3 CWN Helicopters.

1. **Ordering.** There are two procurement methods normally used for acquiring Type 3 CWN helicopters within the Great Basin. These methods are:

a. The Forest Service, Region 4 CWN contract, administered by NIFC contracting for the Regional Office (R04). Coordination Centers and local dispatch offices must have a written delegation of authority from the Contracting Officer to order under this contract.

b. The Office of Aircraft Services (OAS) Aircraft Rental Agreements (ARA), administered by OAS in Boise, Idaho.

For incidents or projects on lands administered by National Forests within the Intermountain Region, CWN helicopters shall be ordered from either the Region 4 Type 3 CWN helicopter contract or the OAS via an ARA. A cost comparison must be completed by the ordering office when deciding which procurement method to use.

2. **Fire Use.** Local units may order helicopters directly from a vendor, provided the helicopter's designated base (home base) is located within or immediately adjacent to the unit's administered boundary. All requests/assignments must be reported to the Coordination Center, with subsequent notification outlined above to the agency's State, Area or Regional Aviation Manager. All other orders shall be submitted to the Coordination Center.

3. **Project Use.**

a. **USDA-Forest Service.** For Forest Service projects/orders, use the same procedures as listed above for Fire Use.

b. **DOI Agencies.** For DOI Agencies, all Type 3 helicopters may be ordered directly from the vendor off of the OAS Source List.

c. **States.** For States, all orders for Type 3 helicopters may be placed directly with the vendor using State contracts or agreements. Note that OAS Source List (ARA) aircraft may be utilized by the State, provided the State has been assigned or obtains an OAS Billee Code.

24.9.3 - CWN HELICOPTER MODULE. See Subsection 22.5.3

24.9.4 - HELICOPTER NUMBERING. The full FAA Registration Number (N#) is required on the resource order and Flight Request/Schedule. The national standard for helicopter numbering, as well as air-to-air and air-to-ground communications, is the use of the FAA registration number ("N" number), abbreviated to the last three digits when possible.

Example: "Helicopter N123HP shortened to "3HP," provided no other aircraft has the same abbreviated call-sign. State agencies may have pre-assigned numbers and should be utilized, provided no conflict exists.

24.9.5 - HELICOPTER RAPPPELLING. Helicopter rappel operations are approved for use on all Great Basin agencies' lands, provided the rappellers and pilot have been trained, certified, and approved in accordance with the Interagency Helicopter Rappel Guide. Helicopter and pilot must be carded for the operation. Helicopter rappellers shall be ordered through normal dispatch channels.

24.9.6 - HELICOPTER SHORT-HAUL RESCUE/INSERTION.

A. Rescue. Short-haul is approved as a rescue method for use on all Great Basin agencies' lands provided that:

1. The mission is a life or death emergency, and,

2. The rescue is conducted by qualified personnel trained in accordance with agency policy and standards. Personnel conducting the operation must have been approved by the appropriate agency aviation management officer.

B. Insertion. Insertion of firefighters via short-haul methods by qualified individuals is approved for Grand Teton National Park only.

24.9.7 - AERIAL IGNITION. There are two aerial ignition devices approved for Forest Service and DOI use; the helitorch and the Plastic Sphere Dispenser (PSD) (See Interagency Aerial Ignition Guide).

There are specific training and certification requirements for aircraft, pilots, helitorch modules and PSD operators. Qualified and current individuals must be assigned when filling aerial ignition orders for helitorch modules or Plastic Sphere Dispenser (PSD) operators.

Orders for these resources, for fire or project use, may involve several different resource orders. Example: Helicopter ordered on an aircraft resource order, Helicopter Manager and helitorch module or PSD operator ordered on an overhead resource order, Helitorch or PSD machine ordered on an equipment resource order, and plastic spheres, glycol, gasoline, etc. ordered on a supply resource order.

When possible, to alleviate workload, resource tracking problems, and confusion, order an exclusive use helicopter and crew who have all the components (aerial ignition equipment, supplies and qualified personnel). This can be accomplished on one aircraft resource order that specifies the aerial ignition capability needed.

Forest Service, NPS and BLM Helitack bases which have aerial ignition equipment and personnel are:

<u>Unit/Base</u>	<u>Aerial Ignition Capability</u>
Arizona Strip BLM	2 Helitorches, 1 batch plant, Plastic Sphere Dispenser
Ashley NF/Flaming Gorge	2 Helitorches, 1 batch plant, Plastic Sphere Dispenser
Boise NF	4 Helitorch, 1 batch plant, 6 Plastic Sphere Dispensers
Boise BLM	1 Plastic Sphere Dispenser
Bridger-Teton NF/Jackson	2 Helitorch, 1 batch plant, Plastic Sphere Dispenser
Challis NF	Helitorch, 1 batch plant, Plastic Sphere Dispenser
Ely BLM	Helitorch
Moab BLM	Plastic Sphere Dispenser
Payette NF	4 Helitorch, 2 batch plants, 6 Plastic Sphere Dispensers
Richfield	2 Helitorches, batch mixer, 2 Plastic Sphere Dispensers, 1 mix transfer system
Dixie NF	1 batch mixer
Salmon NF/Indianola	2 Helitorches, 1 batch plant, Plastic Sphere Dispenser
Salt Lake BLM	Plastic Sphere Dispenser
Sawtooth NF/Hailey	Plastic Sphere Dispenser
Shoshone BLM	2 Plastic Sphere Dispensers
Toiyabe NF/Bridgeport	Helitorch w/ batch plant/Plastic Sphere Dispenser
Targhee NF	Plastic Sphere Dispenser
Wasatch -Cache NF	Helitorch, Batch Plant, Plastic Sphere Dispenser
Zion NPS	Plastic Sphere Dispenser

24.10 - AIRTANKERS. See National Mobilization Guide.

Airtanker Base Hours of Operation: During the core period, all Great Basin Airtanker Bases should operate on a 0900-1800 local schedule.

A. Rotation. The policy found in the Interagency Airtanker Base Operations Guide shall be followed in all cases.

B. Assignment to Incidents. Normally, airtankers are not assigned to a specific incident, even though they may have been ordered on an incident's Incident/Project Order number. To avoid confusion on airtanker status, Coordination Centers are responsible for informing local units of developing fire situations which may preclude the local incident's use of airtankers. The local unit in turn is responsible for informing air operations personnel assigned to incidents of this potential.

C. Dispatching Procedures. See Interagency Airtanker Base Operations Guide.

1. Movement/ordering of the airtankers will be through normal dispatching channels only.
2. During periods of sustained or multiple fire activity, each unit shall take the necessary measures to manage pilot time and remain cognizant of both flight time and duty day limitations. Units will ensure that flight limitations are not exceeded and that adequate time is allowed for airtanker response to new fires and return to base. Unit Dispatch Offices will notify the appropriate Great Basin Coordination Center as airtanker(s) within their control reach a point at which they have 2-hours of flight time remaining.
3. When air tankers are ordered for life and property threats, as much information from the field as possible shall be provided with the initial order. This information should include but not be limited to: public and firefighter safety, types of structures at risk, fire behavior, and other pertinent concerns.

D. Airtanker Diversion. The priorities for airtanker and lead plane use are: (1) Human life and property, and Resource Values, (2) new starts, (3) other priorities established by management. Situations may develop necessitating the prompt and direct reassignment of airtankers and lead planes enroute to an incident or diverting them from a going fire.

Diversions will be coordinated with appropriate Coordination Centers.

24.10.1 - EARLY ACTIVATION. See National Mobilization Guide.

24.10.2 - MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS). See National Mobilization Guide.

24.10.3 - SINGLE ENGINE AIRTANKERS (SEATS). See National Mobilization Guide and the Interagency Single Engine Airtanker Operations Guide. Single engine airtankers may be used under the following conditions:

A. USDA-FS. The Forest Service may use SEATs contracted for by cooperators (for example, DOI or State agencies) provided that they meet the requirements in FSM 5713.43a.

B. DOI. The pilot shall be carded as either a Level 1 or Level 2 Single Engine Airtanker pilot based on the following criteria:

1. **Level 1.** Allows pilot to perform initial attack in the fire environment airspace without aerial supervision.
2. **Level 2.** Requires aerial supervision when 2 or more aircraft are in the fire environment airspace

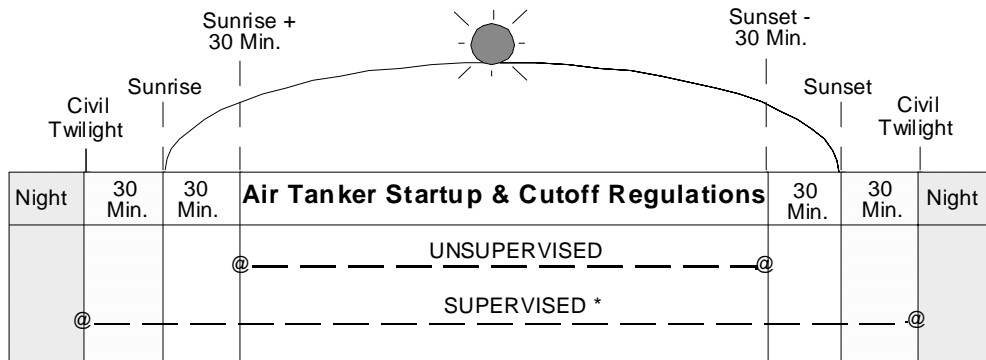
C. State Agencies. State Agencies shall adhere to the Interagency Single Engine Airtanker Operations Guide when using SEATs.

24.10.4 - AIRTANKER DISPATCH LIMITATIONS - START-UP/CUT-OFF TIMES . Single Engine Air Tankers shall comply with all single engine VFR requirements (1/2 hour before sunrise, 1/2 hour after sunset). To reduce the hazards to large airtanker operations posed by shadows in the early morning and late evening hours, limitations have been placed on times when airtankers may drop on fires.

Note that the limitations apply to the time the aircraft completes its dropping activity, not the time the aircraft is dispatched from its base. The Air Tactical Supervisor, Airtanker Coordinator or Airtanker Pilot in Command (PIC) will determine that visibility and other safety factors are suitable for dropping retardant; and notify the appropriate dispatcher of this determination. Dispatchers and Air Tanker Base Managers, in consultation with Airtanker Coordinators or Air Tactical Group Supervisors, are mutually responsible for ensuring these limitations are not exceeded. The following will apply (See Chart 24-3).

Chart

24-3: Air Tanker Dispatch



@ = Arrival Over the Fire (No earlier in the morning or later than in the evening).
 * = SUPERVISED (Defined as Air Tanker Coordinator or Air Tactical Group Supervisor)
 Note: Sunrise & Sunset are determined by the Official Sunrise and Sunset Tables of the nearest reload base

For further information, see Forest Service Handbook 5709.11-41

Limitations - Start-up/Cut-off Times

A. Aerial Supervision Optional. Airtankers may be dispatched to arrive over the fire under normal agency aerial supervision policy, provided that the aircraft's arrival is between 30 minutes after official sunrise and 30 minutes before official sunset.

B. Air Tactical Group Supervisor or Airtanker Coordinator Required. A qualified Air Tactical Group Supervisor or Airtanker Coordinator is required, on scene, if the airtanker's arrival over the fire and its dropping activity will occur during:

(1) The period from 30 minutes prior to official sunrise to 30 minutes after official sunrise;

or,

(2) The period from 30 minutes prior to official sunset to 30 minutes after official sunset.

C. Sunrise/Sunset Tables. Airtanker bases and dispatch centers shall have official sunrise and sunset tables at their locations in order to determine Start-up and Cut-off times. Note: Official sunrise and sunset tables are published with standard times. During Daylight Saving Time, remember to add one hour to all times in the table. The term Civil Twilight refers to a point 30 minutes prior to official sunrise or 30 minutes after official sunset.

Sunrise/Sunset tables can be accessed on the Internet at the following address:
http://aa.uso.navy.mil/data/docs/RS_OneDay.html

D. Determinations for Airtanker Dispatch: For airtanker dispatch, use the official sunrise and sunset tables for the airtanker base nearest the fire, and comply with all start-up/cut-off regulations.

24.11 - TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137).

24.11.1 - POLICY. The policies and procedures found in the Interagency Airspace Coordination Guide have been adopted for all agencies' use and implementation.

24.11.2 - PROCEDURES. It is essential that both unit and Coordination Center dispatchers are trained in the policies and procedures found in the Interagency Airspace Coordination Guide.

A. See 28.12, Exhibit 12 of the Great Basin Mob Guide, "Interagency Request For Temporary Flight Restriction" and 28.13, Exhibit 13, "Documentation of Contacts Requesting Deconfliction Of Airspace By the Military." Local units are responsible for:

1. Coordinating with military units for deconfliction of Special-Use Airspace (SUA) and Military Training Routes (MTR's).

2. Submitting requests for Temporary Flight Restrictions to the appropriate FAA Air Route Traffic Control Center. Documenting the request on an Aircraft Resource Order.

3. Informing Coordination Centers of Temporary Flight Restrictions granted by FAA.

B. The Coordination Center, upon request from a local unit, may assume the responsibility for requesting flight restrictions and/or assisting local units in deconflicting airspace with the military.

C. For non-fire deconfliction of airspace, refer to the Interagency Airspace Coordination Guide.

D. If a unit is experiencing high workload with airspace coordination, the unit may order a Dispatcher, Aviation Manager, or other individual with airspace coordination knowledge. Additionally, Military Representatives to the FAA and Agency Airspace Program Managers (See Interagency Airspace Coordination Guide) are also available to assist.

24.12 - MILITARY TRAINING ROUTES AND SPECIAL-USE AIRSPACE. See the Interagency Airspace Coordination Guide. Also See Chapter 80 - Table 86 of the Great Basin Mob Guide, for telephone and facsimile numbers of Scheduling Agencies of Special-Use Airspace within the Great Basin, and to Subsection 28.13, Exhibit 13, "Documentation of Contacts Requesting Deconfliction Of Airspace By the Military."

Local units are responsible for coordinating with military units for deconfliction of Special-Use Airspace (SUA) and Military Training Routes (MTR's). The Coordination Center, upon request from a local unit, may assume this responsibility and/or assist local units.

24.13 - AIRSPACE CONFLICTS. Notification Procedures. All airspace conflicts, including accidents (mid-air collision), incidents (near mid-air collision), hazards (intrusions into airspace restricted under Part 91.137 Temporary Flight Restrictions), and other occurrences involving airspace shall be reported immediately by the individual involved with or observing the conflict to the local unit dispatch office or aviation manager.

Upon notification of a conflict, the local dispatch office shall immediately notify the local aviation manager.

The local aviation manager/dispatch center shall immediately attempt to gather all pertained details and report the occurrence to:

- the appropriate Regional, State, or Area Aviation Manager
- the appropriate Coordination Center

These individuals shall take all necessary action to further report the occurrence according to agency requirements (for example, in the case of an accident or incident with potential), and shall coordinate on the immediate follow up and investigation of the conflict.

If the conflict involves a serious aviation accident involving injury or loss of life or property, the Coordination Center shall immediately notify the National Interagency Coordination Center (NICC) and the appropriate Agency Aviation Manager.

See the Interagency Airspace Coordination Guide for further information on airspace conflict reporting and follow up.

24.14 - FAA TEMPORARY CONTROL TOWER OPERATIONS. Temporary control tower assistance is available through FAA. (Reference page 11-5 figure 11-3 of the Interagency Airspace Coordination Guide). All requests for temporary control towers are ordered through the appropriate Great Basin Coordination Center on an aircraft resource order.

FAA Temporary Towers should be activated when conditions of visibility or level of activity at an uncontrolled airport are such that FAA control will enhance safety. Airport Managers should be consulted, as well as pilots and aircraft managers. When an agency requests that an FAA Temporary Tower be brought in due to complex aviation activity for an air base or incident, the following procedures must be followed:

1. Unit submits a resource order to the appropriate Great Basin Coordination Center for an FAA Tower as an "A" request, identifying date and time, location, and times of operation (sunrise to sunset).
2. Provide the following when placing the order:
 - Site Location: Does a facility exist? (Consider ordering Air Ops/Helibase trailers, office trailers, etc., **via an equipment order form**.) Does the facility have a good field of view for taxi, takeoff, and approach paths? Does the facility have electrical and/or phone capability?
 - Estimated times of operation

- Estimated duration of incident

- The names, telephone numbers and e-mail/internet addresses of the local unit contact(s)

NOTE: FAA Personnel are not committed to 14 day assignments. The FAA will handle personnel switch outs as needed and may request assistance with travel arrangements.

3. The FAA will be responsible for staffing appropriately to meet the request and any internal requirements. (Agency will be responsible for providing total subsistence for FAA personnel).

4. The local unit aviation manager is responsible for providing a thorough briefing to the FAA controllers and allowing the controllers, to present their own briefing to pilots and other interested personnel.

5. Ensure that adequate radio kit(s) are available for use. These must be 720-channel VHF-AM radios (note that the Air Ops/Helibase trailers come with complete radio packages).

6. Be aware that the FAA will issue a NOTAM (Notice to Airmen) for the airport informing the public of the change in status from uncontrolled to controlled, and identifying radio frequency for contact with the tower.

7. Additional Needs. Since the FAA does not have the support equipment necessary to establish a temporary tower, the incident should order support equipment through established ordering channels. Also, See the National Mobilization Guide 24.14 and the Interagency Airspace Coordination Guide, Page 11-8 Figure 11-6, for a list of support equipment.

8. When the incident no longer needs the tower, ensure that release procedures occur through the appropriate channels, and payment documents are completed.

24.15 - INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS. See National Mobilization Guide. Implementation decisions will be made on a coordinated, interagency basis, involving the Geographic Area's Coordination Center, NICC, National MAC, Great Basin MAC and National Aviation representatives at NIFC.

24.16 - AIRPORT CLOSURES. See the Interagency Airspace Coordination Guide, Page 11-1.

24.17 - EMERGENCY AIRCRAFT RADIO FREQUENCIES. See the Great Basin Aviation Communications Plan.

24.18 - AIRCRAFT IDENTIFICATION SYSTEM.

24.18.1 - ORDERING/RESOURCE TRACKING. Units, in order to perform timely search and rescue, must have a record of the complete FAA registration number of aircraft involved, including those designated below which are allowed to utilize a call-sign other than the FAA Registration ("N") Number. Units shall use the established FAA aircraft Registration ("N") Number system for logistical ordering/resource tracking through the resource ordering system. **Resource orders must include the full FAA Registration Number for all aircraft.**

24.18.2 - TACTICAL AIRCRAFT CALL SIGNS. Local or incident tactical aircraft shall use the following call sign system for radio transmissions. **Abbreviation to the last 3 numbers of the FAA Registration Number is permitted, provided there is no duplication of the call sign with that of another aircraft.**

A. Airtankers. Nationally assigned tanker number. For example, call sign "Tanker 63."

B. Lead Planes. Nationally assigned pilot's lead number. For example, call sign "Lead 51."

C. Air Attack. FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Air Attack 54X."

D. Reconnaissance. FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Recon 51P."

E. Helicopter. FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Helicopter 3HP."

F. Smokejumper. FAA Registration Number. Abbreviation to the last 3 digits is permitted. For example, call sign "Jumper 31S."

G. Aerial Supervision Module. Normally assigned pilot's lead number. State of Alaska will assign "A" and the BLM will assign a "B" as their identifier. The ASM will identify themselves to aircraft, dispatch, and ground forces in the following manner: ASM B-4, "B" indicates that it is a BLM ASM and is piloted by ATP-4, listed in the National Interagency Mobilization Guide, Chapter 60, Section 64.

24.19 - AIRCRAFT ACCIDENT AND INCIDENT/HAZARD/MAINTENANCE DEFICIENCY REPORTING.

24.19.1 - GENERAL.

A. Any deviation from standard aviation policy or procedures, either on the ground or in the air, shall be reported. Regardless of individual agency reporting time frames, all accidents, incidents with serious potential to have caused an accident, as well as all airspace conflicts, shall be reported **immediately**.

B. The Agency with operational control of the aircraft at the time of the occurrence is responsible for ensuring timely submission by the observing or involved individual (i.e., Chief-of-Party) of the SAFECOM form (See 28.12, Exhibit 12), through that agency's reporting system. For aircraft enroute to an incident which are involved in an accident or Incident/ Hazard/ Maintenance Deficiency prior to arrival, the Scheduling/Sending Dispatch Office shall be the unit with reporting responsibility.

24.19.2 - AGENCY REQUIREMENTS.

A. **Reporting Requirements.** For agency reporting requirements, particularly regarding accident vs. incident criteria, refer to agency-specific aviation safety manuals, handbooks, and supplemental guidance.

The "Safety Communique" (SAFECOM) is utilized to report any condition, observance, act, maintenance deficiency, or circumstance, which has potential to cause an aviation-related mishap. SAFECOMs should be mailed or submitted electronically. For SAFECOM form (See Subsection 28.14, Exhibit 14).

B. **Procedures.** Immediately after notification of a mishap, the unit should follow the notification and reporting procedures found in the unit's "Aircraft Emergency Response Plan." In addition to internal unit and agency notifications required in this Plan, notification to both the Great Basin Coordination Center and NICC shall be made.

The Great Basin Airspace Conflict Incident Reporting Process is as follows:

1. Reporting. Any individual regardless of agency, that observes any action that they feel has potential safety implications should report such action on a SAFECOM (See Exhibit 14). The report must be timely and factual. The individual submitting the SAFECOM should not make judgement or speculate on the cause or serious nature on the incident. The report should be submitted within 24 hours of occurrence or sooner, if immediate action is needed.

2. Agency Aviation Safety Officer. Aviation Safety Officers of the agency that had operational control of the incident will review and investigate SAFECOMs. Discrepancies will be handled per agency direction. The agency on which the incident occurs will bear the cost of the investigation.

24.20 - AVIATION POSITIONS (GREAT BASIN)

24.20.1 - AREA AVIATION COORDINATOR . The individual may work with an Area Command or Multi-Area Coordination (MAC) Group, or, in their absence, may work directly with the unit. Minimum ICS qualification for an Area Aviation Coordinator is Air Operations Branch Director. It is recommended, due to the heavy involvement of the individual with the dispatch organization, that he/she have a working knowledge and/or past experience in dispatch or logistics.

An Area Aviation Coordinator is now part of the Area Command Team. Situations in which an Area Aviation Coordinator should be ordered include, but are not limited to:

- A MAC group is in place locally or at the geographic area level;
- Large incidents in close proximity (no Area Command Team in place);
- Heavy, long-term initial or extended attack where a large number of non-local aircraft are stationed within or assigned to a unit for an extended period of time.

The Area Command Aviation Coordinator interacts with incident Air Operations Branch Directors, frequency managers, Federal Aviation Administration (FAA) and Department of Defense (DOD) officials, and aviation safety specialists. Significant coordination occurs with the expanded dispatch organization(s), the Geographic Area Coordination Center(s), and initial attack dispatch office(s).

Frequent meetings, contact, and coordination with the incident's Air Operations Directors and the expanded dispatch organization are critical.

24.20.2 - AIRSPACE COORDINATOR . An Airspace Coordinator is a technical specialist position not formally identified within the ICS system. Expertise in airspace coordination with the Federal Aviation Administration (FAA) and/or Department of Defense (DOD) military bases may not be available locally, or the amount of activity may be such that persons normally responsible for coordination are unable to fulfill coordination duties and responsibilities. In these cases, and when either large fire or heavy initial/extended attack is occurring requiring extensive coordination, monitoring, and follow up with FAA and/or DOD, the position should be ordered.

See the [Interagency Airspace Coordination Guide](#) for further information.

The position may function at either the local or coordination center level.

Forest Service units within the Great Basin have identified the Regional Aviation Officer as the common focal point for all airspace coordination within the Great Basin on lands administered by the Forest Service.

BLM units in Utah, Nevada, and Idaho have identified their respective State Aviation Managers as the focal point for airspace coordination on lands administered by the BLM.

The National Park Service has identified their respective Regional Aviation Officer for the National Park Service as the focal point for airspace coordination on lands administered by the Park Service.

The appropriate area airspace focal point should be informed by the Coordination Center when an order for an Airspace Coordinator is placed. Depending on workload, the RASO or the BLM State Aviation Manager may elect to fill the order, or he/she may advise the Coordination Center to order from the list of qualified individuals. The Airspace Coordinator ordered will work closely with the identified Great Basin focal point during the course of operations.

24.20.3 - AVIATION SAFETY ASSISTANCE TEAMS (ASATs). Aviation Safety Assistance Teams (ASAT's) may be ordered for either fixed-wing base or helibase operations. Orders for ASATS will originate at the Regional, State level.

During widespread fire aviation activity throughout the Great Basin, a centralized location for the formation, briefing, assignment, and debriefing of ASAT's may be established. This shall be coordinated by the Coordination Center(s), and agencies and units involved. ASAT's should not be deployed without a letter of delegation.

ASAT's are responsible for:

- Reviewing safety, operations, and procedures per agency manual directives and operational guides (for example, [Interagency Helicopter Operations Guide](#), [Interagency Airtanker Base Operations Guide](#), [Interagency Airspace Coordination Guide](#));
- Completing appropriate evaluations as contained in the above guides;
- Reviewing the evaluation immediately with appropriate personnel: Incident Commander, Operations Section Chief, Incident Air Operations staff, and if necessary, the local unit Air Officer and Line Manager; making recommendations for improvement of safety and efficiency of operations;

- Providing de-briefing and written report feedback to the applicable agency aviation officer at the State/Region/Area Office level.

The ASAT is usually interagency in makeup and consists of four personnel:

Operations Specialist (specify Helicopter or Fixed-Wing Base)
Pilot Inspector
Maintenance Inspector
Aviation Safety Specialist
An Avionics Technician may be added to the team if the situation warrants.

ASAT's may visit and evaluate aviation operations on an incident or unit more than once during extended operations; recommended interim between visits is 5-7 days.

24.20.4 - ORDERING AND NOTIFICATION PROCEDURES FOR SPECIALIZED AVIATION POSITIONS.

Aviation Safety Assistance Teams (ASAT's), Pilot, Maintenance, Avionics Inspectors, as well as Aviation Safety and Operations Specialist positions, are ordered through channels from the appropriate Coordination Center. The Coordination Center will then either fill from available personnel within the Great Basin or forward the request to NICC.

The type of operation (fixed-wing or helicopter) should be specified, since that will determine what type of Operations Specialist is ordered. Helicopter Operations Specialists are drawn from Regional/State/Area Office aviation management personnel; however, there may be selected helicopter managers, local aviation managers, and others who possess the skills and qualifications to perform the job. Fixed-Wing Base Operations Specialists should have a working knowledge of large air tanker bases, SEAT bases and retardant operations.

Area Aviation Coordinator. An Area Aviation Coordinator may be ordered by the local unit, by an Incident Team, or by aviation officers at the State, Regional, or Area level. No special notifications are required when this position is ordered. Orders will be filled by Coordination Centers, using the qualifications list provided by the Operations Committee.

Airspace Coordinator. An Airspace Coordinator may be ordered by the local unit, by an Incident Team, or by aviation officers at the State, Regional, or Area level.

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25 – PREDICTIVE SERVICES. Great Basin Coordination Centers are responsible for the coordination and distribution of required reports.

25.1 - INCIDENT STATUS SUMMARY (ICS-209). See National Mobilization Guide Subsections 25.1 and 28.8, Exhibit 8, for reporting requirements and format.

For any incident within the Great Basin that meets the reporting criteria, an Incident Status Summary will be completed and submitted electronically via the national web based ICS-209 Program until the incident is controlled. Reports are due by 2100 hours daily (local time), although earlier submission times may be set during those periods when the Great Basin Multi-Agency Coordinating (MAC) Group is active.

When in place at the incident, it is the responsibility of the Type 1 and 2 Incident Management Teams to complete and submit this information. For all other incidents (or in those instances where the IMT has no Internet capability), the dispatch center will ensure complete and accurate ICS-209 information is gathered and electronically submitted. Because they are hosted on the same platform, information from the ICS-209 Program will be automatically transferred into the Interagency Situation Report at the GACC and NICC levels.

If any significant changes occur during the night (large increase in acreage, change in complexity, increase threat to life/property, change in containment/control status, etc.), an update will be made via phone, fax or electronic mail to the appropriate Coordination Center by 0600 hours local time.

All Wildland Fire Use (WFU) events will require either a complete or abbreviated ICS-209. An abbreviated ICS-209 is defined as Blocks 2 through 7, 9 through 11, 14, 15, and 44 through 47. Once a WFU reaches 100 acres in size in timber, or 300 acres in grass fuel types a complete ICS-209 will be required.

25.2 - INTERAGENCY SITUATION REPORT (SIT). See National Mobilization Guide Subsection 25.2 for report content and requirements.

Dispatch centers will report all fire activity (including prescribed fires and Wildland Fire Use) and resource status via the web-based Interagency Situation Report application (<http://famweb.nwccg.gov/>) Information from this centralized database is then retrieved at the Coordination Center and NICC levels to generate summary situation reports for the Area(s) covered. A Situation Report User's Guide is available on the website for display/downloading; it is strongly suggested that users familiarize themselves with the definitions and instructions in the User's Guide before attempting to enter information into the website.

On a normal day, dispatch centers will gather their information and enter it into the SIT website by 1900 hours local time for the day's activity. If initial attack activity is such that the dispatch center is having difficulty meeting the 1900 time frame, the center will call the appropriate Coordination Center and negotiate a later submission time (generally no later than 2200 hrs. local time).

A. Daily fire Statistics. Dispatch centers will report both wildland and prescribed fire activity occurring during the past 24 hours (reporting period is 0001 to 2400 local time) on their units in this screen of the SIT program. If SIT information has been submitted and significant changes in fire activity occur once the Coordination Center has closed, an electronic message or fax with updated information will be submitted to the appropriate Coordination Center by 0600 hours local time. Corrections in numbers of fires/acres will be made on the following day (in the Year-to-Date Statistics screen).

B. Resource Information. This section of the SIT program is used to show projected resource

status for the next 24 hours. The following definitions are to be used when reporting projected resource status:

Available resources - all resources physically located on your unit(s) and under your control that are not be committed to fires or on a mandatory day off. Resources whose mobility is restricted to within state boundaries (such as inmate crews) should be included, with their limitations noted in the Remarks section.

Committed resources - resources that will be committed to initial/extended attack and prescribed fires on your unit(s). Do not show resources committed to large fires; they will be captured from the 209 Program.

C. ICS-209 Information. For those incidents where an IMT is not assigned or is unable to enter incident information directly into the ICS-209 Program, dispatch centers will compile incident information and submit it via the ICS-209 tab/interface in the SIT program.

D. Incident Priorities. Dispatch centers will use this screen to assign their internal incident priorities.

25.3 - INCIDENT MANAGEMENT SITUATION REPORT. See the National Mobilization Guide, Subsection 25.1.3, for a description of this report produced by NICC.

25.4 - WILDLAND FIRE ENTRAPMENT/FATALITY REPORT. See the National Mobilization Guide, Section 25.5 and Subsection 28.10 Exhibit 10.) Notification of such an occurrence will be made immediately by telephone through agency channels directly to NICC. This will be followed by a phone call to the appropriate Coordination Center to relay the same information. The completed written report will be submitted to NICC within 24 hours, with a carbon copy to the Coordination Center.

25.5 - SERIOUS ACCIDENT / INJURY REPORT. Will be submitted using local protocols and additionally shall be reported through established dispatch channels to the National Interagency Coordination Center via the GACC. A serious accident/injury is defined as any incident requiring transport by life flight or admission to a hospital.

25.6 – WEEKLY FIRE WEATHER/FIRE DANGER OUTLOOK. See National Mobilization Guide Subsections 25.5 and 28.10, Exhibit 10, for product description and submission requirements.

This product replaces the report formerly known as the “Potential Assessment”, and will be compiled at the GACC level. The Coordination Centers will provide direction on submission requirements and time frames within their area of responsibility.

25.7 – MONTHLY FIRE WEATHER/FIRE DANGER OUTLOOK. See National Mobilization Guide 25.6 and 28.12, Exhibit 12, for product description and submission requirements.

25.8 – SEASONAL FIRE WEATHER/FIRE DANGER OUTLOOK. See National Mobilization Guide Subsection 25.7, for product description and submission requirements.

The first product will be issued prior to the onset of the fire season, with a minimum of one update during the fire season, or as deemed necessary.

25.9 – NATIONAL WILDLAND FIRE OUTLOOK REPORT. See National Mobilization Guide Subsection 25.8 for a description of this report produced by NICC.

25.10 – TACTICAL AVAILABILITY REPORT. Each Coordination Center will compile and distribute an Area Tactical Availability Report by 1000 hours local time.

25.11 – INCIDENT PROCEDURES. The criteria contained in Subsection 11.2 of the National Mobilization Guide will be used to establish incident priorities. At Preparedness Levels IV and V, the Great Basin MAC Coordinator will utilize the Priority Decision Matrix format contained in the Great Basin MAC Group Operating

Plan to assign incident priorities on an area basis, based on information contained in the ICS-209's and WFSA's that have been submitted. Time frames and requirements will depend upon the preparedness level or need.

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26 - NATIONAL FIRE PREPAREDNESS PLAN. See National Mobilization Guide.

26.1 - WHY PREPAREDNESS LEVELS ARE ESTABLISHED. See National Mobilization Guide.

26.1.1 - WHY PREPAREDNESS LEVELS ARE ESTABLISHED - GREAT BASIN.

A. To identify the level of wildland and prescribed fire activity, severity, and resource commitment within the Great Basin.

B. To identify actions to be taken by Agency Administrators, Area Coordinator(s), Unit Administrators, and Unit Dispatchers of respective agencies to assure an appropriate level of preparedness/readiness for the existing and potential situation.

C. To modify or curtail Area or Unit fire management activities when essential to assure preparedness or response capabilities for situations within the Area or Unit.

26.2 - GEOGRAPHIC AREA PREPAREDNESS LEVELS - GREAT BASIN PLAN.

26.2.1 - GENERAL.

A. The Area Coordinator(s) will monitor the Area wildland fire situation and determine Preparedness Levels.

B. As levels increase, all management direction/considerations from each previous level will automatically be continued at the next higher level.

C. Area Preparedness Levels are determined from the ground up, and at the higher levels may constrain activities in a single unit not experiencing similar activity. This assures that sufficient resources will be available for Area or National situations. However, Area Preparedness Levels must also be responsive to the National Preparedness Levels which identify amounts of wildland fire activity, severity, and resource commitment nationally.

D. Certain circumstances may arise where it is necessary to make exceptions to management considerations specified in the Preparedness Levels. The following section describes applicable circumstances and procedures to be followed.

26.2.2 - EXCEPTIONS.

Since the National Preparedness Levels are designed to ensure that sufficient resources are available for the National situation, management direction/considerations at higher levels may constrain activities in Geographic Areas not experiencing significant activity. In such a situation, the Great Basin Area may have activity occurring at a lower level than is reflected by the National Preparedness Levels. It may be necessary to continue activities within the Great Basin Area so long as those activities will not detract from actions being taken to assure an appropriate level of National preparedness/readiness.

26.3 - PREPAREDNESS LEVEL DESCRIPTIONS. See National Mobilization Guide for National Preparedness Level descriptions. Unit Preparedness Levels shall be determined in accordance with agency direction through Agency Directives. A similar process may take place for Interagency Dispatch Centers. The following are Preparedness Levels for the Great Basin Geographic Area.

ALL PREPAREDNESS LEVELS	
Description: The following activities apply regardless of the level of fire activity.	
Management Direction/Consideration	Responsibility
A. Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by the appropriate Geographic Area Coordination Center.	Unit Administrator
B. For all incidents which meet the large fire criteria (100+ acres in timber, 300+ acres in grass, or IMT assignment), prepare an ICS-209 and WFSA and submit a copy to the appropriate Geographic area Coordination Center by 2200 daily until the incident is controlled.	Incident Commander/ Unit Administrator
C. Provide the appropriate Coordination Center with timely intelligence on existing and emerging situations.	Unit Administrator
D. Via the Interagency Situation Report program and Geographic Area Coordination Center website, provide a report of area fire activity as appropriate.	Area Coordinator(s)
E. Staff all dispatch centers in accordance with the level of fire activity and resource order workload not only at the local level but also the geographic and national levels. This will range from providing an after hours contact to staffing the center on a 24 hours a day basis.	Agency Administrator

Table 26-1: Great Basin Preparedness Levels

26.3.1 - PREPAREDNESS LEVEL 1	
Description: No large wildland fires in progress. Most units have low to moderate fire severity. Number and size of fires within normal range for that time of year(occasional fire or fires not exceeding 99 acres in size). Little or no commitment of other than local resources.	
Management Direction/Consideration	Responsibility
A. Ensure all units are fire ready.	Agency Administrator

26.3.2 - PREPAREDNESS LEVEL 2	
Description: One or more units experiencing moderate to high fire danger with NFDRS Staffing Classes 2 and 3. Several units having 1/4 to 99 acre fires. Potential exists for initial attack fires to escape and become large, project fires. Resources within the area appear adequate to deal with the situation.	
Management Direction/Considerations	Responsibility
A. Ensure that incident management is conducted on an interagency basis.	Area Administrators
B. Consider severity needs and assess long range forecasts.	Area Administrators

26.3.3 - PREPAREDNESS LEVEL 3

Description: Several units experiencing high to very high fire danger with NFDRS Staffing Class III. Numerous units having 1/4 to 99 acre wildland or prescribed fire activities ongoing. Several wildland fires are escaping initial attack and reaching 100 to 300 acres or larger in size. Holding actions taking increasing numbers of resources. A Type I/II Incident Management Team is on order or committed, or 50 percent of area crews or initial attack resources committed, or a 30 percent combination of both.

Management Direction/Considerations	Responsibility
A. Agency/Geographic Areas monitor Wildland Fire Use (WFU) incidents, prescribed fire activities, and suppression requirements to maximize efficient resource utilization for identified priorities.	Unit Administrator
B. Ensure fire qualified personnel are available for fire assignment.	Unit Administrator
C. Coordinate pre-positioning of area resources as may be appropriate.	Area Coordinator
D. Canvas units for anticipated severity funding needs. Consider requesting funds to strengthen preparedness capabilities (scarce resources).	Agency Administrator
E. Prepare for training and hiring of emergency firefighter crews.	Unit Administrator
F. Coordinate the need to extend day length of area resources.	Area Coordinator
G. Consider need for weekly Aviation calls.	Area Coordinator Agency Administrator
H. Consider need to activate MAC Group.	Area Coordinator/ Unit/Agency Administrator
I. Consider ordering a Frequency Coordinator.	Area Coordinator
J. Consider pre-positioning a radio kit/temporary repeater(s)	Area Coordinator
K. Consider need to add a FBAN at the GACC's.	Area Coordinator

26.3.4 - PREPAREDNESS LEVEL 4

Description: Two units experiencing very high or extreme fire danger, with NFDRS Staffing Class of IV. Numerous wildland fires escaped initial attack, and several are reaching 100-1000 acres in size. No break in the predicted weather for at least 48 hours. Two or more units experiencing incidents requiring Type 1 or 2 teams, 80 percent of all crews or initial attack resources committed on wildland fires. Competition exists for resources between units. Resources being mobilized from outside the Great Basin.

Management Direction/Considerations	Responsibility
A. Wildland Fire Use (WFU) and prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the regional or state office level. This approval must be based on an assessment of risk, impacts of the proposed actions on area resources and activities and must include feedback from the Geographic Area MAC Group. The Geographic Area MAC Group provides information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency.	Agency Administrator
B. Activate the Great Basin MAC Group. Consider/coordinate pre-positioning of outside resources into the Area. Coordinate allocation of resources within the Area.	GACC Coordinator
C. Coordinate wildland fire restriction.	Unit/Agency Administrator
D. Units with wildland fire activity will provide appropriate coordination centers with fire priorities and other pertinent information at 2300 and 1400 hours daily when appropriate.	Unit Administrator
E. Support National efforts to train military.	Unit/Agency Administrator
F. Provide fire priorities and other pertinent information at times required by NICC.	Area Coordinator
G. Coordinate news releases with appropriate agencies.	Area Coordinator/ Unit Administrator
H. Consider activation of Aviation Safety Assistant Teams and/or FAST.	Unit/Agency Administrator
I. Conduct weekly Aviation calls.	Unit/Agency Administrator
J. Open per-identified mobilization centers/staging areas as appropriate.	Area Coordinator/ Unit Administrators
K. Consider pre-positioning appropriate Incident Management Teams.	Area Coordinator/ Agency Administrator
L. Consider ordering a Frequency Coordinator to be located at the affected coordination center.	Area Coordinator
M. Consider pre-positioning Type 3 IMT teams, Helicopter Modules, etc.	Area Coordinator/ Unit Administrator
N. Consider discontinuing filling other than emergency incident supply and equipment orders.	Area Coordinator/ GB Cache Manager

26.3.5 - PREPAREDNESS LEVEL 5

Description: Several units are experiencing major incidents which have the potential to exhaust all resources, while numerous new fires continue to occur. Most, if not all, the resources within the Area are committed; as resources become available, they are immediately reassigned to other incidents. The majority of support is coming from outside the Area. No break in the weather is predicted for at least 48 hours.

Management Direction/Considerations

Responsibility

A. Wildland Fire Use (WFU) and prescribed fire application can be continued or be initiated if the proposed action is recommended by the regional or state level. The National Agency Representative will assess risk and impacts of the proposed actions and discuss with the National MAC Group. This group will have an opportunity to provide information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency.

Unit Administrator

B. Dispatch available and/or on-call 24 hours per day (unless otherwise negotiated with GBCC's).

Unit Dispatcher

C. Intensify coordination efforts with all wildland fire protection agencies and news media.

Area Coordinator/
Unit Administrator

26.4 - NATIONAL MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS. See National Mobilization Guide.

All National MAC Group decisions affecting Geographic Areas and/or providing management guidance will be documented on the EGBCC/WGBCC websites. Additional information may be required from Geographic Areas and Coordinating Groups in order to effectively develop strategy.

26.4.1 - GREAT BASIN MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS. All GACG MAC decisions affecting Geographic Areas and/or providing management guidance will be documented on the EGBCC/WGBCC web sites.

26.5 - FOLLOW-UP EVALUATION . See National Mobilization Guide.

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27 - MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS.

27.1 - ESTABLISHED RESOURCE ORDERING PROCESS. See National Mobilization Guide and Military Use Handbook. (NFES Catalog #2175).

27.1.A - GREAT BASIN PROCEDURES. National Guard assets may be utilized, particularly to provide assistance with transportation. Release of units will follow mobilization procedures in reverse.

1. Idaho National Guard.

a. Within the State of Idaho, Boise National Forest will serve as the liaison/contact for any request for Guard assets.

b. All units within Idaho will order through the Eastern Great Basin Coordination Center (EGBCC) utilizing established dispatch channels. The EGBCC will then request National Guard Resources through the Boise Interagency Logistics Center (BILC).

c. Idaho State Department of Lands (IDL) may order direct through the IDL State Fire Coordinator in Coeur D'Alene, with notification to EGBCC.

2. Utah National Guard.

a. Within the State of Utah, the Salt Lake Interagency Fire Center (SLIFC) is the liaison/contact for any request for Guard assets.

b. All units within Utah will order through the EGBCC utilizing established dispatch channels.

3. Nevada National Guard.

a. Within the State of Nevada, units shall request Guard assistance through the Western Great Basin Coordination Center (WGBCC).

b. The WGBCC will then request through the Nevada Division of Forestry, Sierra Front Interagency Dispatch Center (SFIDC).

4. Wyoming National Guard. The Wyoming National Guard shall be requested through established dispatch channels.

27.2 - CIVILIAN SUPPORT. See National Mobilization Guide.

27.3 - DEMOBILIZATION PROCEDURES. See National Mobilization Guide.

27.4 - INTERNATIONAL OPERATIONS. See National Mobilization Guide.

27.4.1 - CANADA. See National Mobilization Guide.

27.4.2 – AUSTRALIA AND NEW ZEALAND. See National Mobilization Guide.

27.4.3 – SUPPORT TO OTHER NATIONS FOR LARGE SCALE MOBILIZATIONS.
See National Mobilization Guide.

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28 - DISPATCH FORMS. All units will use appropriate forms as designated by this Mobilization Guide and by their Coordination Center.

28.1 - RESOURCE ORDER. See National Mobilization Guide, 28.1, Exhibit 1.

28.2 - FOOD SERVICE REQUEST. See National Mobilization Guide, 28.2, Exhibit 2.

28.3 - PASSENGER AND CARGO MANIFEST. See National Mobilization Guide, 28.3, Exhibit 3.

28.4 - AIRCRAFT FLIGHT REQUEST/SCHEDULE. See National Mobilization Guide, 28.4, Exhibit 4.

28.5 - INFRARED AIRCRAFT SCANNER REQUEST. See National Mobilization Guide, 28.5, Exhibit 5.

28.6 - FAA TEMPORARY TOWER REQUEST. See National Mobilization Guide, 28.6, Exhibit 6.

28.7 - PREPAREDNESS/DETAIL REQUEST. See National Mobilization Guide, 28.7, Exhibit 7.

28.8 - INCIDENT STATUS SUMMARY (ICS-209). See National Mobilization Guide, 28.8, Exhibit 8.

28.9 - WILDLAND FIRE ENTRAPMENT/FATALITY. See National Mobilization Guide, 28.10, Exhibit 10.

28.10 - WEEKLY FIRE WEATHER/FIRE DANGER OUTLOOK. See National Mobilization Guide, 28.11, Exhibit 11.

28.11 - MONTHLY FIRE WEATHER/FIRE DANGER OUTLOOK. See National Mobilization Guide, 28.12, Exhibit 12.

Copies of the following forms are provided in the subsequent pages:

28.12 - INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION. See Exhibit 12 and Subsection 24.9.

28.13 - DOCUMENTATION OF CONTACTS REQUESTING DECONFLICTION OF AIRSPACE BY THE MILITARY. See Exhibit 13 and Subsection 24.11.

28.14 - SAFECOM FORM. See Exhibit 14 or view on the Internet at <http://www.oas.gov/OASSAFTY/safecom.htm> or <http://205.173.2.4/safecom/index.htm>.

28.15 - AIRSPACE BOUNDARY MANAGEMENT PLAN AND FORM. See Exhibit 15 and Subsection 24.3.2 D.2.

28.16 - DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS. See National Mobilization Guide, Appendix Took Kit Addition.

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