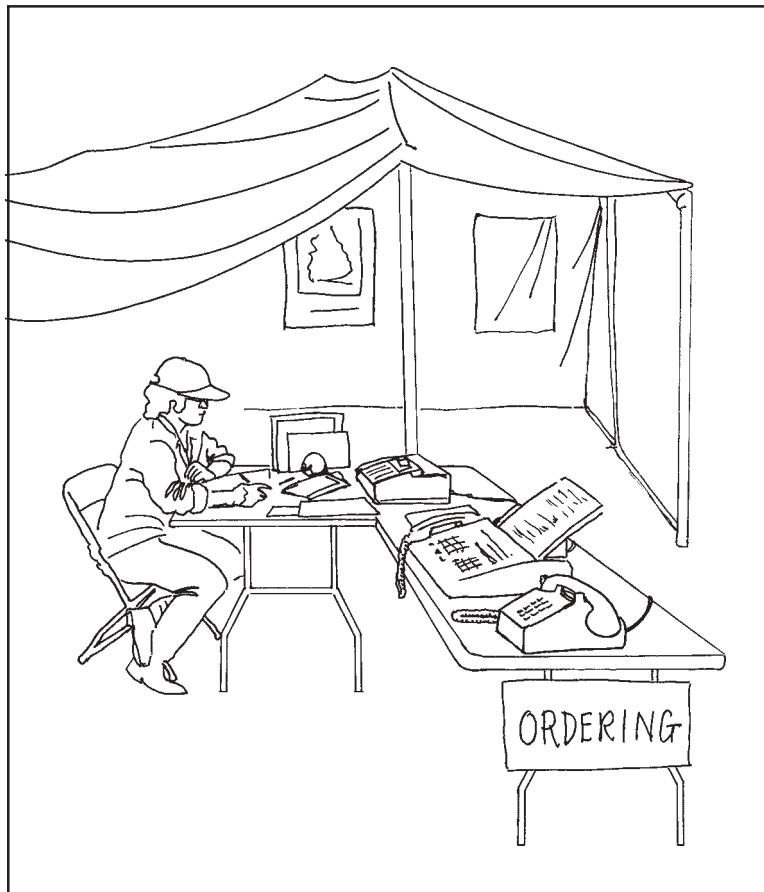


ORDERING MANAGER

J-252



Job Aid
October, 2003
NFES 1555



CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Ordering Manager, J-252
Certified at Level I

This product is part of an established NWCWG curriculum. It meets the COURSE DEVELOPMENT AND FORMAT STANDARDS – Fifth Edition, 2001 and has received a technical review and a professional edit.

Member NWCWG and Training Working Team Liaison

Date

12/23/03

Chairperson, Training Working Team

Date

10/16/03

Description of the Performance Based System

The NWCG Wildland and Prescribed Fire Qualifications System is a "performance-based" qualifications system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been "training based." Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance-based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildland fire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

1. The components of the wildland fire qualifications system are as follows:

- a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTBs have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees, see appendix A of the NWCG Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, for further information.

ORDERING MANAGER J-252

Job Aid
October, 2003
NFES 1555

Sponsored for NWCG publication by the NWCG Training Working Team

Comments regarding the content of this publication should be directed to:
National Interagency Fire Center, National Fire Training Support Group, 3833
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Additional copies of this publication may be ordered from National Interagency
Fire Center, ATTN: Great Basin Cache Supply Office, 3833 South Develop-
ment Avenue, Boise, Idaho 83705. Order NFES 1555.

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ORDERING MANAGER (ORDM) JOB AID, J-252 INTRODUCTION

The Ordering Manager has been identified as a position within the Incident Command System (ICS). The J-252 job aid, which supports this position, is part of the National Wildfire Coordination Group's (NWCG), Wildland Fire Suppression Curriculum. The subjects within the performance based curriculum may be administered by either an instructor led formal training course or by the use of job aids. It is highly suggested that the trainee have previous incident experience.

Job aids are "how to" books that assist an individual in performing specific tasks associated with a position. They may be used by an individual, in a trainee position, who has met all of the prerequisites, but has not completed the position task book for that position. They are also used after the individual has become qualified, as an aid or refresher in doing the job.

The performance based qualification system stipulates that an individual must complete a Position Task Book prior to becoming qualified for that position. Refer to the "Wildland and Prescribed Fire Qualification System Guide, PMS 310-1" for the established standards for this position. *It is recommended that this job aid be issued when the position task book is initiated.*

This job aid has been developed by an interagency development group with guidance from the National Interagency Fire Center, Fire Training under authority of the NWCG, with coordination and assistance of personnel from the following agencies:

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We appreciate the efforts of those people associated with the development and review of this package.

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Comments regarding the content of this publication should be directed to: National Interagency Fire Center, Fire Training, 3833 South Development Avenue, Boise, Idaho 83705.

Email: nwcg_standards@nifc.blm.gov

Additional copies of this publication may be ordered from: National Interagency Fire Center, ATTN: Great Basin Cache Supply Office, 3833 S. Development Avenue, Boise, Idaho 83705. Order NFES #1555.

I. GENERAL

Obtain and Assemble Materials Needed for Kit.

Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation. Web gear or briefcase (not both) should not exceed 20 pounds.

- Proof of Incident qualifications (Red Card)
- Position Task book, NFES 2353
- Fireline Handbook, PMS 410-1, NFES 0065
- Expanded Dispatch Job Aid, NFES 2400
- National Fire Equipment System Catalog, NFES 0362
- Mnemonics data table
- National Mobilization Guide, NFES 2092

Documentation Forms:

- ICS 213, General Message, NFES 1336
- ICS 214, Unit Log, NFES 1337
- ICS 219, Resource Status Card (T-Card), NFES 1342 and holder (optional)
- ICS 226, Individual Performance Rating, NFES 2074

- SF-261, Crew Time Report, NFES 0891 and/or OF-288 Emergency Firefighter Time Report, NFES 0866
- OF-289 Property Loss or Damage Report, NFES 1864
- OF-315 Incident Replacement Requisition, NFES 1300
- OF-316 Interagency Incident Waybill, NFES 1472
- Resource Order forms, NFES 2200-2216
- Food Service Request
- Infrared Aircraft Scanner Request
- Agency specific forms, e.g., requisition forms.

Miscellaneous Items (optional):

- Assorted pens, pencils, felt tip markers, highlighters, thumb tacks, string tags, pads of paper, clipboard, masking/strapping tape, duct tape, envelopes, surveyor flagging, file system supplies, hole punch, etc.
- Calculator
- Flashlight (extra batteries)
- Alarm clock
- Camera
- Calendar
- Tape measure
- Insect repellent
- Local area maps
- Road atlas
- Laptop computer

II. MOBILIZATION

A. Obtain Complete Information From Local Dispatch Upon Initial Activation.

1. Obtain a copy of the order form which contains:

- Incident/Project name
- Incident/Project order number
- Office reference number (cost code)
- Descriptive location/response area
- Legal location (township, range, section)
- Incident frequencies (if available)
- Incident base/phone number (contact)
- Request number
- Reporting date/time and location, e.g., Incident Command Post (ICP)
- Transportation arrangements and routes
- Special instructions

Retain a copy of this order form for your personal fire experience record.

2. The individual will have:
 - Frameless soft pack containing personal gear, not to exceed 45 lb.
 - ORDM kit, not to exceed 20 lb.
 - Proper Personal Protective Equipment (PPE) for the job.

B. Gather Information

Gather all available information necessary to accurately assess incident; make appropriate decisions about immediate needs and actions including:

- Type of incident
 - Planned operations, e.g., multiple remote camps, burnout operations, water handling operations.
- Current situation status
- Expected duration of incident
- Terrain
- Weather (current and expected)

III. INCIDENT ACTIVITIES

A. Arrive at Incident and Check In

- Locate supervisor (supply unit leader; SUPL.)
- Report to status check-in recorder and complete ICS 211, Check-in List.
- Report to the finance/administration section for time keeping procedures.

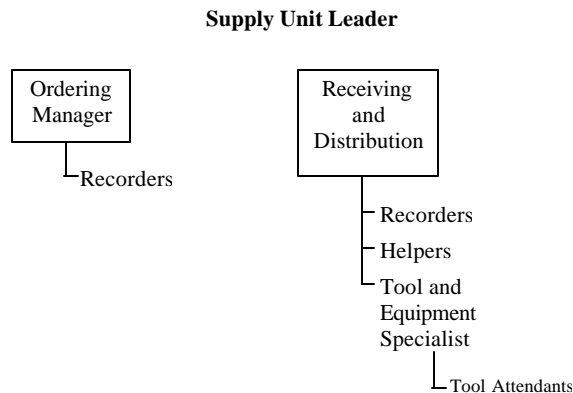
B. Obtain Briefing from the SUPL.

You are responsible for asking adequate questions that will allow satisfactory completion of all job aspects. *There are no stupid questions.* Briefing should include as a minimum:

- Sleeping and eating arrangements.
- Location of your work area.
- Copies of resource order forms of supplies and resources that have been ordered and received.
- Personnel ordered for your function, work schedule, policy and operating procedures, and chain of command in your unit.
- Projections for additional personnel and equipment, approximate time and numbers.

- Responsible agency's ordering policies and procedures.
- Sources of supplies
 - Where and with whom do I place orders?
- Phone number(s)?
 - Expanded dispatch
 - Agency dispatch office
 - Buying team
 - Incident - all functional areas
 - Vendor/contractor(s)
 - Fax numbers
 - Cache
- People you will interface with on the incident.
 - Unit leaders and staff
 - Expanded dispatch
 - Buying team
- Procurement lead times required for food, tools, fuel, etc.
- Type of communications available.
 - Fax, radios, phones, cell phones, computers
- Location of computer work station(s), if used.
- Identify office needs.
- Established/needed security procedures.
- Procurement restrictions
 - Examples: flight suits, tents, brush jackets, commissary items, supplemental foods.

- Establish briefing procedures within the supply unit.
- Request a current copy of the Incident Action Plan (IAP) and incident map.



C. Establish Ordering Procedures.

- Identify who has ordering authority.
 - Crew boss, unit leaders, etc.

See Appendix A, Check-out Authority example.

- Identify the source from which you are ordering supplies, e.g., expanded dispatch, direct to fire cache, or direct to the buying team.
- Identify type of tracking system being used.
- Ensure the consolidation of identical supply requests.
 - Check previous orders for duplication and verify for correctness.

- Check with other unit leaders for possibility of moving excess resources within the camp before ordering more, e.g., portable toilet needed for the helibase; check with the facilities unit leader (FACL).
- Identify who is responsible for assigning request numbers, e.g., ordering manager, expanded dispatch, buying team.
- Follow resource order system for documenting requests for placement and completion of orders.
- Verify with ordering unit for any supplemental items that may be required to complete an order.
- Ensure that the person placing the request has checked with receiving and distribution for item(s) needed.
- Coordinate ordering timeframes with expanded dispatch or other ordering points.
- If possible, meet face-to-face with agency personnel, e.g., expanded dispatch, buying team, and agency dispatch, you will be dealing with during these procedures.

D. Receive Written Request for Supplies and Resources Directly from Incident Personnel or Through the Incident Communication System.

1. Request will be documented on a ICS 213, General Message, legibly, and contain the following information:

- Request date/time and date/time needed.
- NFES number (if applicable)
- Detailed description of item(s). Be specific with model numbers, brand names, size, etc.
- Number desired, units of issue
- Any special billing requirements
- Whom to notify when item is delivered
- Delivery point(s)
- Name of requesting party and agency
- Authorized approval

See Appendix B, ICS 213 General Message example

2. Evaluate and check for supplemental items needed to complete the requested resource(s).
 - Examples of these supplemental items are:
 - Helitorch order - other needs may include: gas, helicopter, module, mixmaster.
 - 1 ½" & 1" Hose ordered - other needs may include: hose appliances, nozzles.
 - Leaf blower - other needs may include: extensions, straps, fuel.
3. Notify the SUPL of requests for resources placed by unauthorized personnel before placing order.

E. Place Resource Orders Through Established Ordering Channels.

1. After receiving request on a ICS 213, General Message, transfer information onto an appropriate resource order form.

A – Aircraft, including:

- air tankers
- single engine air tankers (SEAT)
- helicopters
- large air transport
- light fixed-wing
- frequencies
- Temporary Flight Restrictions (TFR)

C – Crews, including:

- hand (Type 1, 2, 2 IA)
- camp
- inmate

O-Overhead, including:

- incident management teams
- technical specialists (THSP)

E-Equipment- Major fire fighting and support items, including:

- engines
- dozers
- caterers (food units)
- contract showers
- specialized items

S-Supplies-, including:

- NFES cache items
 - consumable, durable, and accountable property items
- Items not available from the cache
 - rented items
 - local purchase items

When all items are released, reassigned, or if all supplies have been shipped, the order is ready to close. The expanded dispatch and the supply unit must review the order and ensure all necessary documentation is complete and the resources have been released.

See Appendix C for examples of resource order forms and instructions for filling out this form.

2. Place order via telephone, fax or radio, to either expanded dispatch or other ordering point.
3. Receive request number that has been mutually agreed upon.
 - Record request number onto the original ICS 213, General Message form and retain top copy. Distribute the other copies as follows:
 - Copy to receiving and distribution for supplies.
 - Copy to the buying team if applicable.

- Copy to requester when order has been confirmed. Notify requester of status of order, especially if problems are encountered.

F. Set up and Maintain Filing System.

Establish a filing system to track:

- The file system will be kept current as resource orders are placed or received.
- File original copy of general message(s) by individual days or unit placing the order.

Whether the system is a series of boxes, a piece of canvas with pockets, or a filing cabinet, does not matter as long as it is functional and works as a status keeping system.

G. Reconcile Resource Orders.

- The ORDM is responsible for reconciling (balancing) orders.
- Using the resource order form, within the established length of time, ensure confirmation that previously placed orders have been filled, killed, outstanding, or canceled.

- The ORDM must work closely with the RCDM, GSUL (ground support unit leader), resource unit, expanded dispatch, and buying team for feedback on the arrivals of all items and personnel ordered.
- Progressively document, check and confirm all new and existing resource orders, including delivery times, method of delivery and location.
- Information is passed on to the requester as it becomes available.
- All problems or questions are brought to the SUPL and documented in the unit log.

H. Keep RCDM Informed of Orders Placed.

- Ensure the pink copy of the ICS 213, General Message of supplies requested is given to the RCDM.
- Update the RCDM of pending delivery of supplies.
- Update the planning and logistics section of overhead and crew arrivals for additional meals needed and sleeping arrangements.

I. Brief Subordinates and Relief Personnel.

1. Staff briefings:

- Initial briefing
- Daily briefing(s)
 - New personnel
 - Special problems, e.g., injuries
 - Changes of policy and operating procedures.
 - Upcoming operational needs, e.g., burnout, remote camps
 - Outstanding orders
 - Canceled orders
 - Schedule changes
 - Safety concerns, e.g., work/rest compliance, nutrition, work environment.

2. Methods of Communication

- Briefings
- ICS 211, Check-in list
- ICS 213, General Message
- ICS 214, Unit log
- Resource order form
- Waybills
- Incident Action Plan (IAP)

3. Communication should:

- Be clear and concise
- Ask questions
- Get feedback
- Verbally repeat orders to assure accuracy
- Include legible writing

J. Interact and Coordinate with Appropriate Incident Personnel.

- Establish and maintain positive interpersonal and interagency working relationships.
- Establish and maintain communication with other unit leaders and staff.
- Recognize conflict early and take appropriate action, e.g., seek the advice of the logistics section chief (LSC), SUPL, or human resource specialist (HRSP).
- Recognize cultural language difficulties that impact work output and expectations.
- Integrate cultural resource considerations into all activities.

K. Prepare and Submit Reports as Required by the SUPL.

- Prepare ICS 214, Unit Log
 - Events that occur in the ordering unit.
 - A list of the ORDM's staff.
 - Any major timetable problems.
 - Any new policy guideline changes.
 - Any problems encountered with suppliers.
- Submit documents in a timely manner to meet deadlines and/or incident requirements.

L. Evaluate Performance of Subordinate(s) as Required by Agency Policy.

- Performance evaluations are done for all unit personnel/crews prior to their release from the incident. Performance evaluations are discussed with the individual(s).

IV. DEMOBILIZATION

A. Demobilization of Incident Supplies and Equipment.

Keep in mind demobilization begins when the incident starts

1. Ongoing activities:
 - Refile orders in the “placed“ and “confirmed” files as their status changes.
 - Check and determine if unfilled orders are still needed.
 - Issue “S numbers” to crews demobilizing, if restock items are not available at the incident, to enable them to order replacement items at the home unit.

2. Final demobilization:
 - Complete reconciliation of all resource orders.
 - Close out all resource orders and records with appropriate unit, e.g., demobilization, expanded dispatch, initial attack aircraft dispatcher, procurement, buying team.
 - If receiving and distribution cannot restock unusable supplies or equipment, receive OF-289, Property Lost or Damaged Report; then prepare OF-351, Incident Replacement Requisition.

- Turn all ordering records over to the SUPL.
- Provide the SUPL or LSC information on unreconciled orders or resources that have not been demobilized for inclusion in the Transfer of Command Plan. This information should also be provided to expanded dispatch.
- Return all work materials to the appropriate unit.
- Return your work area to its pre-incident condition.

B. Demobilization of Ordering Unit Personnel.

- Submit all required information to the SUPL.
- Receive demobilization instructions from the SUPL.
- Brief replacement ORDM.
- Debrief with supervisor and receive signed performance appraisal.
- Obtain ICS 221, Demobilization Checkout, from the planning section.
- Check out with each section indicated on the ICS 221.
- Submit completed ICS 221 to the documentation unit in the planning section.

APPENDIX A CHECKOUT AUTHORITY

Item:	Check-out Authority									
	Crew Boss	Individual	Saw Team or Sawyers	EMT/Medical	Safety Officer	Division Group Supervisor	Air Ops Helibase Mgr.	Unit Leaders		
Sleeping Bag, Grey Pad, Headlamp, Hard Hat, Fire Shelter, Goggles, Canteen, Pants, Shirts, Gloves, Tools	X	Replacement Only	~	~	~	~	~	~	~	~
Tents, Lanterns, Heaters, Propane	~	~	~	~	~	~	~	~	~	Facilities Setup
Flashlight, Batteries, Ribbon, 1 Person First Aid Kits	~	X	~	~	~	~	~	~	~	~
10 Person First Aid Kit	X	~	~	X	~	~	~	~	~	~
Chainsaw Items	~	~	X	~	~	~	~	~	~	~
Wrap Around Safety Glasses	~	~	~	~	X	~	~	~	~	~
Fireline Equipment- 1 1/2" Hose, Mark III pumps, Fuseses, Fuel, Light Sticks, MREs, etc.	~	~	~	~	~	X	~	~	~	~
Air Support Items	~	~	~	~	~	~	X	~	~	~
Support Items	~	~	~	~	~	~	~	~	~	X

APPENDIX B
ICS 213, GENERAL MESSAGE

*U.S.GPO:1992-O-780-001

GENERAL MESSAGE

TO: Chamber	POSITION Ordering Manager
FROM: Smith	POSITION Division B Supervisor
SUBJECT: Order of supplies	DATE: 8/20 1945
MESSAGE: I need the following items for the day operational period, by 0600, 8/20 <i>I will pickup order</i>	
1 ea. pump kit, NFES 0670	
5 ea. reducers 1" x 3/4", NFES 0733	
5 ea. wye 3/4", NFES 0739	
5 ea. reducer 1 1/2" x 1", NFES 0010	
5 ea. nozzle 3/4" NFES 0136	
10 LG Hose, garden, NFES 1016	
5 LG Hose, 1", NFES 0966	
5 LG Hose, 1 1/2", NFES 0114	
SIGNATURE/POSITION: <i>Smith, DIVS</i>	

REPLY

DATE	TIME	SIGNATURE/POSITION
-------------	-------------	---------------------------

213 ICS 179
NFES 1336

PERSON RECEIVING GENERAL MESSAGE KEEP THIS COPY

(SENDER:) REMOVE THIS COPY. FOR YOUR FILES

APPENDIX C RESOURCE ORDER, EXAMPLES

RESOURCE ORDER		2. INCIDENT/PROJECT NAME				3. INCIDENT/PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER					
AIRCRAFT		<i>The Big One</i>				<i>170-PAT-221</i>				<i>P 49721</i>					
5. DESCRIPTIVE LOCATION/RESPONSE AREA		6. SEC.		7. MAP REFERENCE		8. INCIDENT BASEPHONE NUMBER		9. JURISDICTION/AGENCY		10. ORDERING OFFICE					
<i>Smoke Bear Campground</i>		<i>14-N</i>		<i>Rocky Summit Ridge</i>		<i>208-123-4567</i>		<i>USDJ Forest Service</i>		<i>Beart Base</i>					
11. AIRCRAFT INFORMATION		BASE OR OMNI		AIR CONTACT		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT HAZARDS					
BEARING		DISTANCE		<i>43 53 22 W</i>		<i>119.125</i>		<i>BOJ</i>		<i>Military Operation Area, powerlines, smoke</i>					
12. Request Number		Ordered Date/Time		From		To		Agency ID		Resource Assigned		ETD		RELEASED	
<i>A-1</i>		<i>7/10 0830</i>		<i>Pete John</i>		<i>Beart Base</i>		<i>0900 170-PAT</i>		<i>972-A Cassina</i>		<i>7/11 0900</i>		<i>BOJ</i>	
QTY		Resource Requested		Needed		Deliver		Time		Time		Date		Time	
<i>1</i>		<i>Recon Aircraft</i>		<i>7/11 0900</i>		<i>Beart Base</i>		<i>0900 170-PAT</i>		<i>Pilot: M. Turman</i>		<i>7/11 0900</i>		<i>BOJ</i>	
13. ORDER RELAYED		ACTION TAKEN				ACTION TAKEN				ACTION TAKEN					
Req. No.		Date		Time		To/From		Req. No.		Date		Time		To/From	

APPENDIX C (continued)

RESOURCE ORDER CREWS		INITIAL DATE/TIME		2. INCIDENT/PROJECT NAME				3. INCIDENT/PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER												
		7/09/xx 2200		<i>The Big One</i>				<i>ID-PNF-221</i>				<i>P-49721</i>												
5. DESCRIPTIVE LOCATION/RESPONSE AREA <i>Smoky Bear Campground</i>		6. SEC.		7. MAP REFERENCE		8. INCIDENT BASE/PHONE NUMBER		9. JURISDICTION/AGENCY				10. ORDERING OFFICE												
		14-N		Rocky Summit Ridge		208-123-4567		USDA Forest Service				Near Base												
11. AIRCRAFT INFORMATION		12. AIRCRAFT INFORMATION		13. AIRCRAFT INFORMATION		14. AIRCRAFT INFORMATION		15. AIRCRAFT INFORMATION		16. AIRCRAFT INFORMATION		17. AIRCRAFT INFORMATION		18. AIRCRAFT INFORMATION										
BEARING		DISTANCE		BASE OR OMNI		AIR CONTACT		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT HAZARDS												
								119.125		170.325														
12. Request Number	Ordered Date/Time	From	To	Q	T	Y	RESOURCE REQUESTED		Needed Date/Time	Deliver To	To	From	Agency ID	Time	Resource Assigned	ETA	Released Date	To	Time	ETA				
							Type 1 Crew														7/11 0900		ICP	
C-1	7/10 0830	Pete Jofn					Type 2 IA Crew		7/11 0900		ICP		0910		OR-DRF		Describes NWR # 1		7/11 0900		RDM			
C-2	7/10 0830	Pete Jofn					tooled and furnished																	
13. ORDER RELAYED																								
Req. No.		Date		Time		To/From		ACTION TAKEN		Req. No.		Date		Time		To/From		ACTION TAKEN						

APPENDIX C (continued)

RESOURCE ORDER SUPPLIES		INITIAL DATE/TIME 7/09/xx 2000		2. INCIDENT/PROJECT NAME <i>The Big One</i>				3. INCIDENT/PROJECT ORDER NUMBER <i>17D-PNF-221</i>		4. OFFICE REFERENCE NUMBER <i>P49721</i>					
5. DESCRIPTIVE LOCATION/RESPONSE AREA <i>Smokey Bear Campground</i>		6. SEC. 14°N		7. MAP REFERENCE <i>Rocky Squared Ridge</i>		8. INCIDENT BASE/PHONE NUMBER <i>208-123-4567</i>		9. JURISDICTION/AGENCY <i>USDA Forest Service</i>		10. ORDERING OFFICE <i>Head Base</i>					
11. AIRCRAFT INFORMATION		BASE OR OMNI		AIR CONTACT		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT HAZARDS					
BEARING		DISTANCE		119-125		170-325									
12. Request Number	Ordered Date/Time	From	To	Q	Y	Resource Requested	Needed Date/Time	Deliver To	Agency ID	Resource Assigned	ETD	ETA	Released Date	Time	
															Time
S-1	7/10 0830	Pete John	25	NFES 0883, WYE, 1 1/2"	ICP	7/11 0900	ICP	7/11 0900	GBC		7/11 0900				
S-2	7/10 0830	Pete John	25	NFES 0009, Reducer 1 1/2" to 1"	ICP	7/11 0900	ICP	7/11 0900	GBC		7/11 0900				
S-3	7/10 0830	Pete John	25	NFES 0024, Nozzle 1", Combination	ICP	7/11 0900	ICP	7/11 0900	GBC		7/11 0900				
13. ORDER RELAYED															
Req. No.	Date	Time	To/From	ACTION TAKEN				ORDER RELAYED				ACTION TAKEN			
S-1 eff 7/10	7/10	0830	John/Pete	Deliver hose fittings to DP Garage				Date	Time	To/From					

APPENDIX C (continued)

RECEIVING THE ORDER:		
BLK#	DESCRIPTION	ACTION
1	INITIAL DATE/TIME:	Input actual date and time you received the order. (MM/DD/YY)
2	INCIDENT/PROJECT ORDER NAME:	Input incident name.
3	INCIDENT/PROJECT NUMBER:	This is the number assigned by the host unit. It should be a two-letter state designator, unit identifier and an incident number.
4	OFFICE REFERENCE NUMBER:	Input the cost-coding data, or office reference number.
5	DESCRIPTIVE LOCATION/ RESPONSE AREA:	Specific unit address. Note: Equipment and supply orders require the delivery address and directions to the incident cache.
6	SEC, TWN, RNG, BASE MDM	Legal location of the incident.
7	MAP REFERENCE	Geographic area, e.g., Thomas Mountain. Note: Aircraft and Radio System orders - latitude and longitude are required. The host unit will provide this information.
8	INCIDENT BASE/PHONE NUMBER:	All orders require a phone number. If incident phones are not available, the administrative unit phone number can be used.

APPENDIX C (continued)

BLK#	DESCRIPTION	ACTION
9	JURISDICTION/ AGENCY:	Input the appropriate agency responsible for the incident, e.g., BLM, USFS, NPS, FWS, BIA, State
10	ORDERING OFFICE:	In expanded dispatch, this will be the incident.
11	AIRCRAFT INFORMATION:	
	BEARING	Compass azimuth (direction in degrees from nearest VOR)
	DISTANCE	Distance in nautical miles from the VOR or a known location.
	BASE OR OMNI	VOR location from which the bearing and distance are calculated. Use three-letter VOR identifiers.
	AIR CONTACT	The call sign of the airborne person in charge, e.g., Air Tactical 02, Lead 21.
	FREQUENCY	The frequency to contact the airborne person in charge, e.g., 122.9, 167.950, and tone if applicable.
	GROUND CONTACT	Name of ground contact.
	FREQUENCY	The frequency to contact the ground person in charge, e.g., 122.295, 171.995, and tone if applicable.
	RELOAD BASE	The air tanker base the aircraft is to use for reloading. This is usually the closest tanker base to the incident.

APPENDIX C (continued)

BLK#	DESCRIPTION	ACTION
11	OTHER AIRCRAFT/ HAZARDS	Other aircraft in the area of the incident, e.g., helicopters, air tankers, smokejumpers, lead planes. Hazards in the area of the incident, e.g., wires, towers, heavy smoke, thunderstorms. Also check for Military Training Routes (MTR) and Military Operation Areas (MOA).
12	REQUEST NUMBER	All request numbers must be prefaced by a letter designating the kind of resource ordered. Each kind of request belongs on a separate order form. A - Aircraft C - Crews O - Overhead S - Supplies E - Equipment Assignment of request numbers is mutually agreed upon by expanded dispatch, incident supply unit, or buying team. One request number per item, except for supply orders which could have several like items ordered under one request number.
	ORDERED DATE/TIME	Time the particular request item is ordered.
	FROM/TO	From whom you receive the request and your name.
	QUANTITY	Ensure resources are listed with the correct unit of issue, e.g., kt., ea., lg., cs., pk., and quantity is consistent with the standard pack. This information is in the NFES catalog.

APPENDIX C (continued)

BLK#	DESCRIPTION	ACTION
	RESOURCE REQUESTED	After identifying the components for your request, skip a line before entering the next request number to allow for special order descriptions. Example: Supply requests must start with the NFES number followed by the appropriate description; crew orders must state type of crew, configuration, tool requirements, meal needs, timeframes, transportation and/or unusual needs for assignment.
	NEEDED DATE/TIME	Date and time that the resource is needed. Do not ASAP (as soon as possible). If it appears that the timeframe allowed is not adequate, the dispatcher must discuss this with the incident and request additional time.
	DELIVER TO	Area to which the requested resource is to report, e.g., ICP, Fire. Equipment and supply orders - refer to Block #5 for delivery information. Equipment and supply orders also required in this column the method of delivery, e.g., ground, charter air, mail.

APPENDIX C (continued)

FILLING THE ORDER:		
BLK#	DESCRIPTION	ACTION
12	TO/FROM	With whom the request is placed (office and individual's name) and who is placing it (your name or initials).
	TIME	Time the order was placed.
	AGENCY ID	Identification of the office providing the resource. It is wise to leave this block blank until the specific resource is confirmed.
	RESOURCE ASSIGNED	Confirmed resource assigned by the sending agency. When this information has been passed to the ordering office, the small box is blackened.
	ETD/ETA	This block should reflect estimated time of departure and estimated time of arrival.
	RELEASED TO	Input desired delivery point the sending unit would prefer the resource be demobilized to. This box should be filled in as soon as the resource is assigned to the incident. The identifier in this box is usually the nearest jetport.
13	ORDER RELAYED	These blocks are used to document all actions taken and all contacts made while completing an order.
	REQ. NO.	Indicates which requested item is being documented, e.g., S-13, A-42, O-21, C15.
	DATE	Date action was taken.
	TIME	Time action was taken.
	TO/FROM	Person with whom contact was made and your name or initials.
	ACTION TAKEN	Documentation of activity for that request number.

APPENDIX C (continued)

CLOSING THE ORDER:		
BLK#	DESCRIPTION	ACTION
12	RELEASED	
	DATE	The date resources are to be released.
	RELEASED TO	The identifier in this box should be the home unit release point. It is usually the nearest jetport. If the resource is to be reassigned, document in this block the new incident/project number and the new request number for tracking purposes. The original incident/project order number is what the resource will be demobilized on which contains this release point.
	TIME/ETA	Time is release time; ETA is estimated time of arrival either to the home unit or the new assignment. Blacken the small check box when the release information has been relayed to the sending unit.

APPENDIX D

24-HOUR CLOCK

<i>12 Hour</i>	<i>24 Hour</i>	<i>Pronounced</i>
1 AM	0100	Zero-one hundred
2 AM	0200	Zero-two hundred
3 AM	0300	Zero-three hundred
4 AM	0400	Zero-four hundred
5 AM	0500	Zero-five hundred
6 AM	0600	Zero-six hundred
7 AM	0700	Zero-seven hundred
8 AM	0800	Zero-eight hundred
9 AM	0900	Zero-nine hundred
10 AM	1000	ten hundred
11 AM	1100	eleven hundred
12 NOON	1200	twelve hundred
1 PM	1300	thirteen hundred
2 PM	1400	fourteen hundred
3 PM	1500	fifteen hundred
4 PM	1600	sixteen hundred
5 PM	1700	seventeen hundred
6 PM	1800	eighteen hundred
7 PM	1900	nineteen hundred
8 PM	2000	twenty hundred
9 PM	2100	twenty-one hundred
10 PM	2200	twenty-two hundred
11 PM	2300	twenty-three hundred
12 Midnight	2400	twenty-four hundred

To get 24 hour time, notice that you add 12 to the PM time to get the first two numbers of the hour, i.e., 8 PM is twenty hundred ($8 + 12 = 20$).

APPENDIX E

GLOSSARY OF TERMS AND ACRONYMS

For additional fireline terms, refer to Wildland Fire Terminology, PMS 205, NFES 1832

Accountable Property	Items with a purchase price of \$5,000.00 or more or items that the agency considers sensitive (cameras, chainsaws, items with property numbers).
A/C	Aircraft, fixed or rotor wing.
AD	Administratively Determined (rates and pay plan for emergency workers.)
AGL	Above Ground Level, altitude expressed in feet above the ground.
AIDS	Aerial Ignition Devices - usually refers to a ping pong ball machine or a helitorch.
Air Contact	Particular aviation resource to contact when reporting to a fire.
Air Show	Multiple aircraft over a fire, usually including air tankers.

APPENDIX E (continued)

Air Tactical	ICS position within the operations section. Air Tactical Group Supervisor (ATGS), synonymous with air attack.
Air Transportable Modular Unit (ATMU)	A weather data collection and forecasting facility consisting of seven modules, weighing a total of 355 pounds and occupying 34.2 cubic feet of space when transported. Requires a supplemental order of helium, procured locally.
Alumigel®	Jelly like substance produced by mixing gasoline and Alumigel® powder. It is then applied with an ignition device such as a helitorch to ignite fires.
ALS	Advanced Life Support
ATA	Actual Time of Arrival
Air Tanker	Fixed wing aircraft capable of delivering fire retardant (liquid and foam).
ATD	Actual Time of Departure

APPENDIX E (continued)

Av Gas	Fuel for aircraft with internal combustion engines (reciprocating engines).
Azimuth	The horizontal distance in angular degrees in a clockwise direction from the north point.
Back Haul	Excess supplies, equipment or trash returned from a location on an incident.
Base	The location at which primary logistical functions for an incident are coordinated and administered. There is only one base per incident, e.g., incident command post (ICP).
Bearing	Position of an object with reference to a point on a compass.
Backpack Pump	A collapsible backpack made of neoprene or high strength nylon fabric that carries approximately five gallons of water fitted with a hand pump. (bladder bag)
BDU	Battle Dress Uniform; fire resistant pants

APPENDIX E (continued)

Black Water/ Sewage Truck	Vehicle capable of pumping and hauling raw sewage (black water) to certified sewage treatment facility.
Booster Pump	An intermediary pump for supplying additional lift in pumping water uphill past the capacity of the first pump.
Casual(EFF)	An employee who is picked up temporarily for a fire emergency, see AD. Also referred to as Emergency Fire Fighter (EFF)
Chief of Party	Person in charge of passengers while traveling.
Clamshell	Reusable battery holder for King® radios. Holds 9 AA batteries. Listed as Holder, Battery, King, NFES 1034.
Compressed Air Foam System (CAFS)	A generic term used to describe foam systems consisting of an air compressor (air source), water pump and foam solution.
Commo	Communications

APPENDIX E (continued)

Consumable Property	Items that are expected to be consumed on the incident (batteries, MREs, canteens).
Coordination Center	Regional/Zone/State level center for mobilization of resources to incidents, etc. (dispatch)
Coupling, hose	A fitting on the end of a hose that connects the ends of adjacent hoses or other components of hose, e.g., male, female, quick connect, pin lug.
Coyote Tactics	A progressive line construction technique involving self-sufficient crews which build fire line until the end of the operational period, remain at or near that point while in an unavailable status and begin building fireline at that point at the start of the next operational period.
CSJRL	Cotton-Synthetic Jacketed, Rubber Lined hose.
Cubie	Cubitainer: a five gallon container used for transporting drinking water.

APPENDIX E (continued)

Demob	Demobilization, process of removing resources, usually off incidents.
DHS	Department of Homeland Security
Dispatch	Dispatch center; a facility from which resources are assigned to an incident.
Division	Incident division, usually designated by a letter, e.g., Division A.
DJRL	Double Jacketed Rubber Lined hose.
Dozer	A tracked vehicle with a front mounted blade used for building fireline; bulldozer.
Dozer tender	Bulldozer service unit
Drum Lifter	A device used to transport a 55 gallon drum via a sling on a helicopter.
Durable Property	Non-accountable items, with useful life expectancy longer than one incident.

APPENDIX E (continued)

Engine	A truck mounted with a pump and tank (water), used in fire suppression.
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETE	Estimated Time En Route.
Expanded Dispatch	The organization in dispatch that is activated when the complexity of logistics coordination approaches a level the initial attack dispatch organization can no longer support.
FAA	Federal Aviation Administration
FBO	Fixed Base Operator; usually the local airport.

APPENDIX E (continued)

Fill or Kill	Policy designed to indicate ability to fill an order or if it can not be filled within a reasonable amount of time (1 hour is standard), then “kill” it. Determine whether to reorder at a later time or cancel the order. This policy is referenced in the National Interagency Mobilization Guide.
Fire Cache	A supply of fire tools and equipment assembled in planned quantities or standard units at a strategic point for exclusive use in fire suppression.
Fixed Wing	Aircraft with stationary wings; an airplane.
FLE	Fire Line Explosives, used for rapid construction of fire line with a small number of specially trained personnel.
FMO	Fire Management Officer

APPENDIX E (continued)

Foam	An extinguishing agent, chemically and/or mechanically produced, that blankets and adheres to the fuels to reduce combustion. When foam products are mixed at 1% or less, the foam will remain effective at preventing ignition for 12 hours. Works with current class A foam delivery systems.
Fol-da-tank®	A portable, collapsible water tank with a tubular frame; varies in capacity from 500-1500 gallons.
FTS	Federal Telephone System
Gated Wye	A gated valve used in hose lays to allow connection of other hoses within the trunk line, e.g., 1" lateral hose with nozzle.
GHT	Garden Hose Thread, 3/4 inch hose fittings
Gorman Rupp	Small, portable water pump.
Gray Water (Grey)	Used water from the kitchen and shower units.
Greenwich Mean Time	The time at "0" longitude, Greenwich, England (Zulu time).

APPENDIX E (continued)

Hazardous Material	Substances that are identified, classified and regulated in the Code of Federal Regulations, Title 49 and Hazardous Materials Regulation 175. A hazardous material is a substance or material which has been determined by the Department of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated.
Head (water pressure)	Pressure due to elevation of water. Equals 0.433 pounds per square inch per foot of elevation.
Helibucket	Specially designed bucket carried by a helicopter like a sling load and used for aerial delivery of water or fire retardants.
Helitorch	An aerial ignition device slung beneath a helicopter to disperse ignited lumps of jelled gasoline (Alumigel®).

APPENDIX E (continued)

Hot Food/ Drink Cans	Nonreusable cans that are used to ship hot or cold drinks and food to remote locations.
Hot Shots, IHC	Specially trained seasonal hand crew (type 1).
Hoverfill Tank	Large, portable tank from which helitankers can hoverfill.
IA	Initial Attack, first effort to suppress a fire
IC	Incident Commander
Impeller	Rotating part of a centrifugal pump which imparts energy to the liquid to be moved. For shearing purposes, the impeller is on a rotating shaft within the body of liquid.
IMSR	Incident Management Situation Report (Sit Report). Daily report giving the current fire situation in the United States.
Incident	An event (fire, flood, earthquake, other disasters)

APPENDIX E (continued)

Incident Command System (ICS)	An organization used to manage an emergency incident or a non-emergency event. It can be used equally well for both small and large situations. The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system. The system can be applied to a wide variety of emergency and non-emergency situations.
Incident Action Plan (IAP)	Contains objectives reflecting the overall incident strategy and specific control actions for the next operational period. The plan may be oral or written.
Incident Overhead	All supervisory positions described in the incident command system.
Increaser	Increasing coupling used on hose, pump or nozzles to permit connection of a larger size of hose.

APPENDIX E (continued)

Inductor	A control mechanism that allows a regulated quantity of foam concentrate to be introduced into the main hose line.
Infrared	A heat detection system used for fire detection, mapping and heat source identification.
Inside Diameter	The internal diameter of a tube, conductor or coupling as distinguished from the outside diameter. Fire hose sizes are classified by a nominal internal diameter.
IR Scan	Infrared survey of a fire
Iron Pipe Standard Thread	Standard system of thread for connecting various types of rigid piping. These threads are much finer and more difficult to connect in the field than National Standard threads.
Kamlock	Type of fitting that provides quick connecting/disconnecting hose.

APPENDIX E (continued)

Lead Line	Line or set of lines made of rope, webbing or cable and used in helicopter external load operations. Placed between a swivel or the cargo hook and the load.
Lead Plane	Aircraft with pilot used to make trial runs over the target area to check wind, smoke conditions, topography and lead air tankers to the target.
Lined Fire Hose	Fire hose with a smooth inner coating of rubber or plastic to reduce friction loss.
Liquid Concentrate	Liquid phosphate fertilizers used as fire retardants, usually diluted three to five times prior to application.
Live Line or Reel	Hose line or reel on a fire engine, carried connected to the pump, ready for use without making connection to pump or attaching nozzle.

APPENDIX E (continued)

Load Calculation Form	An agency form used to calculate helicopter load weight.
Local Agency	An agency having jurisdictional responsibility for all or part of an incident.
Longline	A line or set of lines, usually in 50 feet increments, used in external load operations that allow the helicopter to place loads in areas which the helicopter can not land.
MAC	Multi-Agency Coordinating Group
MAFFS	Modular Airborne Fire Fighting System, the military's air tanker program (used when more tankers are needed than there are available on contract).
Mark III	Small, portable water pump
Mark 26	Portable water pump (smaller than a Mark III)
Medevac	Emergency medical evacuation

APPENDIX E (continued)

Misery Whip	Crosscut saw
MIST	Minimum impact suppression tactics
Mix Ratio	The ratio of liquid foam concentrate to water, usually expressed as a percent.
Monitor	Turret type nozzle usually mounted on an engine.
Mob Guides	Reference used to facilitate the mobilization of resources. Includes policies, procedures, and where to find the resources.
Mopup	Extinguish or remove burning material near control lines after an area has burned to secure the fire or to reduce residual smoke.
MRE	Meals Ready to Eat, light weight, packaged food used on fires
Multicom	A VHF/AM aircraft radio frequency (122.9 MHz) assigned by the FAA for use in air-to-air communications.
Mud	Fire retardant

APPENDIX E (continued)

NH	National Fire Hose, coupling threads used for fire hose 1½" and larger.
NFES Catalog	Referred to as the National Fire Equipment System Catalog. This catalog is used to order equipment and supplies from fire caches.
NICC	National Interagency Coordination Center at Boise, ID.
NIFC	National Interagency Fire Center at Boise, ID
Nomex®	A fire resistant synthetic material used in the manufacturing of flight suits, pants and shirts for firefighters.
Nozzle Aspirated Foam System	A foam generating device that mixes air at atmospheric pressure with foam solution in a nozzle chamber.
Nozzle, Forester	Twin-tip combination nozzle for 1" hose. Combination fog/straight stream nozzle tip; low volume.

APPENDIX E (continued)

Nozzle, KK	Combination barrel nozzle. Higher volume than the Forester nozzle.
NPSH	National Pipe Straight Hose coupling threads (straight pipe threads for hose couplings and nipple).
NPT	National Pipe Threads/American Standard Taper pipe threads
NTE	Not to exceed; a personnel term used for positions that have a limited duration due to funding or project length.
Payload	Weight of passengers and/or cargo being carried by an aircraft.
PAX	Passengers
PC	Paracargo, cargo delivered by means of fixed wing aircraft and parachutes specialty packed and rigged, usually by smokejumper paracargo specialists.
PG	Personal gear bag
Phoschek®	Long term red colored fire retardant

APPENDIX E (continued)

PIC	Pilot in Command
Piston Pump	Positive displacement pump with 2, 4, and 6 reciprocating pistons to force water from the pump chamber in conjunction with appropriate action of inlet and discharge valves.
Probeye®	Infrared scanning device that picks up hotspots on fires.
Proportioner	A device that adds a predetermined amount of foam concentrate to water to form a foam solution.
PSD	Plastic Sphere Dispenser - refers to a machine installed in a helicopter that dispenses plastic spheres (ping pong balls) filled with potassium permanganate. The machine injects a small amount of ethylene glycol into each sphere and then dispenses them out of the helicopter. The exothermal reaction of the two chemicals creates enough heat to ignite the plastic sphere, in 25 to 30 seconds, which in turn ignites the fuel bed. Aerial Sphere Dispenser Kit, NFES 3410

APPENDIX E (continued)

PTO	Power Take-Off, a supplementary mechanism enabling the engine power to be used to operate non-automotive apparatus (such as a pump).
Pumpkin	Collapsible, soft-sided, freestanding portable water tank.
Ramp	Parking area for aircraft adjacent to a runway.
Red Card	Fire qualification card issued to personnel showing their qualifications to fill specific fire positions.
Reel	A frame on which hose is wound (3/4 to 1 inch hose) supplied by a water tank on the apparatus.
Resource	Any person, aircraft, supply or equipment available for assignment to an incident. Described by kind and type, e.g., T2 Crew, ICT1, T6 Engine.

APPENDIX E (continued)

Resource Order	Form used by dispatchers, service personnel and logistics coordinators to document the request, ordering or release of resources and the tracking of those resources on an incident.
Respirator	A simple filter mask for individual protection against smoke and fumes for use on wildland fires.
Retardant	A chemical having a retarding action on fire, usually applied with an air tanker.
Retrograde	Reversal of an order; shipping supply items from the incident back to the cache or to another incident.
Requisition	A form/procedure for purchasing supplies.
RH	Relative Humidity, a measure of moisture in the air.
Rocker Lug Coupling	Hose coupling in which the lugs used for tightening or loosening are semicircular in shape and designed to pass over obstructions.

APPENDIX E (continued)

Rotor Wash	The air turbulence caused by the movement of the rotor blades of a helicopter.
Rotorwing	Aircraft with a rotor system that rotates about an axis to provide lift and/or thrust for a helicopter.
RX	Prescribed fire
SIPT	Straight Iron Pipe Thread
Slurry	Fire retardant
SMJ or SJ	Smokejumper; fire suppression personnel who parachute to fires via fixed wing aircraft.
SOP	Standard Operating Procedures
Spotter	Smokejumper supervisor in charge of a jumper load; performs navigation, communication and paracargo duties.
Stocking Levels	Minimum levels of supplies kept on hand at a fire cache.

APPENDIX E (continued)

Strainer	A wire or metal guard used to keep debris from clogging pipe or other openings made for pumping water. Placed on suction hose it will protect pumps from foreign materials.
Surfactant	A surface active agent. A formulation which, when added to water in proper amounts, will reduce the surface tension and increase penetration capabilities of the water, e.g., wet water, class A foam, soap.
Swamper	Assistant to an equipment operator
T&A	Time and Attendance
Tail Number	FAA number used to identify aircraft, located on the tail of the ship. American aircraft tail numbers begin with the letter N, e.g., N543TY, N67344.
Tanker	Air tanker

APPENDIX E (continued)

TFR	Temporary Flight Restriction. This airspace restriction is obtained through the FAA. It is an area of airspace over an incident that is defined both laterally and vertically, which has been temporarily or partially closed to nonessential aircraft for a specific period of time.
Thread	The specific dimensions of screw thread employed to couple fire hose and equipment. American National Standard Hose Thread has been adopted for fire hose couplings.
Torch, Drip	A hand-held device for igniting fires by dripping flaming liquid fuel on the materials to be burned. Fuel used is generally a mixture of diesel and gasoline.
Trash Pump	Medium sized pump used for moving large amounts of liquids, e.g., grey water, retardant. These pumps are ordered as volume pumps.
UTF	Unable to fill; pertaining to resource orders.

APPENDIX E (continued)

Water Buffalo	Liquid storage unit
Water Tender	Ground vehicle capable of transporting specified quantities of water, e.g., Type 1 water tender; 5000 gallon capacity, 300 gallon per minute pumping capability.
WFSA	Wildland Fire Situation Analysis. An analysis tool used to determine the most appropriate management strategy for a wildfire that has escaped initial attack.
WX	Weather
Xedar®	Type of heat seeking video display unit that identifies hot spots during mopup.
100 hour	Mandatory maintenance done to aircraft every 100 hours (there is also a 50 hour, 1000 hour, etc.)

NOTES