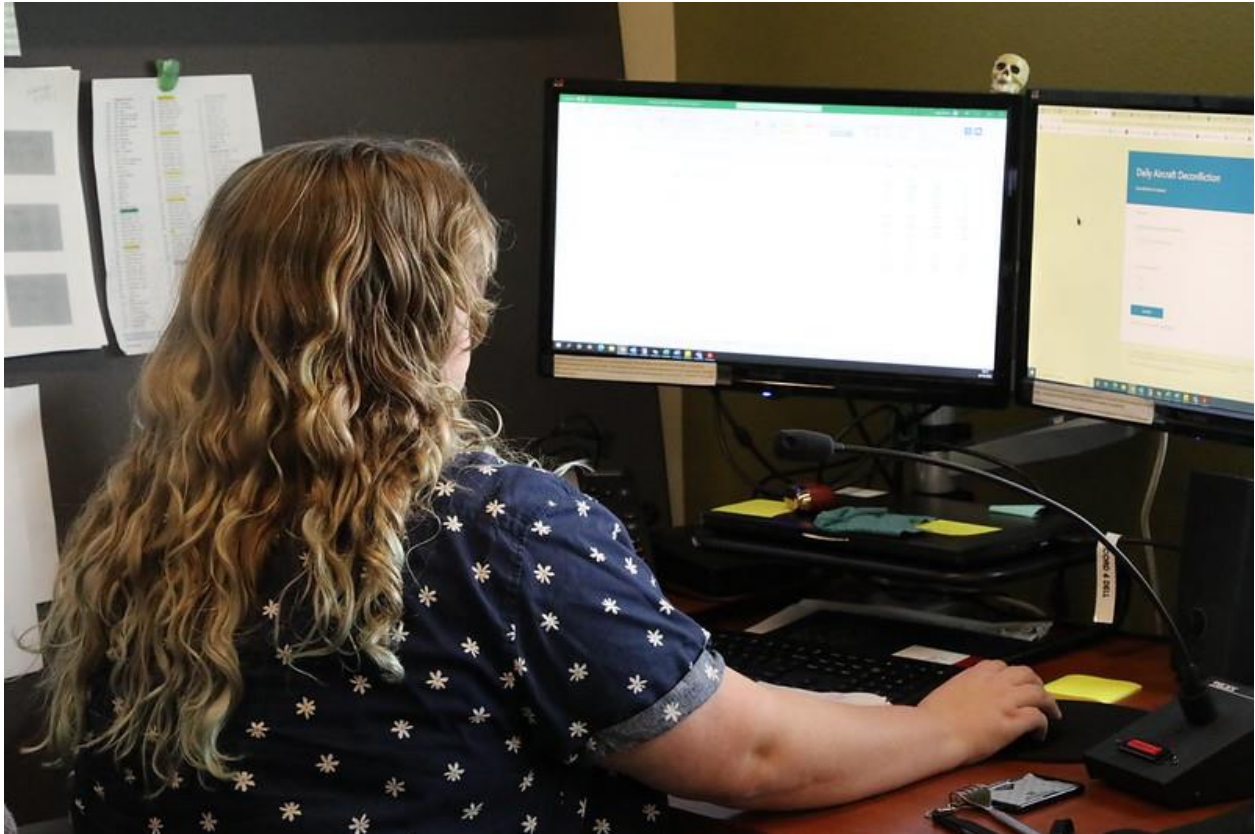




Expanded Dispatch Job Aid

J-601

NOVEMBER 2024



Expanded Dispatch Job Aid

November 2024
J-601

This job aid provides users with job aids and references for expanded dispatch positions.

It is intended to be used as an on-the-job reference for qualified expanded dispatch personnel who have completed all prerequisites and the following course or courses:

- D-110 Expanded Dispatch Recorder
- D-310 Expanded Dispatch Support Dispatcher
- D-510 Expanded Dispatch Supervisory Dispatcher

This job aid can be used as a reference while performing duties in expanded dispatch positions.

Users will need to obtain specific direction from their supervisor on questions or when procedures need clarification.

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

Table of Contents

Pre-Assignment Checklist	1
Resource Ordering Instructions	2
EDRC/EDSD Initial Briefing Checklist	3
Information Needed for Shift Briefing.....	4
Change of Shift Briefing Form	5
Flight Request Information.....	6
Guidance for Supervisory Dispatcher’s Briefing with the Host Agency and Dispatch Center	8
Supervisory Dispatcher’s Briefing with the Incident Management Team Checklist.....	11
Developing an Organization.....	13
Incident Support Checklist	15
Emergency Procedures Preparation Checklist	16
Demobilization Checklist.....	17
Fire Travel Demobilization Worksheet	19
Incident Personnel Performance Rating (ICS 225 WF).....	20
Supervisory Dispatcher Narrative.....	21
Reference Source List.....	22
Manual Resource Order Form Instructions.....	26
Common Terminology.....	35
Common Acronyms	40
Common Abbreviations.....	42

Pre-Assignment Checklist

This checklist guides you in preplanning your organization prior to arrival at your incident assignment.

Who?

WHO has jurisdiction on the incident?
WHO are the contacts at the incident?
WHO are the contacts with local knowledge?
WHO are the contacts within the upward chain of command?

What?

WHAT is my assignment?
WHAT shift will I work?
WHAT are the ordering channels?
WHAT is the geographic area?
WHAT are the agency procedures?
WHAT are the methods of tracking resources?

When?

WHEN is my assignment?
WHEN did the incident begin?
WHEN did, or will, expanded dispatch become functional?

Where?

WHERE is the incident?
WHERE are the local suppliers?
WHERE are we in the history of this incident?

How?

HOW complex is the incident?
HOW many incidents are being supported?
HOW do the communications systems operate?
HOW many people is expanded dispatch supporting?
HOW long is the anticipated duration of the incident?

Why?

WHY am I here?
WHY do I need all this information?

Resource Ordering Instructions

The *National Interagency Standards for Resource Mobilization* identifies standard procedures, which guide the operations of multi-agency logistical support activity throughout the coordination system. It is located at <https://www.nifc.gov/nicc/mobguide/index.html>. Geographic area and local mobilization guides are used to supplement the *National Interagency Standards for Resource Mobilization*.

Resources are requested and mobilized using the Interagency Resource Ordering Capability (IROC) system. The Mobile Food & Shower Service Request Form, the Infrared Aircraft Scanner Order, and the Preparedness/Detail Request are the approved forms that, when associated with an IROC request, satisfy the documentation requirements for resource mobilization. IROC training resources (e.g., Quick Reference Cards, videos, user guides) and technical support can be accessed online at <https://www.wildfire.gov/application/iroc>.

Prior to incident mobilization, all resources will be requested by a standard resource categorization and identified with a unique request number through established dispatch channels.

The standard categorization system is:

A	=	Aircraft
O	=	Overhead
C	=	Crews
E	=	Equipment
S	=	Supplies

Fiscal codes from the responsible agency must be included on each resource order.

A two-letter (alpha) identifier for the state in which the responsible agency is located, followed by a three- or four-character (alpha and/or numeric) identifier for the responsible agency, and a unique order or incident number containing a maximum of six numeric characters will make up the incident/project order number.

Resources assigned to incidents will be identified by a valid Unit Identifier comprised of a two-letter (alpha) identifier for the state in which the resource is based, followed by a three- or four-character (alpha and/or numeric) identifier for the sending agency. See <https://unitid.nifc.gov/ords/prd/f?p=116:101:10840882631711:::RP::>. On this page, agree to the terms of use, then select Read Only (No Login Required). Select a geographic area on the map to view Unit Identifiers.

If manual systems become necessary, instructions for manually completing resource orders are included in this document.

EDRC/EDSD Initial Briefing Checklist

EDRC/EDSD Initial Briefing Checklist	
<input type="checkbox"/>	Identify the fire activity, type of incident, anticipated needs, and shortages locally, geographically, and nationally.
<input type="checkbox"/>	Identify priorities for the current shift and which critical orders to expedite.
<input type="checkbox"/>	Verify that the Expanded Dispatch Recorder (EDRC) or Expanded Dispatch Support Dispatcher (EDSD) has appropriate IROC privileges in the local dispatch area. Confirm the local ordering procedures: <ul style="list-style-type: none"> • How supplies are ordered and who issues S numbers • How local personnel are mobilized • How vendors are mobilized with equipment requests
<input type="checkbox"/>	Identify the incident ordering contacts. Obtain a map to the incident or Incident Command Post (ICP). Identify the not-to-exceed order times.
<input type="checkbox"/>	Obtain phone lists for internal/external key contacts. Identify who will be responsible for contacting these people and the frequency of contact.
<input type="checkbox"/>	Confirm the desk log procedures.
<input type="checkbox"/>	Verify the shift schedule and accommodations.
<input type="checkbox"/>	Identify the expectations for briefings between dispatchers (e.g., not to exceed 30 minutes).
<input type="checkbox"/>	Identify how media/contractor/outside phone calls will be handled.
<input type="checkbox"/>	Identify how time sheets will be handled.
<input type="checkbox"/>	Identify how the resource tracking information will be displayed, including special situations. Identify local procedures for handling: <ul style="list-style-type: none"> • Aircraft incidents. • Spills. • Emergencies (e.g., fatalities, deployments).

Information Needed for Shift Briefing

- At the conclusion of each shift, it is the responsibility of each dispatcher in every functional area to ensure the shift log has been updated to reflect all significant shift activity. Be sure to log any movement of national resources, such as:
 - Complex Incident Management Teams (CIMT).
 - National Aerial Supervision Modules and Lead Planes.
 - National Interagency Incident Communications Division (NIICD) Telecommunications Supplies.
 - Large Airtankers (LAT) and Very Large Airtankers (VLAT).
 - National Contract Mobile Shower Facilities.
 - National Infrared Aircraft (Agency and Contract).
 - National Contract Mobile Food Services Units.
 - National Contract Type 1 and Type 2 Helicopters, helitack (including rappel) and associated contract personnel.
 - Type 1 Interagency Hotshot Crews.
 - Smokejumpers and Smokejumper Aircraft.

(See *National Interagency Standards for Resource Mobilization*, Chapter 10 for a complete list.)

- List how issues or items from the previous shift brief were resolved.
- Discuss any significant incident activity (e.g., “The Magdalena fire blew up; there is a rumor that they will order an incident management team.”).
- Discuss any departure from established standard operating procedures (e.g., “The geographic area has put a stop to the ‘Neighborhood Policy’ and all orders must go through the Geographic Area Coordination Center [GACC].”).
- Discuss any schedule changes (e.g., “Demobilization is scheduled to start two days from now. We are altering the shifts to accommodate incident base.”).
- Discuss any messages relating to injury notification or emergency releases.
- Discuss any significant resource shortages (e.g., “All Type 1 crews are committed, and there are no more caterers available nationally.”) and planned logistical aircraft movement (e.g., “The NIFC 737 will be moved to Moses Lake after a trip tomorrow for our scheduled demobilization two days from now.”).
- Provide a brief summary of shift activities (e.g., “Some reassignments and a few outstanding requests remain unfilled.”).
- Determine if any follow-up or interaction with other sections is necessary (e.g., “The crew desk should be letting the supply desk know how many lunches will be needed for incoming crews since the equipment desk just advised the Expanded Dispatch Supervisory Dispatcher (EDSP) that the caterer was going to be late.”).

Change of Shift Briefing Form

Date: _____

Time: _____

Name: _____ (off-going shift)

Name: _____ (on-coming shift)

Functional Dispatch Position:

Aircraft _____

Overhead _____

Crews _____

Supply _____

Equipment _____

Intelligence _____

-
- Discuss pending requests.
 - Discuss orders and requests that have problems/situations that the next shift dispatchers are likely to encounter.
 - What level of activity can the next shift dispatcher expect in this function?
 - Is there any technical information (e.g., equipment, supply) to be passed on?
 - Review pertinent notes with the next shift dispatcher.
 - If you remember something after you leave, please call back with information. Ensure the EDSP has your local contact information.
 - Comments/notes:

Flight Request Information

- Name and phone number of person requesting a charter and/or name of person requesting a charter for five or more crew members for mobilization or demobilization.
- Reason for charter and urgency of flight.
- Date of requested flight and financial code.
 - At least 48-hour notice is needed for demobilization of a large number of crews.
- Flight route/itinerary.
 - Which airport to which airport?
 - No more than two drop offs is preferred.
- Time.
 - When can the crews be ready to load (RTL) at the designated airport?
 - Consider the time of day. Mornings are preferred over mid-afternoon.
 - Crews need to be at the airport two hours prior to loading.
 - Do crews need lunches or water?
- Location.
 - Any needs at the airport?
 - Establish alternate airports if weather is a factor.
- Passenger flight needs.
 - Roster/manifest
 - Body weights (actual, not estimated)
 - Luggage weights (actual, not estimated)
 - Location of boarding
- Cargo flight needs.
 - Type
 - Weight
 - Volume
 - Conflicts with passengers or crew
- Establish if there is a Crew Representative (CREP) or liaison. If so, get their phone number.
- Fill out the necessary sections of the Aircraft Flight Request/Flight Schedule.
- Relay information to the EDSP and unit Aircraft Dispatcher (ACDP).

Sections 1, 2, and 3 should be filled in by expanded dispatch before passing on to the unit ACDP.

AIRCRAFT FLIGHT REQUEST / FLIGHT SCHEDULE

INITIAL REQUEST INFORMATION										CHARGE CODE					___ POINT TO POINT		___ HELICOPTER		AIRCRAFT INFORMATION	
DATE		TO			1					___ MISSION FLIGHT		___ AIRPLANE		FLIGHT SCHEDULE NUMBER						
TIME		FROM								2		MISSION DETAILS		MAKE						
PASSENGER AND CARGO INFORMATION										3		COLOR		VENDOR						
NAME / CARGO TYPE		WT	ORDER #	DPT	DST	NAME / CARGO TYPE		WT	ORDER #	DPT	DST	TELEPHONE								
												PILOT								
FLIGHT ITINERARY																				
DATE		PAX		WT		DEPARTURE			ARRIVAL			DROP OFF		RELAYED						
						AIRPORT			AIRPORT			PAX CARGO		TO/FROM						
						ETD ATD ETE			ETA ATA			KEY POINTS								
FLIGHT FOLLOWING					RADIO FREQUENCIES															
___ FAA FLIGHT PLAN FILED ___ AGENCY FLIGHT FOLLOWING					UNIT					TRANSMIT			RECEIVE							
					NAT'L FLIGHT FOLLOW					FREQUENCY		TONE	FREQUENCY		TONE					
					AIR GUARD					168.650		110.9	168.650		110.9					
NATIONAL INTERAGENCY COORDINATION CENTER FLIGHT FOLLOWING: 800-994-6312										NOTES: AIRCRAFT IS AFF EQUIPPED.										

Guidance for Supervisory Dispatcher's Briefing with the Host Agency and Dispatch Center

Use the following guidance for before and after arrival. Once travel arrangements are made, contact the host dispatch center to notify them of the arrival information.

Pre-Intelligence Gathering		
<ul style="list-style-type: none"> • Number of fires • Complexity • Jurisdictions 	<ul style="list-style-type: none"> • Existing expanded operation • Expanded dispatch plan • Location 	<ul style="list-style-type: none"> • IROC access • FireNet access • Contact information

At the Incident	
Expectations <ul style="list-style-type: none"> • Briefings <ul style="list-style-type: none"> ○ Daily ○ End of shift • Shift length • Conference calls <ul style="list-style-type: none"> ○ Time ○ Numbers 	Incident Information <ul style="list-style-type: none"> • Updated information • Map for ICP • Expected duration • General area map • Weather forecast
Documentation <ul style="list-style-type: none"> • FireNet access • File structure • Desk logs • Paper/electronic • Final package 	Logistics <ul style="list-style-type: none"> • Pre-order • National Emergency Rental Vehicle (NERV) • Transportation/drivers • Equipment inspections • Maps <ul style="list-style-type: none"> ○ Spike camps ○ Helibase ○ Drop points

Aviation	Contacts
<ul style="list-style-type: none"> • Resource ordering • Crew swaps • Tactical • Aviation • Logistical • Support • Tracking • Information flow between expanded and local dispatch 	<ul style="list-style-type: none"> • Incident Management Team (IMT) • GACC • Cache • Incident Business Advisor (INBA) • Public Affairs Officer (PAO) • Agency Administrator (AA) • Buying Teams (BUYTs) • Local dispatch • Neighboring dispatch(es) • Geographic Area Training Representatives (GATR) • Fixed-Wing Base Operator (FBO)
Medical & Hazardous Materials	Demobilization
<ul style="list-style-type: none"> • Aircraft incidents • Spills • Medical emergencies • Serious injuries • Fatalities • Shelter deployments • Any other Incident Within an Incident (IWI) • Who is responsible for what in each situation? 	<ul style="list-style-type: none"> • Demobilization plan • Travel agency • Transportation • Travel log
Ordering	Local Resource Ordering Procedures
<ul style="list-style-type: none"> • Ordering chain • Service and Supply Plan • Priority trainee procedures • Not-to-exceed times <ul style="list-style-type: none"> ○ Cache requests ○ Resource orders • Virtual Incident Procurement (VIPR) system/best value procedures • Neighborhood policy • Local resource availability • Local Administratively Determined (AD) hire/paperwork • Jetport • Special needs • At-Incident Management Support (AIMS) process 	<ul style="list-style-type: none"> • Local agency personnel <ul style="list-style-type: none"> ○ Can expanded dispatch go direct, or should they involve the host dispatch? • Local cooperator procedures <ul style="list-style-type: none"> ○ Special needs/concerns? • Contract resources <ul style="list-style-type: none"> ○ Fallers, drivers ○ Engines ○ Dozers ○ Crews ○ Water tenders ○ Miscellaneous local Emergency Equipment Rental Agreements (EERAs) (e.g., copiers, computers) ○ How will pre-inspections be done? ○ Are equipment inspectors available?

Other Briefings			
BUYT	AA	Finance/Purchasing	GACC
<ul style="list-style-type: none"> • Information flow and interaction between expanded dispatch and the BUYT <ul style="list-style-type: none"> ○ Where will the BUYT be located? ○ How will orders for the BUYT be separated from orders filled through expanded dispatch? 	<ul style="list-style-type: none"> • Who is the day-to-day point of contact between the EDSP and the AA for the incident? • When/how often will the AA(s) be briefed? • What should these briefings contain? • General coordination with the AA. 	<ul style="list-style-type: none"> • What are the local procurement procedures? • Is a local purchasing agent going to be assigned to expanded dispatch? • Is a BUYT in place or on order? • What is their estimated time of arrival (ETA)? • Who is the INBA? • Ask for the agency's list of prohibited items. 	<ul style="list-style-type: none"> • How are supply orders handled? • How do they handle charter and agency-owned aircraft? • What information is needed for resource reassignments? • Are there any special needs/concerns? • Are there any priority trainees? • Are there any name requests?

Supervisory Dispatcher's Briefing with the Incident Management Team Checklist

Supervisory Dispatcher's Briefing with the Incident Management Team Checklist	
<input type="checkbox"/>	When you receive a resource order, contact the dispatch office to determine what time/place the team briefing/transition is scheduled. Attempt to attend that meeting.
<input type="checkbox"/>	If you are unable to make the team briefing, arrange a trip to the incident base to talk with the Logistics Section Chief (LSC) and Planning Section Chief (PSC). At a minimum, brief with the Supply Unit Leader (SPUL) and Resources Unit Leader (RESL) face-to-face.
<input type="checkbox"/>	<p>Communications</p> <ul style="list-style-type: none"> • How many phone/fax lines are there? Where are they located at the ICP? • Is there internet access for the ICP? • What is the best method/time to contact key players (e.g., LSC, PSC)?
<input type="checkbox"/>	<p>Establish how local purchase supply orders will be handled.</p> <ul style="list-style-type: none"> • Will the Ordering Unit go directly to the BUYT with all local purchases, or will they send the orders to expanded dispatch first? • Clarify which S numbers need to go through expanded dispatch (e.g., radio kits, radio items).
<input type="checkbox"/>	<p>Establish agreement on consolidation of orders.</p> <ul style="list-style-type: none"> • Outline a schedule for order consolidation twice a day with placement to the national cache. • Gain concurrence with the LSC, Supply Unit, and the cache, except for emergency and critical needs. • Conduct daily resource reconciliation on placed orders between the EDSD and Supply Unit: <ul style="list-style-type: none"> ○ Orders that are open and have not been placed ○ Orders that are placed and have no delivery information ○ Orders that have been placed but may need to be cancelled or have an alternative developed to meet the needed date and time
<input type="checkbox"/>	<p>Agree on procedures for ordering:</p> <ul style="list-style-type: none"> • Airtankers. • Helicopters and modules. • Medivacs. • Emergency releases.
<input type="checkbox"/>	Establish not-to-exceed times for certain types of orders and high priority requests that need immediate action.
<input type="checkbox"/>	Discuss incident priorities and who initiates order request numbers.

<input type="checkbox"/>	<p>Reach agreement on “special situations.” Identify local procedures for handling:</p> <ul style="list-style-type: none"> • Aircraft incidents. • Spills. • Medical emergencies, serious injuries, deaths, and shelter deployments. <p>Who is responsible for what in each situation?</p>
<input type="checkbox"/>	<p>Discuss the daily expanded dispatch/IMT briefing and exchange of information.</p> <ul style="list-style-type: none"> • Emphasize that you want daily copies of the Incident Action Plan (IAP). • Will they send a driver? Should you arrange to pick up the IAP, or will they fax it? Will it be posted on the internet? • Request that you also receive notification of any changes in suppression objectives or tactics that may impact ordering. • Emphasize the importance of having the LSC brief the supervisory dispatcher on any problems or special needs. • Discuss the time frames in which the Situation Unit Leader (SITL) should brief dispatch. Request that the PSC brief the supervisory dispatcher after each planning meeting and verify that orders have been placed for critical resource needs listed on the Incident Status Summary (ICS 209).
<input type="checkbox"/>	<p>Discuss expectations for developing the demobilization plan.</p> <ul style="list-style-type: none"> • When will a Demobilization Unit Leader (DMOB) be ordered/in place? • Emphasize to the PSC that you will keep them posted on geographic/national shortages and priority release resources. • Ensure a written demobilization plan is prepared and agreed to by expanded dispatch and the IMT.

Developing an Organization

The following are major items to consider when developing an organization to meet present and future needs.

Receive Your Briefing with the AAs/Center Manager (CM)

Determine the complexity of the situation.

- Current and expected workload
- How to interface with initial attack (IA) dispatch and separation of duties
- Types and number of management teams
- Any sensitive local issues, protocols, or procedures

Determine the availability of resources.

- Critical resource needs
- Local and neighboring availability
- GACC and national shortages

Determine the limitations presented by the briefing.

- AA, CM, INBA

Determine Your Needs

Staffing

How many functional areas are there?

- Consider a traditional vs. non-traditional staffing model. Build in flexibility.
- Consider IROC skill level within expanded dispatch.
- Who will accomplish IROC administrative duties?
- Will expanded dispatch have any intelligence or aircraft responsibility?
- How will equipment and supplies be handled (e.g., BUYT, ICP cache orders, local/geographic/national procurement procedures)?
- Is there a need for 24-hour coverage?
- Are specialized functions (e.g., buying unit, demobilization, timekeepers, reception, Ground Support/equipment inspection, staging areas) required?

Office Space

How much space is needed for each functional area?

- Where are the specialized function (e.g., Ground Support, cache, BUYT) locations?
- Is there a location for the shipping/receiving of supplies?
- Verify that the following areas are available:
 - Break room
 - Restrooms
 - Personnel
 - Parking
- Is security and access adequate?

Communications

What type of communication is available at the expanded dispatch organization/incident?

- Are there enough telephones/cell phone lines for each functional area?

IT equipment and support

- Is the computer/laptop hardware and software adequate?
- Is there adequate internet bandwidth and support?
- Where is the Continuity of Operations Plan (COOP)? How do you activate it?
- Is there an adequate number of fax/copy machines?
- Can personnel access their FireNet email?
- Is there an adequate number of forms, reference materials, and supporting office supplies?

Set Ground Rules

Identify the following information:

- Shift schedules
- Shift lengths and breaks
- Shift briefing procedures
- Meals and accommodations (e.g., proximity to expanded dispatch, time allowed)
- Resource ordering application (e.g., IROC)
- Other logs, local procedures, and/or protocols
- Desired document storage locations (e.g., FireNet, hard drive, hardcopy)
- When to notify the supervisory dispatcher
 - Accidents/injuries
 - Calls from the press
 - Unusual requests on resource orders
 - Problems dealing with another office/individual
 - Morale or fatigue issues

Follow Up

Review your briefings.

Constantly re-evaluate your needs and adjust the organization as necessary.

Review your ground rules.

Review critical resource requests.

Evaluate your expanded operation. Are customer needs being met?

Incident Support Checklist

Incident Support Checklist			
	Item		Item
<input type="checkbox"/>	Camp crews	<input type="checkbox"/>	Radio systems (NIICD)
<input type="checkbox"/>	Cache vans (if available)	<input type="checkbox"/>	Buses for crew transport from airport
<input type="checkbox"/>	Tractor ordered to move cache van	<input type="checkbox"/>	Fuel tender – gas/diesel
<input type="checkbox"/>	Catering service and support (e.g., potable water, refrigeration truck)	<input type="checkbox"/>	Chainsaw support – Bar/2-cycle oil
<input type="checkbox"/>	Showers	<input type="checkbox"/>	Traffic control (e.g., local sheriff's department)
<input type="checkbox"/>	Chemical toilets and pumping service	<input type="checkbox"/>	Logistical shuttle
<input type="checkbox"/>	Phones for incident base and staging areas	<input type="checkbox"/>	Local hotel information
<input type="checkbox"/>	Power to incident base	<input type="checkbox"/>	Local restaurant information
<input type="checkbox"/>	Water tenders from private industry for roads and water hauling	<input type="checkbox"/>	Cell on wheels (COW)
<input type="checkbox"/>	Dumpsters	<input type="checkbox"/>	Mobile office support trailer
<input type="checkbox"/>	Tents for IMT – heating, ventilation, and air conditioning (HVAC)	<input type="checkbox"/>	Geographic Information System (GIS) support trailer
<input type="checkbox"/>	Refrigerator truck/trailer – ice		

Emergency Procedures Preparation Checklist

Emergency Procedures Preparation Checklist	
<input type="checkbox"/>	<p>Find out WHERE the emergency plans and guides are located.</p> <ul style="list-style-type: none"> • COOP • Search and Rescue Guide • Medical plans • Burn centers • Medivac • Hazardous Materials Plan • <i>NWCG Aviation Mishap Response Guide and Checklist</i>, PMS 503 • Local office/building evacuation plan • Procedures for initiating a Critical Incident Stress Debriefing
<input type="checkbox"/>	Find out WHAT role the local dispatch center will play.
<input type="checkbox"/>	Find out WHO is responsible for activating the necessary procedures.
<input type="checkbox"/>	Find out WHAT contacts need to be made and WHO will be making those contacts.

Demobilization Checklist

Note: This is a guideline that an EDSP might consider using whenever an incident has more than 200 miscellaneous personnel or there is more than 1 IMT assigned to a dispatch center. Forms needed to use this process are the Fire Travel Demobilization Worksheet and the release schedule.

Demobilization Checklist	
Preparation	
<input type="checkbox"/>	Set up the following folders in FireNet: <ul style="list-style-type: none"> • Air Travel • GONE <Incident Name> • HERE <Incident Name> • Reassignment • Release Schedule
<input type="checkbox"/>	Create a Fire Travel Demobilization Worksheet for every O#, C#, and tactical E# resource and file in the HERE <Incident Name> folder.
Before Demobilization Begins	
<input type="checkbox"/>	Meet with the PSC to go over the demobilization plan and coordinate how expanded dispatch will facilitate the release of resources. Review the release schedule with them. If the IMT wants to use their own form, that is fine if all the information you need is covered. For example: <ul style="list-style-type: none"> • Does the traveler have a Government Travel Charge Card (GTCC)? • Have they rented a car, and if so, from where? • Do they need a flight?
<input type="checkbox"/>	Contact the local GACC and find out how they want to be notified of available resources that want to be reassigned.
Process	
<input type="checkbox"/>	When the release schedule arrives from ICP: <ul style="list-style-type: none"> • Make enough copies to ensure each desk has a copy. • Deliver a copy to the appropriate desk. • File the original in the Release Schedule folder.
Crews/Overhead Desk	
<input type="checkbox"/>	Using the copy of the release schedule, determine who is available for reassignment.
<input type="checkbox"/>	If reassignments are wanted, go into IROC and add to the documentation that the person is waiting/available for reassignment. Make another copy of the schedule and highlight the person waiting for reassignment. Put the copy in a Reassignment folder.

<input type="checkbox"/>	If air travel is needed, make a copy of the release schedule and highlight the people who need air reservations. Provide it to the Air Travel desk.
Air Travel Desk	
<input type="checkbox"/>	<p>Before demobilization begins, ensure you know how the local office handles air travel.</p> <ul style="list-style-type: none"> • Contact the travel agent. Let them know there could be an increased number of reservations needed. Verify with them how best to make numerous ticket purchases from the nearest jetport. • Make sure to document the Cost of Ticket and Record Locator code on the worksheet. • Ensure travelers reach their home unit prior to 22:00 hours. Keep in mind that many will be driving after they reach their jetport. • Pull up the itinerary on https://virtuallythere.com/new/login.html. Print the itinerary and relay it to the ICP or relay the travel itinerary from the travel agency to the demobilization unit. • Document the time the travel information was sent to the ICP and add your initials in the Notification Checklist section of the Fire Travel Demobilization Worksheet.
Complete IROC Travel Itineraries	
<input type="checkbox"/>	Put the itinerary received from the travel agent and a copy of the Fire Travel Demobilization Worksheet in the Air Travel folder. Highlight the name, O#, and price of the ticket for local agency procurement reconciliation.
<input type="checkbox"/>	Give the original Fire Travel Demobilization Worksheet to the overhead/crew desk.
<input type="checkbox"/>	If no air travel is needed and no reassignment is wanted, log in to IROC, select “Incident Resources,” and set the person’s status to “Released.” Then make sure to select “Set Travel (Will Have Itinerary).” Go to the Travel section in IROC.
<input type="checkbox"/>	If the home unit is not listed, use IROC to determine the home unit and estimate driving times. Input all travel legs and make sure to set last leg or complete itinerary (CI) when complete. If the resource is a local agency resource, contact the Duty Officer and let them know their personnel are being released and pass on the ETA.
<input type="checkbox"/>	After the steps in IROC are complete, place the resource order for the O# file in the GONE <Incident Name> folder.

Fire Travel Demobilization Worksheet

Dispatcher Making Travel: _____
 Phone: _____ Email: _____
 Traveler's Name: _____
 Date/Time Available to Travel: _____

Order/Req. O- _____
 Incident # _____
 Incident Name: _____
 Agency Charge Code: _____
 CBA/Zone Code: _____
 Purpose Code: Critical Mission

Nearest Jet Port: _____

Home Jet Port: _____

Final Destination: _____

COST OF TICKET: _____ RECORD LOCATOR: _____

COMMERCIAL _____ CHARTER _____ POV/AOV/RENTAL _____

TRAVEL ITINERARY

CITY	DATE	TIME	CARRIER OR AIRCRAFT TYPE	FLIGHT OR N#
		ETD:		
		ETA:		
		ETD:		
		ETA:		
		ETD:		
		ETA:		

NOTIFICATION CHECKLIST

Relayed to ICP	Initials:	Date/Time:
IROC	Initials:	Date/Time:
Travel Notebook	Initials:	Date/Time:
GONE Notebook	Initials:	Date/Time:

Incident Personnel Performance Rating (ICS 225 WF)

INCIDENT PERSONNEL PERFORMANCE RATING		INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.																	
THIS RATING TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE																			
1. Name				2. Fire Name and Number															
3. Home Unit (address)				4. Location of Fire (address)															
5. Fire Position		6. Date of Assignment From: _____ To: _____		7. Acres Burned		8. Fuel Type(s)													
9. Evaluation																			
Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:																			
0 - Deficient. Does not meet minimum requirements of the individual statement. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.																			
1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.																			
2 - Satisfactory. Employee meets all requirements of the individual element.																			
3 - Superior. Employee consistently exceeds the performance requirements.																			
Rating Factors				Hot Line		Mop-Up		Camp		Other (Specify)									
				0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																			
Ability to obtain performance																			
Attitude																			
Decisions under stress																			
Initiative																			
Consideration for personnel welfare																			
Obtain necessary equipment and supplies																			
Physical ability for the job																			
Safety																			
Other (specify)																			
10. Remarks																			
11. Employee (signature) This rating has been discussed with me										12. Date									
13. Rate By (signature)				14. Home Unit (address)				15. Position of Fire				16. Date							

Supervisory Dispatcher Narrative

Supervisory Dispatcher Narrative

Incident Name:

Incident Number:

Incident Location:

Incident Agency(s):

Dates Assigned:

Agency Expectations and Assigned Roles and Responsibilities:

Procedures and Processes That Worked Well:

Areas That Need Improvement and Recommendations:

Incident Agency Follow-Up Needed:

Signature:

Home Office Telephone Number:

Home Office Address:

Email Address:

Reference Source List

Source	Reference
Administratively Determined (AD) for Each Department	
Albuquerque Service Center Intranet (U.S. Forest Service [USFS] only)	https://fsweb.asc.fs.fed.us/
USFS AD Pay Plan	https://www.fs.usda.gov/managing-land/fire/ibp/personnel
U.S. Department of Agriculture (USDA) Fiscal and Calendar Year Pay Calendars	https://www.nfc.usda.gov/Publications/Forms/pay_period_calendar.php
U.S. Department of Interior (DOI) AD Pay Plans for Emergency Workers	https://www.nifc.gov/programs/casual-payment-center/ad-pay-plans
Aircraft	
Airport Location	http://www.airnav.com/
SAFECOM	https://www.safecom.gov/
Burned Area Emergency Response (BAER)	
DOI BAER	https://www.doi.gov/wildlandfire/burned-area-rehabilitation
USFS BAER	https://www.fs.usda.gov/naturalresources/watershed/burnedareas.shtml
National Park Service (NPS) Post Wildland Fire Programs	https://www.nps.gov/subjects/fire/post-wildland-fire-programs.htm
Dispatch	
e-ISuite	https://www.wildfire.gov/application/eisuite
FireNet	https://www.firenet.gov/
GACC National Website Portal	https://gacc.nifc.gov/
Incident Management Situation Report (IMSR)	https://www.nifc.gov/nicc/incident-information/imsr

Source	Reference
Incident Qualifications and Certification System (IQCS)	https://iqcsweb.nwcg.gov/
IROC	https://www.wildfire.gov/application/iroc
NWCG Position Catalog (includes Position Codes)	https://www.nwcg.gov/positions/position-catalog
NWCG Position Task Book (PTB) Catalog	https://www.nwcg.gov/training/nwcg-position-task-books-catalog
<i>NWCG Standards for Unit Identifiers</i> , PMS 931	https://www.nwcg.gov/publications/pms931
USDA/DOI FireCode System	https://www.firecode.gov/
Equipment and Supplies	
USFS Contracts & Commercial Permits	https://www.fs.usda.gov/working-with-us/contracts-commercial-permits
NERV Home Page	https://nerv.firenet.gov/
NIICD	https://www.nifc.gov/resources/NIICD
<i>NWCG National Fire Equipment System (NFES) Catalog – Part 1: Fire Supplies and Equipment</i> , PMS 449-1	https://www.nwcg.gov/publications/pms449-1
<i>NWCG NFES Catalog – Part 2: Publications</i> , PMS 449-2	https://www.nwcg.gov/publications/449-2
VIPR	https://www.fs.usda.gov/business/incident/vipr.php?tab=tab_d
National Interagency Coordination Center (NICC) Resources	
<i>National Interagency Standards for Resource Mobilization and Additional Logistics Reference Documents</i>	https://www.nifc.gov/nicc/logistics/reference-documents

Source	Reference
Maps	
Bing Maps	https://www.bing.com/maps/
Google Maps	http://www.google.com/maps
MapQuest	https://www.mapquest.com/
Rand McNally	http://www.randmcnally.com/
Other Agencies	
Department of Homeland Security (DHS)	https://www.dhs.gov/
Federal Emergency Management Agency (FEMA)	https://www.fema.gov/
NPS	https://www.nps.gov/index.htm
U.S. Fish & Wildlife Service (FWS)	https://www.fws.gov/
Reference Guides	
Field Operations Guide (ICS 420-1)	https://www.usfa.fema.gov/downloads/pdf/publications/field_operations_guide.pdf
<i>Interagency Standards for Fire and Fire Aviation Operations</i> (Red Book)	https://www.nifc.gov/standards/guides/red-book
National Dispatch Standard Operating Guide for Contracted Resources	https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd896190.pdf
<i>NWCG Standards for Interagency Incident Business Management</i> , PMS 902	https://www.nwcg.gov/publications/pms902
U.S. Forest Service	
Customer Help Desk	1-866-945-1354
USFS Land Management Planning Handbook	https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5409973.pdf

Source	Reference
USFS Safety and Health Program	https://www.fs.usda.gov/t-d/pubs/ppt_html/hm03672C09/document/fsm6700.pdf
Weather	
Earth Networks	https://www.earthnetworks.com/
MesoWest	https://mesowest.utah.edu/
National Oceanic and Atmospheric Administration (NOAA)	https://www.noaa.gov/
National Weather Service (NWS) Fire Weather	https://www.weather.gov/fire/
Next Generation Weather Radar (NEXRAD)	https://www.ncei.noaa.gov/products/radar/next-generation-weather-radar
NOAA Geostationary Satellite Server (GOES)	https://www.goes.noaa.gov/
NOAA/NWS Storm Prediction Center	https://www.spc.noaa.gov/

Manual Resource Order Form Instructions

Resource Order Number and Request Numbers

- Only the originating unit's resource order and request number will be relayed to the other dispatching units.
- Do not relay your office reference number (if one is used).
- Generally, when an order is placed from the incident, the expanded dispatch organization will assign the request number and pass that number back to the incident.
- There are times when the incident will assign the request numbers and pass them to the expanded dispatch organization.

Mobilization

- When the resource departs the home unit and travel information is relayed, the resource becomes the responsibility of the receiving unit.
- Confirmation of arrival for the resource is not required, except for aircraft.
- At the final destination, the receiving unit shall initiate follow-up action if the arrival schedule has not been met.
- All these activities should be documented on the Resource Orders Documentation Sheet.

Travel Time

- Each dispatch/coordination center will use the local time of the resource's departure location.
- Use the local time for the resource's destination location when passing the ETA.
- All times will be referred to in military time.

Closing the Resource Order

- The resource order will be kept open until all the resources are released or reassigned to another order, except supplies.
- Resource orders may be closed and filed according to local office procedures after all resources have been released or reassigned.

Block #	Block Name	Instructions
Initiate Order		
N/A	INITIAL DATE/TIME	Enter the date and time the order was initiated or received.
2	INCIDENT PROJECT NAME	Enter the name of the incident or project.
3	INCIDENT/ PROJECT ORDER NUMBER	<p>The National Resource order numbering system (XX-YYY(Y)-AAAAAA) identifies a particular resource order throughout the coordination system. The host unit assigns this number.</p> <ul style="list-style-type: none"> • XX represents the two-letter state designator where the unit headquarters is located. • YYY(Y) is the preassigned three- or four-letter Unit Identifier. (Refer to <i>NWCG Standards for Unit Identifiers</i>, PMS 931). • XX-YYY(Y) should accurately reflect the host unit agency. • AAAAAA is the individual incident number assigned. <p>Only one Incident/Project Order Number is assigned for each incident.</p>
4	OFFICE REFERENCE NUMBER	<p>Cost coding data</p> <ul style="list-style-type: none"> • At a minimum, a standard fire incident code generated by the USDA/DOI FireCode System must be assigned and passed. • If the order is for preparedness, severity, or non-fire activity, the appropriate management codes must be assigned and passed. • The Office Reference Number is optional and for internal use only.
5	DESCRIPTIVE LOCATION/ RESPONSE AREA	<p>Enter the unit, airport, dispatch office, etc. where the need is or where the incident is located.</p> <ul style="list-style-type: none"> • It may be used for a geographical location or general area. • It may also be used for giving specific directions for resources to get to the incident, for a shipping address for some supplies, and/or for a billing address if different from the incident address. <p>Equipment and accountable supply orders require this block be used for the billing address.</p> <ul style="list-style-type: none"> • If items are sent directly to the incident base, a

Block #	Block Name	Instructions
		<p>detailed physical location is needed.</p> <ul style="list-style-type: none"> If the ship-to address is different from the billing address and is not the incident base, a street address is needed. <p>If more space is needed, use the Resource Orders Documentation Sheet.</p>
6	SEC, TWN, RNG, Base MDM	Section, Township, Range, Base Meridian.
7	MAP REFERENCE	An optional location method using standard map references (e.g., atlas, topography).
8	INCIDENT BASE/PHONE NUMBER	<p>All orders require a phone number.</p> <ul style="list-style-type: none"> If no incident phone exists, the administrative unit's or expanded dispatch's phone number can be used.
9	JURISDICTION/ AGENCY	<p>The agency with primary jurisdiction/responsibility for fire protection on the land in question.</p> <ul style="list-style-type: none"> Normally, the agency is the same as Block #3. Use USFS, BLM, BIA, NPS, FWS, or State. For FEMA, use FEMA.
10	ORDERING OFFICE	The office or location giving you the order (e.g., incident, forest, ranger unit, dispatch center, GACC, NICC).
11	AIRCRAFT INFORMATION	<p>The latitude and longitude of the incident by degrees, minutes, and seconds. This is required for all aircraft orders and equipment orders for radios.</p> <ul style="list-style-type: none"> Bearing – Azimuth from the Very High Frequency Omni-directional Range (VOR) nearest the incident. VOR is a compass bearing off a specific point. Distance – In nautical miles, the straight-line distance from the VOR indicated. Base or OMNI – Federal Aviation Administration (FAA) identifier for the VOR. Air Contact – Call sign or name of air contact (e.g., Air Attack 02, Lead 21). Frequency – Radio frequency and tone, if applicable, for air contact. Ground Contact – Call sign or name of ground contact (e.g., Incident Commander [IC], dispatch center). Reload Base – The airtanker base to be used for reloading. This is usually the closest airtanker base to the incident.

Block #	Block Name	Instructions
		<ul style="list-style-type: none"> Other Aircraft/Hazards – Other aircraft in the area and any known hazards (e.g., smokejumpers, helicopters, lead planes, towers, wires, heavy smoke, thunderstorms).
Receive Request		
12 (left half)	Request Number	<p>Requests for each resource category begin with the resource function letter, followed by a sequential number, beginning with “1.”</p> <p>Each single resource will be assigned a request number.</p> <p>A single request number will be assigned for strike teams. Individual overhead positions will be given a separate request number.</p> <p>All request numbers must be prefaced by the letter designating the kind of resource ordered:</p> <ul style="list-style-type: none"> A – Aircraft, including: <ul style="list-style-type: none"> Airtankers Helicopters Dedicated AM and FM frequencies Infrared mapping C – Crews, including: <ul style="list-style-type: none"> Hand crew (specify type) Camp crew O – Overhead, including: <ul style="list-style-type: none"> IMTs Specialty teams Individual overhead positions E – Equipment (e.g., major firefighting and support items), including: <ul style="list-style-type: none"> Engines (specify type) Dozers Caterer Specialized items (e.g., radio systems, retardant plants) S – Supply, including: <ul style="list-style-type: none"> NFES cache items Local purchase
12 (left half)	Ordered Date/Time	Enter the date and time when you receive the request.

Block #	Block Name	Instructions
12 (left half)	From/To	The requestor's name and their office identification, plus initials.
12 (left half)	QTY	Quantity is always one, EXCEPT SUPPLIES. <ul style="list-style-type: none"> When ordering supplies, list the unit of issue from the NFES Catalog (e.g., kt, ea, cs, pk).
12 (left half)	RESOURCE REQUESTED	Allow more than one line for each resource ordered. <ul style="list-style-type: none"> For some items, it is desirable to leave extra lines between requests. Anticipate the number of lines needed to identify major resource components (e.g., an engine strike team will need at least six lines before entering the next request number). Certain resource requests require additional information (e.g., Mobile Food & Shower Service Request Form, Aircraft Flight Request/Flight Schedule form). Be sure to use the required form and attach it to the resource order. Supply requests and some equipment requests MUST start with the NFES number, followed by the appropriate description. Crew orders must state the type of crew, configuration, tool requirements, meal needs, time frames, transportation, and/or unusual needs for assignment.
12 (left half)	Needed Date/Time	Enter the date and time that resource(s) are to be at the location shown in the "Deliver To" block. <ul style="list-style-type: none"> ASAP is not an acceptable timeframe.
12 (left half)	Deliver To	Enter the location where resource(s) are to be delivered. <ul style="list-style-type: none"> If it is an airport, enter its three-character FAA airport identifier. Otherwise, enter the full name of the location. An asterisk may be entered and information put in the Resource Orders Documentation Sheet. If the delivery point is described in Block 5, enter "BLK 5." Additional information may be entered in the Resource Orders Documentation Sheet.

Block #	Block Name	Instructions
Place Request		
12 (right half)	To/From	Enter who the request is placed with (office and individual's name) and who is placing the request (your name or initials).
12 (right half)	Time	Enter the time the order was placed.
Assign Resources and Relay Information		
12 (right half)	Agency ID	When the order is filled, enter the unit identification of the resource filling the request. Use the two-letter state identification and the three-letter unit identification.
12 (right half)	RESOURCE ASSIGNED	Enter the name of the resource or the resource's identification (e.g., engine call sign, crew name with last name of unit supervisor and number of people, aircraft "N" number, vehicle number). <ul style="list-style-type: none"> For locally purchased supplies, write the vendor's name.
12 (right half)	ETD/ETA	Enter the estimated time of departure (ETD) and estimated time of arrival. <ul style="list-style-type: none"> When this information has been passed to the ordering office, the small box is filled in.
Release Resource		
12 (right half)	RELEASED Date	Enter the actual date the resource is released. <ul style="list-style-type: none"> For consumable supplies, there will be no release date.
12 (right half)	RELEASED To	Enter the closest commercial jetport the sending unit prefers as a demobilization point.
12 (right half)	Time/ETA	Enter the ETD/ETA. <ul style="list-style-type: none"> Date(s) may also be needed for travel extending over two or more days.
12 (right half)	N/A	If a resource is being reassigned to a new incident, use the RELEASED column on the <u>original</u> resource order to tell you to which order they were reassigned. On the new resource order under RESOURCE ASSIGNED, put the <u>original</u> resource order number and request number above the resource's name. Document what happened on both orders in the RESOURCE ASSIGNED and RELEASED sections and in the ACTION

Block #	Block Name	Instructions
		<p>TAKEN section. Officially, their sending unit thinks they are still on the original incident, so you need to know what order they came in on so you can release them off of it to the sending unit.</p> <p>If the resource is reassigned outside of the unit originally ordered for, use the ACTION TAKEN section on the <u>original</u> resource order to document where it was sent, date released, time of departure, and estimated time of arrival.</p> <p>When the resource is released from your zone of control, you will release them off the <u>original</u> order from which you received them. Keep good documentation so you know what order they came off of originally.</p>
Documentation		
13	Req. No.	Be sure the request number from Block 12 is referenced for each action that is documented.
13	Date	Enter the date any information is relayed.
13	Time	Enter the time any information is relayed.
13	To/From	<p>Enter to whom the order is being placed or received from and who you are.</p> <ul style="list-style-type: none"> • Use initials or names and what unit they are on (e.g., Kass_MCD/RT).
13	ACTION TAKEN	<p>Enter what action has taken place concerning each resource. Notes, travel itinerary, etc. will be documented in this block.</p> <p>This is extremely important. Document EVERYTHING. These are legal documents and may be needed to back up you or the agency in the future. It is also important to document properly so that anyone working on the order will know exactly what has been done. Do <u>not</u> use sticky notes and think that is sufficient documentation. It is <u>not</u> an acceptable procedure.</p> <p>If the unit cannot fill the order, add the date, time, and who could not fill the order in Block 13. Then drop to the next available line in Block 13 and place the request with another unit.</p> <p>Avoid using the back of the resource order for documentation. When all blocks are filled on the front of the card, attach a Resource Orders Documentation Sheet.</p>

Block #	Block Name	Instructions
Closing the Order		
N/A	N/A	The resource order is ready to close when all the items in Block 12 are released or when all supplies have been shipped. Review the resource order to confirm the documentation is complete and the resources have been released.

Common Terminology

Term	Definition
4390 Starter Kit	4390 is the NFES Catalog number assigned to a communications kit that contains all the basic items needed to provide an incident with a complete communications package. These items include very high frequency (VHF) radios, ultra high frequency (UHF) radios, repeaters, and all the accompanying hardware.
Administrative Payment Team (APT)	A team that supports incident agencies by processing payments for resources. Resources may include emergency equipment, casualties, local vendors for supplies, etc.
Air Contact	Specific aviation resource for air-to-air or air-to-ground contacts on an incident.
Aircraft Call Number	Radio call sign of aircraft. This may be the FAA-assigned tail number.
Aircraft Flight Request/Flight Schedule	Form that documents route of travel and times for aircraft missions, as well as information needed to request air transportation.
Airport Designator	Three- or four-letter code for airports that designates a location assigned by the FAA.
Airtanker	Fixed-wing aircraft certified by the FAA as being capable of transport and delivery of fire-retardant solutions.
Blanket Purchase Agreement (BPA)	Agreement set up for purchase of goods and/or services by a local unit.
Buying Team (BUYT)	A team that supports incident procurement through the local administrative staff and is authorized to procure a wide range of services, supplies, land, and equipment rentals. In addition, the BUYT Leader has the responsibility of coordinating property accountability with the SPUL.
Cache	A predetermined complement of tools, equipment, and/or supplies stored in a designated location and available for incident use.
Cache Van (Mobile Cache Support Van)	A trailer or van containing commonly used fire equipment and supplies. Often sent to an incident or staged near a potentially active area.
Camp Crew	An organized group of camp personnel under the leadership of a supervisor.
Closest Forces	Closest equivalent resources, which could be assigned regardless of agency affiliation.

Term	Definition
Command Staff	The information, safety, and liaison officers. They report directly to the IC and may have an assistant or assistants, as needed.
Compact	A formal working agreement among agencies to obtain mutual aid.
Demobilization	Release of resources from an incident in strict accordance with a detailed plan approved by the IC.
Dispatch Log	Form which documents the dispatchers' shift activities.
Dispatch Office Operating Guide	Guide that describes local office policy and procedures.
Emergency Equipment Rental Agreement (EERA)	An agreement to rent equipment from a private vendor, which includes a description of the equipment and the price.
Emergency Operations Center (EOC)	A predesignated facility established by an agency/jurisdiction to coordinate the overall agency/jurisdictional response to and support for an emergency.
Expanded Dispatch	Organization created to handle increased workload of normal dispatch operations. Expanded dispatch focuses exclusively on large or complex incidents.
Flight Leg	One segment of a flight.
Geographic Area	A boundary designated by wildland fire protection governmental agencies within which they work together for the interagency, intergovernmental planning, coordination, and operations leadership for the effective utilization of emergency management resources. There are ten geographic areas.
Geographic Area Coordination Center (GACC)	The physical location of an interagency, regional operation center for the effective coordination, mobilization, and demobilization of emergency management resources. There are ten GACCs.
Ground Contact	Specific ground resource for air-to-ground contact on an incident.
Hand Crew	Individuals that have been organized and trained and are supervised principally for operational assignments on an incident.
Incident	An occurrence (either human-caused or natural phenomenon) that requires action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Term	Definition
Incident Action Plan (IAP)	An oral or written plan containing objectives that reflect the overall incident strategy, specific tactical actions, and supporting information for the next operational period. When written, the plan may have a number of attachments, including incident objectives, an organization assignment list, division assignment, incident radio communication plan, medical plan, traffic plan, safety plan, and incident map.
Incident Base	Location at the incident where the primary logistics functions are coordinated and administered. (The incident name or other designator will be added to the term “Base.”) The ICP may be colocated with the base. There is usually only one base per incident.
Incident Command Post (ICP)	Location at which primary command functions are executed. The ICP may be colocated with the incident base or other incident facilities.
Incident Management Team (IMT)	The IC and appropriate general and command staff personnel assigned to an incident.
Incident Qualifications Card	A card issued to persons showing their incident management and trainee qualifications to fill specified incident management positions in an incident management organization.
Initial Attack (IA)	A planned response to a wildfire given the wildfire’s potential fire behavior. The objective of an IA is to stop the spread of the fire and extinguish it at least cost. It is an aggressive suppression action consistent with firefighter and public safety and values to be protected.
Large Transport Aircraft (NICC jet)	A large commercial-size aircraft used to transport incident personnel and cargo.
Manifest	List of cargo and/or passengers.
Military Time	The 24-hour clock system where midnight is 24:00, one minute after midnight is 00:01, and time progresses to 24:00 daily.
Mobile Food & Shower Service Request Form	A required form used to document the supplemental information needed to mobilize national caterers.
Mobilization Center	An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.
Mobilization Guide	A written description of procedures used by federal, state, and local organizations for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Term	Definition
Multi-Agency Coordination (MAC)	A generalized term that describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene Incident Command System (ICS) and is not involved in developing incident strategy or tactics.
National Interagency Coordination Center (NICC)	Coordinates allocation of resources to one or more GACCs or major incidents within the nation. Located in Boise, Idaho.
National Interagency Fire Center (NIFC)	A facility jointly operated by several federal agencies, dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States. Located in Boise, Idaho.
National Incident Radio Support Cache (NIRSC)	Located at NIFC, this cache stores, maintains, manages, and issues national cache radios and other communications equipment.
National Resources	Those resources identified by NICC that have national utilization, high demand, limited availability, and unique status reporting requirements.
National Wildfire Coordinating Group (NWCG)	A group formed under the direction of the Secretaries of the Interior and Agriculture to improve the coordination and effectiveness of wildland fire activities and to provide a forum to discuss, recommend appropriate action, or resolve issues and problems of substantive nature.
Ordering Channels	The paths that orders follow from one organizational level to another.
Per Diem	The allowance for lodging (excluding taxes), meals, and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the continental United States (CONUS).
Personal Protective Equipment (PPE)	Equipment and clothing required to mitigate the risk of injury from, or exposure to, hazardous conditions encountered during the performance of duty. PPE includes (but is not limited to) fire resistant clothing, hard hats, flight helmets, shrouds, goggles, gloves, respirators, hearing protection, chainsaw chaps, and shelter.
Position Code	The four-letter code for each position in the ICS.

Term	Definition
Position Task Book (PTB)	PTBs have been developed for designated positions within the National Interagency Incident Management System (NIIMS). Each PTB lists the performance requirements (responsibilities) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all responsibilities, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.
Predictive Services (Intelligence)	Those geographic area and national-level fire weather or fire danger services and products produced by wildland fire agency meteorologists and intelligence staffs in support of resource allocation and prioritization.
Preparedness Level	Increments of planning and organizational readiness commensurate with increasing fire danger.
Resource	Personnel, equipment, services, and supplies available (or potentially available) for assignment to incidents. Personnel and equipment are described by kind and type.
Resource Order Form	The form used by dispatchers, service personnel, and logistics coordinators to document the request of resources, ordering or release of resources, and the tracking of those resources on an incident.
Resource Request	A request for a particular resource identified by a unique number on an incident. Each request begins with the letter of the corresponding function (e.g., O = Overhead, C = Crews).
Situation Report	A daily report that outlines incident activity and provides an overview of weather, anticipated activity, and resource availability.
Staging Area	A location set up at an incident where resources can be placed while awaiting a tactical assignment.
Tail Number	FAA identification of an aircraft, usually located on the aircraft tail.
Unit Identifier	A unique code that includes a two-letter state identifier, followed by a preassigned three- or four-letter identifier where typically the last letter identifies a specific agency.
Vendor	A contractor of goods and/or services.
Zulu Time (Z)	The time in Greenwich, England. The 24 worldwide zones begin and end there. Also known as Greenwich Mean Time (GMT) and Coordinated Universal Time (UTC).

Common Acronyms

Acronym	Definition
AOV	Agency-Owned Vehicle
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CAD	Computer Aided Dispatch
CIMT	Complex Incident Management Team
EERA	Emergency Equipment Rental Agreement
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETE	Estimated Time En Route
FAA	Federal Aviation Administration
FBO	Fixed-Wing Base Operator
FEMA	Federal Emergency Management Agency
FOB	Fuel on Board
FWS	U.S. Fish & Wildlife Service
GOV	Government-Owned Vehicle
IA	Initial Attack
ICP	Incident Command Post
IR	Infrared
IROC	Interagency Resource Ordering Capability
IQCS	Incident Qualifications and Certification System

Acronym	Definition
IQS	Incident Qualifications System
IR	Infrared
IRSS	Incident Resource Status System
MAC	Multi-Agency Coordination
NFES	National Fire Equipment System
NICC	National Interagency Coordination Center
NIFC	National Interagency Fire Center
NPS	National Park Service
NTE	Not to Exceed
NWS	National Weather Service
POV	Privately Owned Vehicle
PTB	Position Task Book
RON	Rest Overnight
R&R	Rest and Recuperation
SOB	Souls on Board
SOP	Standard Operating Procedure
TFR	Temporary Flight Restriction
USFS	U.S. Forest Service
UTF	Unable to Fill
UTL	Unable to Locate

Common Abbreviations

Abbreviation	Definition
a/c	Aircraft
+	And
@	At
cx	Cancelled
e/r or >	En Route
Info	Information
i/s or I/S	In Service
ops	Operations
o/s or O/S	Out of Service
pax	Passenger
Re:	Regarding
(t) or (T)	Trainee
wx	Weather
w/	With
w/o	Without