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NWCG Incident Position Standards for Crew Representative

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The NWCG Incident Position Standards for Crew Representative establishes national interagency standards for operating as a Crew Representative (CREP) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Crew Representative Position Page, <https://www.nwcg.gov/positions/crew-representative>, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of a Crew Representative.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*

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.

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General References

- *NWCG Wildland Fire Risk and Complexity Assessment*, PMS 236, <https://www.nwcg.gov/publications/pms236>
- *NWCG Passenger/Crew and Cargo Manifest*, PMS 245, <https://www.nwcg.gov/publications/pms245>
- *NWCG National Fire Equipment System (NFES) Catalog – Part 1: Fire Supplies and Equipment*, PMS 449-1, <https://www.nwcg.gov/publications/pms449-1>
- *NWCG NFES Catalog – Part 2: Publications*, PMS 449-2, <https://www.nwcg.gov/publications/pms449-2>
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/pms461>
- *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600, <https://www.nwcg.gov/publications/pms600>
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, <https://www.nwcg.gov/publications/pms902>
- Incident Command System (ICS) Forms, <https://www.nwcg.gov/ics-forms>
 - Incident Radio Communications Plan (ICS 205)
 - Medical Plan and Medical Incident Report (ICS 206 WF)
 - Incident Demobilization Vehicle Safety Inspection (ICS 212 WF)
 - General Message (ICS 213)
 - Activity Log (ICS 214)
 - Demobilization Check-Out (ICS 221)
 - Crew Performance Rating (ICS 224 WF)
 - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, <https://www.nwcg.gov/publications/pms902>
 - Claim for Damage, Injury, or Death, SF 95
 - Crew Time Report (CTR), SF 261
 - Emergency Equipment Use Invoice Form, OF 286
 - Incident Time Report, OF 288
 - Property Loss or Damage Report – Fire Suppression, OF 289
 - Emergency Equipment Shift Ticket, OF 297
- Job Aids, <https://www.nwcg.gov/training/job-aids>
 - J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*
 - J-002, *How to Correctly Fill Out the Emergency Equipment Use Invoice, OF 286 (PSM-002)*
 - J-003, *How to Correctly Fill Out the Incident Time Report, OF 288 (PSM-003)*
 - J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM-004)*
 - J-006, *How to Properly Complete a Property Loss or Damage Report, OF 289 (PSM-006)*
 - J-007, *How to Complete Office of Workers' Compensation Program (OWCP) Paperwork for Injuries or Illnesses on an Incident (PSM-007)*
 - J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*
 - J-101, *Packing List for Wildland Fire Fireline Personnel*
 - J-301, *Thinking Skills for Risk Management*

- Administratively Determined (AD) Pay Plan for Emergency Workers, <https://www.nifc.gov/programs/casual-payment-center/ad-pay-plans>
- Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, <https://www.dol.gov/sites/dolgov/files/owcp/regs/compliance/ca-1.pdf>
- Notice of Occupational Disease and Claim for Compensation, CA-2, <https://www.dol.gov/sites/dolgov/files/owcp/regs/compliance/ca-2.pdf>
- NWCG 6 Minutes for Safety, <https://www.nwcg.gov/committee/6-minutes-for-safety-subcommittee>
- SAFECOM, <https://www.safecom.gov/>
- SAFENET, <https://safenet.nifc.gov/>
- U.S. General Services Administration (GSA) Travel Page, <https://www.gsa.gov/travel>

Agency-Specific References

- ***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*, <https://www.nifc.gov/standards/guides/red-book>
- ***Job Hazard Analysis, FS 6700-7*, https://www.fs.usda.gov/sites/default/files/media_wysiwyg/wct-jha_0.pdf
- ***National Interagency Standards for Resource Mobilization*, <https://www.nifc.gov/nicc/logistics/reference-documents>

***Leadership Level 2, New Leader (Convey Intent)**

A new leader begins transitioning from a follower to a leader of small groups to achieve a common goal. They begin to implement team cohesion, accept responsibility for self and team, and apply effective communications <https://www.nwcg.gov/committees/leadership-committee/leadership-levels>.

Description

- Proficient at leadership values and principles.
- Understand transition challenges for new leaders, situational leadership, team cohesion factors, ethical decision-making, and debriefing techniques.
- Lead by example.
- Lead small groups to achieve common goals, objectives, and tasks.

Behaviors

- Demonstrates accountability for personal and team performance to build trust and establish positive team environment.
- Applies knowledge of leadership traits to lead small teams.
- Promote team cohesion for new and existing team members and create an environment for effective communication.
- Solicits questions, both up and down chain of command, in order to learn from others.
- Applies a risk management process to ensure safety of self and team members.

Knowledge

- Utilize leadership traits to identify developmental needs in self and others.
- Describe situational leadership to understand application of appropriate leadership styles.
- Understand how wildland fire leadership values, principles, and traits inform ethical decision-making.
- Understand how task, purpose, and end state are used to deliver leader's intent.
- Apply self-assessment tools to identify improvement gaps.
- Practice self-care and team-care.
- Knowledge of basic format to conduct a post-incident debriefing.
- Knowledge of the components of an operational briefing to deliver a simple assignment briefing.
- Knowledge of human factors and environmental barriers to communication.
- Knowledge of organizational structures (ICS and agency).
- Identify the sources of power which enable leadership influence.



Prepare and Mobilize

***Ensure individual readiness.**

When to start task: Prior to the assignment.

Resources to complete task: *IRPG; A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; *NWCG Standards for Interagency Incident Business Management*, PMS 902; J-101, *Packing List for Wildland Fire Fireline Personnel*; agency-specific forms; agency-specific contracts and agreements; personal protective equipment (PPE); personal gear; radio equipment and programming accessories; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book); ****National Interagency Standards for Resource Mobilization**.

How to accomplish task:

- Assemble a CREP kit.
 - Incident Qualifications Card (Red Card)
 - Resource order
 - ICS forms
 - OF forms
 - SF forms
 - Agency-specific forms
 - Radio equipment and programming accessories (e.g., cloning cable)
- Verify your data/status is current in resource ordering applications (e.g., Interagency Resource Ordering Capability [IROC]).
- Pack a personal gear bag and fireline gear for 14 to 21 days. Adhere to weight limitations in the ****National Interagency Standards for Resource Mobilization**.

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of the resource order.

Resources to complete task: Dispatch center; incident information applications; maps; point of contact (POC); resource order.

How to accomplish task:

- Access and review the incident or resource order information, if applicable.
 - Identify the reporting location, date, and time needed.
 - Identify the POC and how to contact them.
 - Review special instructions.
- Gain situational awareness about the assignment (e.g., situation report [SIT], InciWeb).
- Obtain assignment details from the incident POC, supervisor, or dispatch center.

Travel to and check in at assignment.

When to start task: Upon receiving a resource order and checking in at the assignment.

Resources to complete task: *IRPG; NWCG Standards for Interagency Incident Business Management*, PMS 902; GSA per diem rates; Red Cards; incident information applications; resource order; travel maps; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book); ****National Interagency Standards for Resource Mobilization**.



How to accomplish task:

- Coordinate travel that adheres to agency and vehicle safety procedures.
 - Consider logistics (e.g., travel time, requirements, food, breaks, fuel, hotels). Refer to the GSA lodging and per diem rates, as applicable.
 - Inform the dispatch center of your estimated travel time and remain overnight (RON) locations.
 - Wear attire that reflects positively on the agency you represent.
 - Model professionalism and a professional attitude.
- Follow air travel guidelines.
 - Check in with the appropriate personnel (dispatcher or airport personnel).
 - Adhere to weight limitations and hazardous material restrictions.
- Follow ground travel guidelines and driving standards.
 - Confirm the needed vehicle type and condition.
 - Review the route instructions to the destination.
- Upon arriving at the incident, complete the check-in process as provided by the Status/Check-In Recorder (SCKN). Be prepared with:
 - Resource order.
 - Red Card (digital or hardcopy).
 - Agency-specific agreement sheet.
- Check in with the incident supervisor and/or dispatch.
 - Inform the home unit and receiving dispatch of your arrival at the incident.
 - Report to the Interagency Resource Representative (IARR) or crew's home unit dispatch and give the status of assigned resources.



Build the Team

***Consult with Crew Boss, Single Resource (CRWB) personnel to validate readiness of assigned crew(s) and equipment.**

When to start task: Upon mobilization to the assignment.

Resources to complete task: *IRPG*; Red Cards; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Verify personnel are assembled.
 - Identify assigned resources and maintain accountability.
 - Confirm the availability, qualifications, and capabilities of resources to complete the assignment.
- Recommend additional CREP personnel when assigned crews are geographically separated or operating on different operational periods and effective oversight cannot be maintained.

Establish and communicate chain of command, reporting procedures, risk management processes, and radio frequency management.

When to start task: At the daily shift briefing.

Resources to complete task: Incident Action Plan (IAP).

How to accomplish task:

- Establish a common operating picture with CRWB personnel and assigned crew leadership.
- Use briefings, the IAP or relevant plan, radio announcements, and other communications to identify and communicate the incident chain of command, ensuring CRWB personnel and assigned crew leadership receive and acknowledge the information.
- Review the IAP or relevant plan to determine the reporting procedures for supply orders, medical emergencies, accidents, additional resource needs, etc.
- Consult the IAP to confirm incident radio groups/frequencies for divisions/incidents where crews are assigned.

Participate in operational briefings as directed.

When to start task: At the daily shift briefing.

Resources to complete task: *IRPG*; IAP.

How to accomplish task:

- Obtain an initial briefing from the supervisor.
 - Organizational structure
 - Weather
 - Fire behavior
 - Communications
 - Resources
 - Safety
- Obtain IAP or relevant plan, assignments, maps, and local area information.



- Review the IAP for the objectives and intent.
 - Incident Objectives (ICS 202)
 - Organization Assignment List (ICS 203)
 - Division/Group Assignment List (ICS 204 WF)
- Ensure the IAP or relevant plan lists the correct crew status. Report any corrections up the chain of command.
- Ensure the leader's intent and boundaries for the crew are understood.
- Ask questions as needed.
- Refer to the Briefing Checklist section of the *IRPG* to ensure a complete briefing is received.



Perform Crew Representative-Specific Duties

***Adhere to appropriate crew management guidelines.**

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; agency-specific crew management guide; crew coordinator or POC.

How to accomplish task:

- Obtain crew management guides from the crew coordinator or designee.
- Acquire key points from the crew coordinator.
- Reference appropriate crew management guidelines as needed.
- Provide advice and guidance to the CRWB.
- Provide feedback on individual and/or crew conduct to the CRWB as soon as possible.
- According to agency policy and the type of crew, perform the duties and responsibilities of the CRWB as needed.

***Obtain crew information and manifests.**

When to start task: Upon mobilization to the incident.

Resources to complete task: *NWCG Passenger/Crew and Cargo Manifest*, PMS 245; *NWCG Standards for Interagency Incident Business Management*, PMS 902; agency-specific crew management guide; contract or statement of work (SOW); AD Pay Plan for Emergency Workers.

How to accomplish task:

- Acquire information for contract crews.
 - Contract or SOW with pricing
 - Manifest
- Acquire information for AD crews.
 - AD pay plan
 - Manifest
 - Agency-specific crew management guide
- Acquire information for agency crews.
 - Manifest

***Serve as a liaison or advisor between crew(s) and the Incident Management Team (IMT) and home unit.**

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: *NWCG Passenger/Crew and Cargo Manifest*, PMS 245; *NWCG Standards for Interagency Incident Business Management*, PMS 902; agency-specific crew management guide; contract or SOW.



How to accomplish task:

- Establish and maintain positive interpersonal and interagency working relationships.
- Be prepared to communicate:
 - Capabilities, readiness, and limitations of the crew.
 - Logistical needs (e.g., supply, food, transportation, medical, communications).
 - Administrative issues (e.g., timekeeping, documentation, travel).
 - Incident processes (e.g., check-in, demobilization, supply ordering, communications plans).
 - Administrative requirements (e.g., Crew Time Report [CTR], SF 261; Incident Time Report, OF 288; shift tickets).
- Respond to questions and/or concerns as needed.

***Provide logistical support, as necessary.**

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: *NWCG NFES Catalog – Part 1: Fire Supplies and Equipment*, PMS 449-1; *NWCG NFES Catalog – Part 2: Publications*, PMS 449-2; *NWCG Standards for Interagency Incident Business Management*, PMS 902.

How to accomplish task:

- Advise crew supervisors on how to obtain logistical support while in camp (e.g., Medical Unit, Supply Unit).
- Coordinate with the Logistics Section to provide meals, lodging, and transportation needs. Be prepared to arrange for meals, lodging, and transportation for crews, as necessary.
- Negotiate with vendors for services and supplies.
 - Opening early or closing late
 - Meals provided (e.g., quantity, limited or full menu, cost limit)
 - Pickup and delivery cadence (e.g., meals, beverages, ice)
 - Length of stay
 - Payment arrangements
 - Vehicle repairs
- Facilitate medical logistics and documentation.
 - Identify hospitals or clinics for injuries and illnesses.
 - Arrange transportation between medical services and the home unit.
 - Be aware of agency-specific documentation and/or processes (e.g., Tribal identifications [IDs]).

***Provide support to Finance/Administration Section, as necessary.**

When to start task: When check-in is complete and throughout the assignment.

Resources to complete task: *NWCG Passenger/Crew and Cargo Manifest*, PMS 245; *NWCG Standards for Interagency Incident Business Management*, PMS 902; J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM)*, PMS 902 Overview (PSM-008); Claim for Damage, Injury, or Death, SF 95; Emergency Equipment Use Invoice Form, OF 286; Incident Time Report, OF 288; contract or SOW; AD Pay Plan for Emergency Workers; Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1; Notice of Occupational Disease and Claim for Compensation, CA-2; Authorization for Examination and/or Treatment, CA-16.



How to accomplish task:

- Provide clarification on crew configuration (i.e., contract or agency) as related to pay documents.
 - AD pay rates
 - Contract crew rates or pricing
 - Pay documents (e.g., Incident Time Report, OF 288; Emergency Equipment Use Invoice Form, OF 286; Crew Time Report [CTR], SF 261)
- Provide information to the Compensation/Claims Unit.
 - Tort claims
 - Medical claims
- Update the roster when the manifest changes.
- Confirm the last working day and expected release of the crew.

***Provide support to Planning Section, as necessary.**

When to start task: Upon check-in and throughout the assignment.

Resources to complete task: Demobilization Check-Out (ICS 221); IAP; request extension form.

How to accomplish task:

- Coordinate with the SCKN to:
 - Share crew configuration (i.e., contract or agency).
 - Confirm the crew has checked in.
- Coordinate with the Resources Unit to ensure the IAP includes:
 - Accurate last working day.
 - Correct supervisor's name.
 - Number of personnel.
 - Crew type (e.g., Type 2, Type 2 IA).
- Coordinate with the Demobilization Unit to:
 - Process extension requests.
 - Confirm crew reassignment or release.
 - Process individual early releases.
 - Finalize travel plans.

***Make appropriate decisions based on analysis of gathered information.**

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; agency-specific crew management guide; IAP.

How to accomplish task:

- Represent the agency in the absence of the IARR to make agency-specific decisions.
- Resolve problems, conflicts, and complaints (e.g., logistics, planning, finance).
- Advise and assist in resolving human resource issues that occur during the incident or event.



***Continuously monitor incident environment and communicate critical updates.**

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: Operational Leadership, Communication Responsibilities, Risk Management Process, and Briefing Checklist sections of the *IRPG*; IAP; incident communications updates.

How to accomplish task:

- Constantly evaluate the situation (e.g., weather and fire behavior).
- Use the Look Up, Down, and Around section of the *IRPG* to help maintain situational awareness.
- Remain aware of changing conditions and the resulting task assignment changes for assigned resources.
 - Coordinate with the CRWB on any changes to the plan.
 - Communicate immediately any safety concerns and the actions needed to mitigate them.
- Foster open communication through the chain of command.

***Ensure organizational requirements are met and provide administrative oversight.**

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: *IRPG*; agency-specific crew management guides; IAP.

How to accomplish task:

- Ensure expectations and intent are clear and understood.
- Ensure incident forms are completed properly.
- Document pertinent information, if necessary, to prevent inaccurate feedback.
- Provide feedback on individual/crew performance as soon as possible.
 - Give both positive feedback and feedback on areas needing improvement.
 - Stick to the facts and do not mix them with your opinions.
- Participate in post-shift After Action Reviews (AARs) to obtain situational awareness.



Communicate and Coordinate

***Establish communications and exchange necessary briefings/information with other resources.**

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*; J-002, *How to Correctly Fill Out the Emergency Equipment Use Invoice, OF 286 (PSM-002)*; J-003, *How to Correctly Fill Out the Incident Time Report, OF 288 (PSM-003)*; J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM-004)*; J-006, *How to Properly Complete a Property Loss or Damage Report, OF 289 (PSM-006)*; J-007, *How to Complete Office of Workers' Compensation Program (OWCP) Paperwork for Injuries or Illnesses on an Incident (PSM-007)*; J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*; ICS forms; IAP.

How to accomplish task:

- Ensure a clear understanding of expectations and timely communication within and across ICS functional areas and the chain of command.
 - Use clear and concise text in written communications.
 - Speak clearly and at an appropriate pace to facilitate understanding.
- Follow established processes and the chain of command for collecting, producing, and distributing information.
 - Maintain an appropriate span of control.
 - Use the appropriate ICS forms.
 - Use the appropriate ICS terminology.
- Communicate and exchange information with the following:
 - CRWB
 - Line supervisor (e.g., welfare, location, and workload of crew)
 - Support resources (e.g., Logistics, Planning, Finance)
 - Adjacent resources (e.g., crews, engines, aviation)
 - Other ICS functional areas
- Attend briefings with the IARR, as needed.

Communicate effectively using multichannel radios.

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: Briefing from Operations Section Chief (OSC); IAP; Incident Radio Communications Plan (ICS 205); radio programming guides; radios.

How to accomplish task:

- Obtain and verify the frequencies being utilized for the incident/project.
 - Receive, review, and implement the Incident Radio Communications Plan (ICS 205).
 - Clone or manually program the radio frequencies into the appropriate channels and ensure the frequencies and channels are correct.
 - Perform a radio check with all resources to ensure radios are operating correctly and identify any mistakes.



- Utilize radios to communicate with your own and adjoining/assigned resources.
 - Contact other individuals, crews, and engines using portable or handheld radios on appropriate frequencies, using proper radio etiquette (e.g., identify the unit you are calling, followed by your own identifier).
 - Use radio discipline and follow established communication procedures using clear, concise language and appropriate ICS terminology.
 - In the event of a medical emergency, always clear the appropriate channel for emergency traffic to report an Incident Within an Incident (IWI).

Conduct and/or participate in After Action Reviews (AARs).

When to start task: At the end of an assignment.

Resources to complete task: *IRPG*; Activity Log (ICS 214).

How to accomplish task:

- Assess the strategies and tactics used to meet the assigned goals and objectives. Identify successes and opportunities to improve.
- Ensure clear dialogue and open communication.
 - Engage in active listening.
 - Facilitate an open discussion.
 - Avoid interrupting.
 - Allow all voices to be heard.
 - Provide and receive constructive criticism.
- Provide context and insight based on your individual experience and perspective.
- Apply lessons learned in the AAR to future work.

Manage Risk

Apply the Risk Management Process.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; J-301, *Thinking Skills for Risk Management*; IAP.

How to accomplish task:

- Apply the Risk Management Process as stated in the *IRPG*.
 - Identify hazards.
 - Assess hazards.
 - Develop controls and make risk decisions.
 - Implement controls.
 - Supervise and evaluate.
- Take appropriate action based on the assessed risks.
- Demonstrate the ability to refuse an assignment utilizing the How to Properly Refuse Risk guidelines in the *IRPG*.
- Consult with the Safety Officer (SOF), Task Force Leader (TFLD), Division/Group Supervisor (DIVS), or other fireline leaders for support with risk management.

*Account for location, health, safety, and welfare of assigned personnel.

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Wildland Fire Risk and Complexity Assessment*, PMS 236; *IRPG*; *NWCG Standards for Interagency Incident Business Management*, PMS 902; J-006, *How to Properly Complete a Property Loss or Damage Report*, OF 289 (PSM-006); J-007, *How to Complete Office of Workers' Compensation Program (OWCP) Paperwork for Injuries or Illnesses on an Incident* (PSM-007); IAP; ***Job Hazard Analysis*, FS 6700-7; ***NWCG Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Ensure the safety and welfare of yourself and others in all aspects of the job.
- Follow agency-specific guidelines for reporting accidents and injuries.
- Follow established procedures and/or safety procedures relevant to the given assignment.
- Follow dispatch, incident check-in, and check-out procedures.
- Coordinate with CRWB personnel to verify assigned crews are following established guidelines.
 - Work/rest
 - Length of assignment
 - Agency safety standards and procedures

Plan for and respond to medical emergencies.

When to start task: Throughout the assignment.

Resources to complete task: IRPG; NWCG *Standards for Interagency Incident Business Management*, PMS 902; Medical Plan and Medical Incident Report (ICS 206 WF); J-006, *How to Properly Complete a Property Loss or Damage Report, OF 289 (PSM-006)*; J-007, *How to Complete Office of Workers' Compensation Program (OWCP) Paperwork for Injuries or Illnesses on an Incident (PSM-007)*; IAP; NWCG 6 Minutes for Safety; SAFECOM; SAFENET; ***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*.

How to accomplish task:

- Anticipate, develop, and communicate contingency plans for medical emergencies.
- Be familiar with medical responders and their location, communication procedures, and transportation plan.
- Communicate essential elements of an effective IWI plan.
- Ensure assigned resources know the process for responding to medical incidents and can complete a Medical Incident Report (MIR).
- Activate the IWI protocol in the event of a medical emergency.
- Coordinate the completion of accident/incident reports with pertinent forms (e.g., SAFECOM, SAFENET, agency-specific forms) through the established chain of command.
- Ensure assigned resources are prepared to execute Medical Plan (ICS 206).
- Manage medical emergencies based on procedures stated in the IAP, the MIR, or other relevant guidelines.

Document

Complete all administrative tasks and documentation in an accurate and timely manner.

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; J-001, *How to Correctly Fill Out the Crew Time Report (CTR)*, SF 261 (PSM-001); J-002, *How to Correctly Fill Out the Emergency Equipment Use Invoice*, OF 286 (PSM-002); J-003, *How to Correctly Fill Out the Incident Time Report*, OF 288 (PSM-003); J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket*, OF 297 (PSM-004); J-006, *How to Properly Complete a Property Loss or Damage Report*, OF 289 (PSM-006); J-007, *How to Complete Office of Workers' Compensation Program (OWCP) Paperwork for Injuries or Illnesses on an Incident* (PSM-007); J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM)*, PMS 902 Overview (PSM-008); General Message (ICS 213); Activity Log (ICS 214); Crew Performance Rating (ICS 224 WF); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Crew Time Report (CTR), SF 261; Emergency Equipment Use Invoice Form, OF 286; Incident Time Report, OF 288; Property Loss or Damage Report – Fire Suppression, OF 289; Emergency Equipment Shift Ticket, OF 297; Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1; Notice of Occupational Disease and Claim for Compensation, CA-2; Authorization for Examination and/or Treatment, CA-16; SAFECOM; SAFENET.

How to accomplish task:

- Complete and authorize the following in a timely manner and submit them as required:
 - General Message (ICS 213)
 - Activity Log (ICS 214)
 - Crew Performance Rating (ICS 224 WF)
 - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
 - Crew Time Report (CTR), SF 261
 - Emergency Equipment Use Invoice Form, OF 286
 - Incident Time Report, OF 288
 - Property Loss or Damage Report – Fire Suppression, OF 289
 - Emergency Equipment Shift Ticket, OF 297
 - SAFECOM
 - SAFENET
 - Agency-specific forms (e.g., Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1; Notice of Occupational Disease and Claim for Compensation, CA-2; Authorization for Examination and/or Treatment, CA-16)
- Ensure the crew supervisors have retrieved all pay documents from the Time Unit.
- Ensure CRWB personnel receive a copy of the Crew Performance Rating (ICS 224 WF), individual time report, and other relevant documentation upon completion of the assignment.
- Report the crews' performance and any problems to the home unit crew coordinator.

Demobilize

***Prepare for and implement demobilization.**

When to start task: At the end of the assignment.

Resources to complete task: Incident Demobilization Vehicle Safety Inspection (ICS 212 WF); General Message (ICS 213); Demobilization Check-Out (ICS 221); IAP.

How to accomplish task:

- Complete all paperwork and documentation before the disassembly of the crew(s).
- Upon demobilization, report the crew's status to their home unit dispatch to include the travel schedule and estimated time of arrival (ETA).
- Brief the IARR and assigned resources on demobilization procedures and responsibilities.
- Ensure incident and agency demobilization procedures and work/rest driving standards are followed.
- Return equipment and supplies to the appropriate unit.
- Complete the demobilization check-out process before you are released from the incident.
 - Receive demobilization instructions from the incident supervisor.
 - Arrange flights two days prior to demobilization.
 - If required, complete Demobilization Check-Out (ICS 221) and submit the completed form to the appropriate person.
- During transfer of command:
 - Ensure continuity of operations.
 - Exchange critical safety information.
 - Communicate the transfer of authority through the established chain of command.
- Coordinate with the home unit dispatch prior to the disassembly of crew(s).

An entity of the National Wildfire Coordinating Group (NWCG), the Operations Management Committee (OMC) oversees the development and maintenance of the *NWCG Incident Position Standards for Crew Representative*.

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