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Coordinating Group



# NWCG Incident Position Standards for Time Unit Leader

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The *NWCG Incident Position Standards for Time Unit Leader* establishes national interagency standards for operating as a Time Unit Leader (TIME) 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 Time Unit Leader Position Page, <https://www.nwcg.gov/positions/time-unit-leader>, 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 Time Unit Leader.

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)*

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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 Standards for Electronic Documentation (eDoc)*, PMS 277, <https://www.nwcg.gov/publications/pms277>
- *NWCG Position Task Book for Personnel Time Recorder (PTRC)*, PMS 311-53, <https://www.nwcg.gov/publications/position-taskbooks/pms311-53>
- *NWCG Position Task Book for Time Unit Leader (TIME)*, PMS 311-126, <https://www.nwcg.gov/publications/position-taskbooks/pms311-126>
- *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>
  - Extended Work Shift Documentation Form
- *NWCG Single Resource Casual Hire Information*, PMS 934, <https://www.nwcg.gov/publications/pms934>
- Incident Command System (ICS) Forms, <https://www.nwcg.gov/ics-forms>
  - Medical Plan (ICS 206)
  - General Message (ICS 213)
  - Activity Log (ICS 214)
  - Demobilization Check-Out (ICS 221)
  - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, <https://www.nwcg.gov/publications/pms902>
  - Crew Time Report (CTR), SF 261
  - Emergency Equipment Use Invoice, OF 286
  - Incident Time Report, OF 288
  - Emergency Equipment Shift Ticket, OF 297
  - Emergency Equipment Fuel and Oil Issue, OF 304
  - Emergency Equipment Rental-Use Envelope, OF 305
- Job Aids, <https://www.nwcg.gov/training/job-aids>
  - *PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261*, J-001
  - *PSM-002, How to Correctly Fill Out the Emergency Equipment Use Invoice, OF 286*, J-002
  - *PSM-003, How to Correctly Fill Out the Incident Time Report, OF 288*, J-003
  - *PSM-004, How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297*, J-004
  - *PSM-005, How to Calculate Equipment Breakdown Rates*, J-005
  - *Packing List for Wildland Fire Support Staff*, J-102
- Administratively Determined (AD) Pay Plans for Emergency Workers (United States Forest Service [USFS] and U.S. Department of the Interior [DOI]), <https://www.nwcg.gov/committee/incident-business-committee>
- Casual Payment Center (CPC), <https://www.nifc.gov/programs/casual-payment-center>
- e-ISuite, <https://www.wildfire.gov/application/eisuite>
- e-ISuite Quick Reference Cards, <https://www.wildfire.gov/page/eisuite-quick-reference-cards>
- FireNet, <https://www.firenet.gov/>

- Guidance for Incident Finance Electronic File Management, <https://www.nwcg.gov/committee/incident-business-committee/correspondence>
- InciWeb, <https://inciweb.nwcg.gov/>
- Interagency Resource Ordering Capability (IROC), <https://www.wildfire.gov/application/iroc>
- *Interagency Time Unit Field Guide*, <https://www.nwcg.gov/committee/incident-business-committee>
- NWCG Position Task Book (PTB) website, <https://www.nwcg.gov/training/nwcg-position-task-books>
- Risk Management Assistance (RMA) Dashboard, <https://experience.arcgis.com/experience/f9d7f7f920494c3db43a23a8dffe4664>
- SIT-209, <https://www.wildfire.gov/application/sit209>
- USFS Incident Business Practices Personnel, <https://www.fs.usda.gov/managing-land/fire/ibp/personnel>
- USFS Incident Procurement, <https://www.fs.usda.gov/business/incident/>
- U.S. General Services Administration (GSA) Travel Resources, <https://www.gsa.gov/travel>
- Wildland Fire Application Portal — FAMAuth, <https://famauth.wildfire.gov/>
- WildWeb, <http://www.wildcad.net/WildCADWeb.asp>

## Agency-Specific References

- *\*\*Interagency Standards for Fire and Fire Aviation Operations* (Red Book), <https://www.nifc.gov/standards/guides/red-book>
- *\*\*National Interagency Standards for Resource Mobilization*, <https://www.nifc.gov/nicc/logistics/reference-documents>

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## **\*Leadership Level 3, Leader of People (Develop Intent)**

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Leaders of people have increasing challenges. They accept responsibility, not only for their own actions, but for those of their team. Leaders of people act to develop credibility as leaders: placing the team ahead of themselves, demonstrating trustworthiness, mastering essential technical skills, and instilling the values of the organization in their teams. For additional information, review the Level 3 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities <https://www.nwcg.gov/committee/leadership-committee/leadership-levels>.

### **Description**

- Lead a large group or unit of people.
- Quickly assemble and lead a cohesive team to accomplish mission objectives.
- Provide an inclusive environment that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolutions of conflict.
- Continue to build personal leadership skills, and lead by example.

### **Behaviors**

- Demonstrates expertise in job skills to provide guidance and training to team members.
- Develops credibility and reputation to increase one's personal sphere of influence.
- Uses experience and training to develop novel solutions to tactical problems.
- Directly mentors new leaders to develop counseling skills and ensure the organization has a leadership pipeline.
- Demonstrates an appropriate response and aftercare of a traumatic event involving a team member.
- Utilizes a risk-refusal process to ensure team safety while considering options for mission accomplishment.
- Conducts an effective briefing to ensure mission accomplishment and unity of action.
- Practices effective debriefing facilitation techniques to improve team performance and increase team cohesion.
- Demonstrates direct statements, active listening, and message confirmation, and allows effective feedback.
- Effectively demonstrates the five communication responsibilities and adapts to the unique needs of people and situations.
- Demonstrates risk management and recognition-primed decision making.
- Demonstrates the appropriate leadership styles to accomplish the mission and build the team.
- Identifies and manages acute and chronic fatigue to improve health and performance.
- Exercises appropriate sources of influence to ensure mission accomplishment and maintain team cohesion.
- Applies an appropriate leadership style (directing, delegating, or participatory) for a given team and situation to develop team members and increase team cohesion.

### **Knowledge**

- Describe how core values, principles, and traits guide tactical and ethical decisions.
- Understand a leader's role in influencing decisions up and down the chain of command and knowing when to lead up.

- Understand application of various leadership styles to ensure high team performance and cohesion.
- Describe the traits and principles which guide a leader's role to ensure team performance and a positive work environment when responding to harassment, substance abuse, conflict resolution, and hazing.
- Identify the consequences and understand the positive use of position power and authority.
- Describe human stress reactions to understand the impact of stress on team performance and individual decision making.
- Define the leader's role in each phase of teambuilding to enhance cohesion, effectiveness, and trust.
- Establish or validate crew standards (standard operating procedures [SOP] or standard operation guide [SOG]) to ensure a common operating picture.
- Ensure a positive and healthy work environment, and promote team cohesion by dealing with conflict, harassment, and substance abuse.
- Understand various techniques for counseling and mentoring subordinates to ensure trust and open communication within the team.
- Define techniques for rapid teambuilding.
- Define characteristics of high-performing teams.
- Understand how to use the situation awareness cycle and how to evaluate whether a leader's perception matches the reality of the situation.
- Recognize and exercise the ability to control operational tempo.
- Analyze barriers to communication to establish and maintain open lines of communication.
- Develop and communicate leader's intent.
- Understand the error chain (i.e., Swiss Cheese Model) to promote a safety-conscious team.
- Understand how to integrate contingency planning into operations and anticipate upstream or systematic errors.
- Evaluate and update one's leadership individual development plan using peer feedback and self-assessment.
- Explain how building a positive command climate relates to team cohesion.
- Understand the importance of command and control.



## Prepare and Mobilize

### Ensure individual readiness.

**When to start task:** Prior to assignment.

**Resources to complete task:** *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; *NWCG Standards for Interagency Incident Business Management*, PMS 902; documents to build finance kit; USFS Incident Procurement website; USFS Incident Business Practices Personnel website; CPC website; *Interagency Time Unit Field Guide*; *Packing List for Wildland Fire Support Staff*, J-102; *\*\*Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

### How to accomplish task:

- Prepare for a 14-day assignment (virtual or on-site).
  - For on-site assignments, prepare to be absent from home and family. Refer to *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600 and *Packing List for Wildland Fire Support Staff*, J-102.
- Assemble the finance kit using a digital storage device (e.g., USB drive) with digital copies of all necessary forms and references, including the following:
  - *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277
  - *IRPG*
  - *NWCG Standards for Interagency Incident Business Management*, PMS 902
  - General Message (ICS 213)
  - Standard (SF) and Optional (OF) Forms
    - Crew Time Report (CTR), SF 261
    - Emergency Equipment Use Invoice, OF 286
    - Incident Time Report, OF 288
    - Emergency Equipment Shift Ticket, OF 297
    - Emergency Equipment Fuel and Oil Issue, OF 304
    - Emergency Equipment Rental-Use Envelope, OF 305
  - Job Aids
    - *PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261*, J-001
    - *PSM-002, How to Correctly Fill Out the Emergency Equipment Use Invoice, OF 286*, J-002
    - *PSM-003, How to Correctly Fill Out the Incident Time Report, OF 288*, J-003
    - *PSM-004, How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297*, J-004
    - *PSM-005, How to Calculate Equipment Breakdown Rates*, J-005
  - AD Pay Plans for Emergency Workers
  - GSA Travel Resources page
  - Guidance for Incident Finance Electronic File Management
    - Finance Electronic Files Management Guidance
    - Finance Working Files and Folder Matrix for FireNet
    - Structure for Final Finance eDoc Box Provided in FireNet
    - Structure for Finance Working Files Provided in FireNet
  - *\*\*National Interagency Standards for Resource Mobilization*
  - Resource tracking applications guidance (e.g., e-ISuite Quick Reference Cards)





- Acquire physical copies of the following documents:
  - Crew Time Report (CTR), SF 261
  - Emergency Equipment Shift Ticket, OF 297
  - Emergency Equipment Fuel and Oil Issue, OF 304
- Acquire access to FireNet and resource ordering applications (e.g., IROC).
  - Note IROC requires FAMAAuth login through the Wildland Fire Application Portal.
  - If needed, request access to any of these resources.

## **Gather critical information pertinent to the assignment.**

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

**Resources to complete task:** Resource order; agency-specific guidelines; geographic area incident business supplements; geographic area mobilization guides; fire status applications; situation status reporting applications (e.g., SIT-209).

### **How to accomplish task:**

- Access and review the resource order.
  - Ensure the resource order contains the following information as a baseline, and request updates from the incident supervisor, if needed:
    - Incident/project name
    - Incident/project order number
    - Office reference number (cost code)
    - Descriptive location/response area
    - Incident base/phone number
    - Request number
    - Reporting date/time and location (e.g., Incident Command Post [ICP])
    - Special needs, which may include the following:
      - ❖ Laptop
      - ❖ Phone
      - ❖ Lodging and per diem
      - ❖ Mode of transportation
- Gather incident-specific references.
  - Agency-specific guidelines.
    - Local administrative guidelines
    - Payment procedures
  - Geographic area incident business supplements. These provide specific guidelines to be followed and information pertaining to personnel, filing requirements, etc., which are crucial for ensuring compliance and accuracy in reporting and reimbursement processes.
    - Obtain these supplements from your incident supervisor, the incident agency, or the website for each Geographic Area Coordination Center (GACC).
  - Geographic area mobilization guides.
- Gain situational awareness about the assignment, including:
  - Jurisdictional agency.
  - Current number and types of assigned resources.
  - Current team assigned.
  - Familiar contacts.
  - Situation report (SIT).
  - Fire status applications (e.g., InciWeb, WildWeb, RMA Dashboard).



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**Travel to and check in at assignment.**

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

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902; *NWCG Single Resource Casual Hire Information*, PMS 934; GSA Travel Resources website; resource order; Incident Qualifications Card (Red Card); agency-specific agreement sheet.

**How to accomplish task:**

- Confirm your travel arrangements and expected time of arrival with dispatch.
  - Wear appropriate attire.
- Consider a normal daily working uniform.
- Model professionalism and a professional attitude.
- Upon arrival at the incident, complete the check-in process as described in the Incident Action Plan (IAP) or provided by the Status/Check-In Recorder (SCKN). Be prepared with your resource order; Incident Qualifications Card (Red Card); *NWCG Single Resource Casual Hire Information*, PMS 934; and agency-specific agreement sheet, if applicable.
- Identify and report to your incident supervisor or incident contact listed on the resource order to establish a line of communication.



## Build the Team

### **\*Obtain briefing from incident supervisor.**

**When to start task:** Upon arrival at the incident.

**Resources to complete task:** *IRPG*; local SOPs; local Incident Business Operating Guideline (IBOG); IAP; mobilization guides; transition documents.

**How to accomplish task:**

- Ensure the briefing with the Finance/Administration Section Chief (FSC) includes the following:
  - Access to applications (e.g., e-ISuite, Microsoft Teams)
  - Local incident business point of contact (POC)
  - Known issues
  - Priorities
  - Section shift start/end times
- Review the IAP(s) for the following:
  - Incident objectives
  - Leader's intent
  - Incident information
  - Current incident status
  - Incident jurisdiction
  - Operational period(s)
- Ask about the following to get fully oriented to the incident environment (if not included in the briefing):
  - Organizational chart
  - Camp layout
  - Location of your work area and equipment/personnel you will be managing
  - Specific duties/assignments
  - Meeting times and requirements
  - Workflow/process dictated by the jurisdictional agency
  - Safety considerations and emergency procedures

### **\*Assemble and validate readiness of assigned personnel.**

**When to start task:** Upon assignment and throughout the incident.

**Resources to complete task:** *NWCG Position Task Book for Personnel Time Recorder (PTRC)*, PMS 311-53; NWCG PTB website.

**How to accomplish task:**

- Identify and anticipate staffing needs and request additional resources and/or replacements as needed.
- Assess the skill level and experience of PTRC personnel.
  - Review and discuss any open PTBs.
  - Provide developmental opportunities.
- Brief assigned personnel.
- Maintain accountability of the Time Unit personnel.



## Supervise and Direct Work Assignments

### **\*Establish and monitor objectives, priorities, work assignments, and performance expectations.**

**When to start task:** Upon assignment and throughout the incident.

**Resources to complete task:** *NWCG Position Task Book for Personnel Time Recorder (PTRC)*, PMS 311-53; *NWCG Standards for Interagency Incident Business Management*, PMS 902; Incident Management Team (IMT) SOPs; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); USFS Incident Business Practices Personnel website; CPC website; *Interagency Time Unit Field Guide*.

### **How to accomplish task:**

- Provide IMT SOPs.
- Establish and communicate the chain of command and reporting procedures.
  - Take the initiative to gather pertinent information.
  - Stay informed about the incident status and any changes in assignments or procedures.
- Monitor and evaluate performance.
  - Ensure workflow processes are understood and followed.
  - Provide constructive feedback throughout the assignment.
  - Ensure all PTRC personnel have the tools required to support the expectations of the incident.
- Serve as the subject matter expert (SME) for anything related to incident personnel timekeeping.
- Establish and maintain relationships.
  - Ensure communication within the Time Unit includes both in-person and virtual personnel.
  - Ensure positive and cooperative interactions between the Time Unit and each section of the IMT.
  - Assign a qualified Finance Section member to work with any trainees within the section, if applicable.
- Monitor well-being.
  - Ensure there is a safe and professional environment within the Time Unit.
  - Monitor for signs and symptoms of stress, fatigue, illness, or injury. Mitigate appropriately.
  - Encourage breaks, when necessary.
  - Engage with PTRC personnel throughout the day to ensure professional customer service and teamwork.
  - Address any concerns or issues that arise within the Time Unit.
- Review and approve PTRC personnel Crew Time Report (CTR), SF 261 forms.
- Ensure PTRC personnel follow the established demobilization process.



## Perform Time Unit Leader-Specific Duties

### **\*Establish finance workflows.**

**When to start task:** Throughout the assignment.

**Resources to complete task:** *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; *NWCG Standards for Interagency Incident Business Management*, PMS 902; *NWCG Single Resource Casual Hire Information*, PMS 934; AD Pay Plans for Emergency Workers; Guidance for Incident Finance Electronic File Management; USFS Incident Business Practices Personnel website; CPC website; *Interagency Time Unit Field Guide*.

#### **How to accomplish task:**

- Determine documentation processes for the incident agencies.
- Assess the current state of the documentation package.
- Create the following Time Unit workflows, if not already established:
  - Resource check-in
  - Resource document submission schedule
  - Resource folder creation
  - Resource folder management/maintenance
    - Resource documents (e.g., Crew Time Report (CTR), SF 261; *NWCG Single Resource Casual Hire Information*, PMS 934)
    - Audit process
    - Issue tracking
    - Demobilization
  - AD batching process
- Create a method (e.g., Microsoft Excel spreadsheet, group chat, notes in the Finance View of Microsoft SharePoint) to track Time Unit tasks.

### **\*Gather, analyze, and validate information pertinent to the Time Unit.**

**When to start task:** Upon arrival and throughout the assignment.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902; *NWCG Single Resource Casual Hire Information*, PMS 934; AD Pay Plans for Emergency Workers; USFS Incident Business Practices Personnel website; CPC website; *Interagency Time Unit Field Guide*.

#### **How to accomplish task:**

- Use relevant situational information to make better informed decisions.
- Complete documentation of excess hours, work/rest, and other recordkeeping.
  - Run reports daily using the incident time system.
  - Submit documentation to the FSC, Incident Commander (IC), or Agency Administrator (AA) for review and signature as appropriate.
  - File documentation in the incident documentation package.
- Audit resource folders and data entry periodically for accuracy.
  - Identify missing documents (e.g., Crew Time Report [CTR], SF 261; cooperative agreement; *NWCG Single Resource Casual Hire Information*, PMS 934; crew manifest).
  - Verify the resource employment type (e.g., Federal, AD, other).



- Ensure the received resource matches the ordered resource.
- Ensure the appropriate pay regulations (e.g., travel, hazard, meal breaks) are followed.
- Apply and document additions and deductions.
- Verify the need for AD time submission.

**\*Process Administratively Determined (AD) payments per agency-specific direction.**

**When to start task:** Throughout the incident.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902; *NWCG Single Resource Casual Hire Information*, PMS 934; AD Pay Plans for Emergency Workers; USFS Incident Business Practices Personnel website; Incident Time Report, OF 288; *Interagency Time Unit Field Guide*.

**How to accomplish task:**

- Review the Incident Time Report, OF 288 using the established auditing process.
- Create a payment package after each Incident Time Report, OF 288 passes review.
- Batch package(s) for submission based on hiring agency requirements.
  - Complete the batch log.
  - Submit the batch in a timely manner.
- Ensure the batches are filed within the incident documentation package.

**\*Finalize resource folders for records retention.**

**When to start task:** Throughout the assignment.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902; Guidance for Incident Finance Electronic File Management; *Interagency Time Unit Field Guide*.

**How to accomplish task:**

- Complete a final resource folder audit.
- File resource folders in the final finance documentation location.



## Communicate and Coordinate

### **\*Communicate and coordinate with assigned resources and pertinent Incident Management Team (IMT) functional areas.**

**When to start task:** Throughout the assignment.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902; General Message (ICS 213); Activity Log (ICS 214); *Interagency Time Unit Field Guide*.

#### **How to accomplish task:**

- Provide updates regularly to the FSC, including:
  - Issues (e.g., staffing).
  - Trends (e.g., excessive shift hours, unsigned Crew Time Report [CTR], SF 261 forms, missing justifications).
  - Work status.
- Attend and participate in incident briefings and meetings as directed.
- Maintain situational awareness by continually communicating with other IMT sections.
- Ensure the Activity Log (ICS 214) is updated daily with key information/decisions.
- Brief replacement/incident agency personnel assigned to the next operational period, your replacement, or when closing out with the incident agency on:
  - Work status.
  - Issues.
  - Problems.
  - Concerns.
  - Necessary follow-up.
- Use established ordering procedures (e.g., General Message [ICS 213]) to request the following:
  - Materials and supplies
  - Equipment (e.g., telephones, computers, scanners)
  - Additional personnel to support the unit



## Manage Risk

**\*Ensure compliance with all safety practices and procedures for yourself and those around you.**

**When to start task:** Throughout the assignment.

**Resources to complete task:** *IRPG*; *NWCG Standards for Interagency Incident Business Management*, PMS 902; IAP; Medical Plan (ICS 206).

**How to accomplish task:**

- Account for the location, health, safety, and welfare of assigned personnel.
- Report all accidents to your incident supervisor.
  - Refer to the Emergency Medical Care section of the *IRPG*.
  - Complete the Medical Incident Report within the Medical Plan and Medical Incident Report (ICS 206 WF) as appropriate.



## Demobilize

### **\*Plan for incident demobilization and transition.**

**When to start task:** Upon notification of demobilization from the incident.

**Resources to complete task:** Demobilization schedule; transition documents; IAP.

**How to accomplish task:**

- Anticipate incident demobilization.
  - Identify excess resources.
  - Coordinate with Operations to prepare the demobilization schedule.
  - Communicate with your supervisor.
- Ensure orderly team demobilization, if applicable.
- Obtain the demobilization schedule.
  - Ensure PTRC personnel are adequately briefed on the demobilization schedule for incident resources.
- Complete Time Unit transition documents.
  - Outline any issues or any unresolved items.
  - Document any follow-up actions for the jurisdictional agency.
- Coordinate an efficient transfer of your position duties.
- Notify frequent incident contacts of your imminent departure and the name/contact information of your replacement.

### **Complete demobilization check-out process before being released from the incident.**

**When to start task:** Upon notification of demobilization from the incident.

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902; Demobilization Check-Out (ICS 221); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Incident Time Report, OF 288.

**How to accomplish task:**

- Coordinate with the Demobilization Unit to arrange and document travel to your home unit or reassignment.
- Obtain your Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) from your supervisor.
- Review and sign your Incident Time Report, OF 288.

The *NWCG Incident Position Standards for Time Unit Leader* is developed and maintained by the Incident Business Committee (IBC), an entity of the National Wildfire Coordinating Group (NWCG).

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This publication is available electronically at <https://www.nwcg.gov/publications/pms350-126>.

Submit comments, questions, and recommendations to the appropriate agency program manager assigned to the IBC using the NWCG Publication Review Form, <https://www.nwcg.gov/publications/publication-review-form>. View the complete roster at <https://www.nwcg.gov/committee/incident-business-committee/roster>.

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