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# NWCG Incident Position Standards for Incident Communications Center Manager

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# NWCG Incident Position Standards for Incident Communications Center Manager

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The *NWCG Incident Position Standards for Incident Communications Center Manager* establishes national interagency standards for operating as an Incident Communications Center Manager (INCM) 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 Incident Communications Center Manager Position Page, <https://www.nwcg.gov/positions/incident-communications-center-manager>, 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 an Incident Communications Center Manager.

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 Wildland Fire Position Qualification Flowchart*, PMS 308, <https://www.nwcg.gov/publications/pms308>
- *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 Behavior Form*, PMS 935-1, <https://www.nwcg.gov/publications/pms935-1>
- Incident Command System (ICS) Forms, <https://www.nwcg.gov/ics-forms>
  - Incident Objectives (ICS 202)
  - Organization Assignment List (ICS 203)
  - Assignment List (ICS 204)
  - Incident Radio Communication Plan (ICS 205)
  - Medical Plan (ICS 206)
  - Medical Plan and Medical Incident Report (ICS 206 WF)
  - General Message (ICS 213)
  - Activity Log (ICS 214)
  - Accountable Property Assignment Record (ICS 219-9 WF)
  - 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 Shift Ticket, OF 297
- 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
  - *Packing List for Wildland Fire Support Staff*, J-102
- InciWeb, <https://inciweb.nwcg.gov/>
- RT-130, Wildland Fire Safety Training Annual Refresher (WFSTAR): Radios of Fire, <https://www.nwcg.gov/publications/training-courses/rt-130/communications/com301>
  - Tutorial: Cloning the Bendix King KNG Handheld Radio
  - Tutorial: Programming the Bendix King DPH Handheld Radio
- Wildland Fire Application Information Portal, <https://www.wildfire.gov/>

## Agency-Specific References

- *\*\*Interagency Standards for Fire and Fire Aviation Operations (Red Book)*, <https://www.nifc.gov/standards/guides/red-book>
- *\*\*National Interagency Incident Communications Division (NIICD) User's Guide*, <https://www.nifc.gov/resources/NIICD/niicd-documents>
- *\*\*National Interagency Standards for Resource Mobilization*, <https://www.nifc.gov/nicc/logistics/reference-documents>
- *\*\*Radio Discipline on the Fireline*, <https://www.nifc.gov/sites/default/files/blm/training/RadioDiscipline.pdf>

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

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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/committee/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 (Incident Command System [ICS] and agency).
- Identify the sources of power which enable leadership influence.



## Prepare and Mobilize

### **\*Ensure individual readiness.**

**When to start task:** Prior to 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; Incident Qualifications Card (Red Card); resource order; Wildland Fire Application Information Portal; *Packing List for Wildland Fire Support Staff*, J-102; *\*\*Interagency Standards for Fire and Fire Aviation Operations* (Red Book); *\*\*National Interagency Standards for Resource Mobilization*.

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

- Obtain approval from your supervisor.
- Verify your data and status is current in resource ordering applications (e.g., Interagency Resource Ordering Capability [IROC]).
- Prepare for a 14 - 21- day assignment.
  - 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 an INCM kit, including the following:
  - Laptop computer
  - Clock
  - Office supplies (e.g., stapler, accordion file, Accountable Property Assignment Record [ICS 219-9 WF] [i.e., T-Card] holder)
  - *\*\*Interagency Standards for Fire and Fire Aviation Operations* (Red Book)
  - Physical or digital copies of the following forms (using a digital storage device, such as a USB drive):
    - Medical Plan (ICS 206)
    - General Message (ICS 213)
    - Activity Log (ICS 214)
    - Radio/telephone station log
  - Inventory and resource tracking system
- Ensure access to a personal or work email address.
- Maintain access to a copy of your agency contracting agreement if applicable.

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

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

**Resources to complete task:** Agency-specific guidelines; agency-specific travel system; InciWeb; resource order; local standard operating procedures (SOPs); regional mobilization guides; Incident Action Plan (IAP); geographic area supplements; National Weather Service (NWS) forecasts; *\*\*National Interagency Standards for Resource Mobilization*.

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

- Obtain and review the following contents of the resource order:
  - Incident/project name
  - Incident/project order number



- Office reference number (cost code)
  - Descriptive location/response area
  - Incident base/phone number
  - Request number
  - Resource requested
  - Reporting date/time and location (e.g., Incident Command Post [ICP])
  - Special instructions (e.g., authorized equipment such as laptop, cell phone, rental car)
- Obtain and review a travel itinerary, including the following:
  - Mode of travel
  - Estimated time of departure (ETD) and location of departure
  - Estimated time of arrival (ETA) and location of destination
  - Location for rest overnight (RON) if unable to make end destination within the operational shift
- Ensure your personal information on all documentation is correct.
- Start building situational awareness by reviewing the following incident-specific references:
  - Geographic area intelligence reports
  - Weather information
- Contact incident personnel for specific site information and conditions (e.g., sleeping arrangements).

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

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

**Resources to complete task:** *NWCG Standards for Interagency Incident Business Management*, PMS 902; *Incident Behavior Form*, PMS 935-1; agency-specific travel protocols; contact list; dispatch center; *\*\*National Interagency Standards for Resource Mobilization*.

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

- Confirm travel arrangements and ETA with dispatch.
- Follow agency-specific air and ground travel guidelines.
  - Air travel considerations include the following:
    - Complying with weight limitations
      - ❖ Refer to Chapter 10 of the *National Interagency Standards for Resource Mobilization*.
      - ❖ If your baggage exceeds airline limitations, additional fees may apply.
    - Checking bags for hazardous materials
  - Ground travel considerations include the following:
    - Following driver work/rest ratio
    - Considering logistical needs (e.g., restrooms, restaurants)
    - Ensuring secure transportation of government equipment
    - Referencing your agency's per diem and lodging rate policy
      - ❖ Check with your incident supervisor, Fire Management Officer (FMO), or Fire Business Office to learn how to provide justification when lodging rate exceeds per diem allowances.
- Maintain a professional attitude and appearance at all times during travel.
- Ensure check-in procedures are complete as specified by the Incident Management Team (IMT).
  - Be prepared with the following:
    - Resource order



- Incident Qualifications Card (Red Card)
- Agency-specific agreement sheet
- Obtain a current copy of the IAP.

**\*Review the Incident Action Plan (IAP) and obtain briefing, objectives, and intent from supervisor.**

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

**Resources to complete task:** Resource order; IAP; Incident Qualifications Card (Red Card); radio traffic logs; line supply orders; inventory and resource tracking system; Incident Objectives (ICS 202); Organization Assignment List (ICS 203); Assignment List (ICS 204); Incident Radio Communication Plan (ICS 205); Medical Plan (ICS 206).

**How to accomplish task:**

- Locate the Communications Unit.
- Contact your incident supervisor, who could be any of the following:
  - Communications Unit Leader (COML)
  - Logistics Section Chief (LSC), if COML is not available
- Ensure your briefing includes the following information:
  - Situation
    - Hours (shift start/end times)
    - Specific duties/assignments (e.g., cloning radios, equipment check-out, monitoring unit communications phone)
    - Camp layout and location of your work area and equipment
    - Briefing times and requirements
    - Relevant points of contact within the Communications Unit and Logistics Section
    - Expectations for interacting with various other units and staff (e.g., Safety, Medical, Supply, Ground Support)
    - Radio protocol and etiquette
  - Procedures
    - Documentation, inventory, and data retention procedures
    - Map of fire operations and resource tracking procedures
    - Safety considerations and emergency procedures
    - Procedures for signing and submitting Crew Time Report (CTR), SF 261 and Emergency Equipment Shift Ticket, OF 297 forms
    - Procedures for receiving, processing, and tracking line supply orders with the Supply Unit and Ground Support Unit
- Review the IAP for the following key documents and information:
  - Incident Objectives (ICS 202)
  - Organization Assignment List (ICS 203)
  - Assignment List (ICS 204)
  - Incident Radio Communication Plan (ICS 205)
  - Medical Plan (ICS 206)
  - Leader's intent
  - Incident information
  - Operational period(s)
- Review any other relevant documents that will provide additional context to the incident and your role.



## Build the Team

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

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

**Resources to complete task:** IMT SOPs; Incident Qualifications Cards (Red Cards).

**How to accomplish task:**

- Identify and anticipate staffing needs and request additional resources and/or replacements as needed (e.g., needs for next 48, 72, and 96 hours).
- Review staff qualifications and training needs.
- Manage or assist the COML with ordering Communications Unit personnel.
  - Prepare General Message (ICS 213) forms.
  - Ensure proper signatures are obtained.
  - Ensure requests are routed properly per IMT standards and/or area dispatch standards.
- Ensure Radio Operator (RADO) personnel have the tools required to support the expectations of the incident.

### **\*Establish and communicate the chain of command, reporting procedures, work assignments, and performance expectations.**

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

**Resources to complete task:** *NWCG Wildland Fire Position Qualification Flowchart*, PMS 308; Activity Log (ICS 214); inventory and resource tracking system.

**How to accomplish task:**

- Ensure RADO personnel are trained and have access to reference materials addressing who to contact, where resources are, and what to elevate to the chain of command (e.g., IAPs, phone lists, maps).
- Ensure a schedule is in place for staffing the Communications Unit in coordination with the COML.
  - Develop a schedule showing each resource's assigned work hours (e.g., start and end times).
  - Account for lunch breaks and time that needs to be mitigated (e.g., time for check-in, transitioning staff to night shift, demobilization).
- Ensure radio logs and a Communications Unit Activity Log (ICS 214) are maintained and archived per IMT and/or host agency standards.
  - Delegate these tasks as appropriate.
- Identify opportunities for cross-training personnel.



## Supervise and Direct Work Assignments

**\*Monitor performance, provide immediate and regular feedback to assigned personnel, and ensure incident objectives and performance standards are met.**

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

**Resources to complete task:** Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); IAP.

**How to accomplish task:**

- Maintain accountability of subordinate personnel.
- Stay informed about the incident status and any changes in assignments or procedures.
- Monitor performance:
  - Ensure positive and cooperative interactions between the Communications Unit, each functional area of the incident, and other resources.
  - Ensure RADO personnel and RADO trainees follow workflow processes and demonstrate competency in radio operations.
  - Provide constructive feedback throughout the assignment.
- Engage with RADO personnel throughout the day to ensure professional customer service and teamwork.
- Ensure interactions within the Communications Unit include both in-person and remote personnel (e.g., assigned personnel at spike camps or other remote locations).



## Perform Incident Communications Center Manager-Specific Duties

### **\*Establish and supervise the incident communications center.**

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

**Resources to complete task:** Medical Plan (ICS 206); Activity Log (ICS 214); IAP; *\*\*National Interagency Incident Communications Division (NIICD) User's Guide.*

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

- Prepare an Activity Log (ICS 214) daily to track personnel and significant events in the Communications Unit (e.g., Incidents Within an Incident [IWI], check-in and/or demobilization of personnel).
- Ensure the radio is staffed and monitored at all times.
- Maintain adequate staffing of RADO personnel, working with the COML to ensure coverage will be sufficient as the incident progresses.
- Ensure all RADO personnel are present for their assigned shift.
- Brief with night shift and review the radio log for any issues during the night shift.
- Address any concerns or issues that arise among communications center personnel.
- Recognize basic communications network malfunctions (e.g., low battery on repeater, intermittent repeater transmissions, dead spots) and report them to the COML.
- Notify the COML of any staffing or personnel issues.
- Maintain a clean and organized communications center.
- Ensure equipment is working properly within the communications center (e.g., cellphones, radios, remotes).
  - Report any equipment deficiencies to the COML and/or Incident Communications Technician (COMT) personnel.
  - Address any issues as quickly as possible.
- Ensure unique 24-hour phone numbers are assigned to the Communications Unit that will remain after the IMT transitions.
- Ensure RADO personnel are documenting and mapping the location and status of safety-critical units, especially those in high-risk areas.
- Sign Crew Time Report (CTR), SF 261 and Emergency Equipment Shift Ticket, OF 297 forms for RADO personnel.

### **\*Maintain inventory and track assigned equipment.**

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

**Resources to complete task:** Accountable Property Assignment Record (ICS 219-9 WF); inventory and resource tracking system; radio kit inventory sheets.

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

- Maintain and validate the inventory and resource tracking system.



- Ensure inventory is audited at appropriate intervals; assign communications personnel to assist as needed.
  - Review the Accountable Property Assignment Record (ICS 219-9 WF) forms (i.e., T-Cards) and compare with the tracking database for consistency.
  - Compare your tracking databases with the physical inventory to ensure accuracy.
  - Report discrepancies and develop solutions.
- Input new equipment into the inventory and resource tracking system and keep a file of the receipt reports.
- Flag or identify broken radios and other communications equipment.
- Document and report missing or lost equipment.
- Supervise the check-in and check-out of communications equipment by documenting the required personnel information on Accountable Property Assignment Record (ICS 219-9 WF) forms (i.e., T-Cards) and following established procedures.

### **\*Order necessary equipment and supplies.**

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

**Resources to complete task:** General Message (ICS 213).

**How to accomplish task:**

- Maintain adequate supplies for the communications center.
- Identify the incident-specific process for ordering the following:
  - Equipment and supplies (e.g., radio logs, clipboards, batteries, clocks)
  - Daily maps
  - Laptops, IT equipment, and telephones
- Coordinate with the COML to place orders with the National Interagency Incident Communications Division (NIICD).
- Place necessary orders and follow up to confirm orders are processed and received.

### **\*Prepare radios for assignment.**

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

**Resources to complete task:** RT-130, WFSTAR: Radios of Fire; *\*\*National Interagency Incident Communications Division (NIICD) User's Guide*.

**How to accomplish task:**

- Coordinate with the COML to develop a process for cloning and issuing radios; delegate to staff as appropriate.
- Assist with cloning radios.
- Train RADO personnel on cloning procedures.

### **\*Respond to incident emergencies.**

**When to start task:** Following a significant event and throughout the incident.

**Resources to complete task:** *IRPG*; Medical Plan and Medical Incident Report (ICS 206 WF); IAP; IMT SOPs.



**How to accomplish task:**

- Work with the COML to create an incident emergency plan within the Communications Unit.
- Review and implement IMT or host agency SOPs for emergencies and safety issues.
  - Follow training and guidance from leaders (e.g., COML, Medical Unit Leader [MEDL], incident safety personnel).
  - Review reference materials available to support actions (e.g., *IRPG*, Medical Plan and Medical Incident Report [ICS 206 WF], IAP).
  - Establish, train, and supervise roles and responsibilities within the Communications Unit.
- Conduct readiness drills to prepare for incident emergencies.
- Control who has access to the communications center during an incident emergency, following IMT SOPs and the direction of the COML.
- Supervise and assist personnel during an IWI and/or other safety concerns (e.g., spot fires, drone sightings, severe weather) by doing the following:
  - Managing radio traffic for safety concerns and medical emergencies
  - Relaying safety-related messages to the appropriate personnel (e.g., incident safety personnel, MEDL)
- Collect all communications materials related to IWIs and other incident emergencies (e.g., documentation, recordings, logs, notes, reports) and ensure proper filing and storage according to IMT SOPs.



## Communicate and Coordinate

**\*Ensure clear understanding of expectations and timely communication within and across Incident Command System (ICS) functional areas and chain of command.**

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

**Resources to complete task:** *IRPG*; *NWCG Wildland Fire Position Qualification Flowchart*, PMS 308; Incident Radio Communications Plan (ICS 205); IAP.

**How to accomplish task:**

- Participate in operational briefings and meetings as directed.
- Conduct briefings with assigned personnel as appropriate.
- Communicate changing conditions to assigned resources and supervisor.
- Brief transitioning personnel by reviewing key items such as the following:
  - Incident updates
  - Open action items needing closure
  - Radio issues or other communication challenges
  - Other critical information or watchouts
- Maintain a contact list for personnel across the incident as assigned (e.g., MEDL, incident safety personnel, other resources).
- Assist incident personnel with interpreting Communications Plan(s).

**Conduct or participate in After Action Reviews (AARs).**

**When to start task:** Following a significant event.

**Resources to complete task:** *IRPG*.

**How to accomplish task:**

- Lead or participate in unit-level AARs.
  - Provide feedback for individual and unit development.
- Participate in IMT AARs.
  - Provide feedback.
  - Discuss lessons learned.

## Manage Risk

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

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

**Resources to complete task:** *IRPG*; Medical Plan (ICS 206); IAP; maps.

**How to accomplish task:**

- Monitor for signs and symptoms of fatigue, illness, or injury in yourself and others, and take appropriate action to mitigate risks (e.g., resting, medical attention, reassignment).
- Ensure personnel needs are met for safe operations.
  - Follow work-rest guidelines.
  - Ensure appropriate breaks.
  - Maintain access to care for medical needs.
  - Verify logistical needs are met (e.g., sleeping arrangements, meals).
- Report accidents, injuries, and safety concerns to your incident supervisor and appropriate incident personnel (e.g., MEDL, incident safety personnel).
  - Document as appropriate.
  - Refer to the Emergency Medical Care section of the *IRPG*.

### **Apply the Risk Management Process as stated in the *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461.**

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

**Resources to complete task:** *IRPG*.

**How to accomplish task:**

- Report hazards or unsafe conditions and share updates to the appropriate personnel (e.g., incident safety personnel, Incident Commander [IC]) based on situational awareness.
- Participate in the coordination and execution of risk assessments and emergency procedures (e.g., safety briefings, injury response, fireline safety protocols) throughout the assignment.

## Document

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

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

**Resources to complete task:** *IRPG*; Medical Plan (ICS 206); General Message (ICS 213); Activity Log (ICS 214); Accountable Property Assignment Record (ICS 219-9 WF); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Crew Time Report (CTR), SF 261; Emergency Equipment Shift Ticket, OF 297; *PSM-001, How to Correctly Fill Out the Crew Time Report (CTR), SF 261, J-001*; line order forms; radio and telephone logs.

**How to accomplish task:**

- Ensure the following documentation is completed, organized, and stored according to incident or agency protocols, making it accessible for review or future reference:
  - Medical Plan (ICS 206)
  - General Message (ICS 213)
  - Activity Log (ICS 214)
  - Accountable Property Assignment Record (ICS 219-9 WF) (i.e., T-Card)
  - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
  - Crew Time Report (CTR), SF 261
  - Emergency Equipment Shift Ticket, OF 297
  - Radio and telephone logs
  - Line order forms
  - Issue reports/waybills
  - Position Task Books

## Demobilize

### **\*Plan for demobilization and brief assigned resources on demobilization procedures and responsibilities.**

**When to start task:** Throughout the assignment and at the end of assignment.

**Resources to complete task:** Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); IAP; inventory and resource tracking system.

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

- Anticipate personnel demobilization/reassignment utilizing the staff roster.
  - Identify excess resources.
  - Communicate with your supervisor.
  - Ensure assigned resources are prepared for their own demobilization (i.e., travel, time, check-in with the Demobilization Unit).
- Ensure evaluations and demobilization requests are properly completed.
- Brief RADO personnel on the demobilization schedule of incident resources (e.g., communications staff, laundry, showers, internet).
- Provide the transition briefing to the incoming replacement resource.
  - Complete transition documents.

### **\*Return equipment and supplies as appropriate.**

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

**Resources to complete task:** Inventory and resource tracking system; inventory sheet in kits;

**\*\*National Interagency Incident Communications Division (NIICD) User's Guide.**

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

- Complete demobilization of Communications Unit equipment.
  - Complete kit inventory.
  - Clean radios, remove batteries, and organize radio kits.
  - Document unresolved issues or items (e.g., missing or damaged radios).
- Seal radio kits for shipping.
- Prepare waybills for shipping when equipment is ready to be returned.
- Follow incident procedures for returning equipment.

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

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

**Resources to complete task:** Demobilization Check-Out (ICS 221); home unit SOPs; **\*\*National Interagency Standards for Resource Mobilization.**

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

- Make travel arrangements home with Demobilization Unit personnel (e.g., flights, rental cars, hotels).
- Return equipment and supplies assigned to you to appropriate units.



- Complete demobilization check-out process before being released from the incident.
- Upon demobilization, report status to home unit including reassignment (if approved) or ETA.

The *NWCG Incident Position Standards for Incident Communications Center Manager* is developed and maintained by the Incident Logistics Subcommittee (ILSC), under the direction of the Incident and Position Standards Committee (IPSC), an entity of the National Wildfire Coordinating Group (NWCG).

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