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NWCG Incident Position Standards for Receiving/Distribution Manager

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The *NWCG Incident Position Standards for Receiving/Distribution Manager* establishes national interagency standards for operating as a Receiving/Distribution Manager (RCDM) 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 Receiving/Distribution Manager Position Page, https://www.nwcg.gov/positions/rcdm, 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 Receiving/Distribution 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)

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 Standards for Transporting Fuel*, PMS 442, https://www.nwcg.gov/publications/pms442
- *Water Handling Equipment Guide*, PMS 447-1, https://www.nwcg.gov/publications/pms447-1
- *NWCG Standards for Fire Equipment Storage and Refurbishing*, PMS 448, https://www.nwcg.gov/publications/pms448
- *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
- *Leading in the Wildland Fire Service*, PMS 494-2, https://www.nwcg.gov/publications/pms494-2
- *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
  - Medical Plan (ICS 206)
  - General Message (ICS 213)
  - Activity Log (ICS 214)
  - 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
  - Incident Time Report, OF 288
  - Property Loss or Damage Report – Fire Suppression, OF 289
  - Incident Replacement Requisition, OF 315
- 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-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-102, *Packing List for Wildland Fire Support Staff*
  - J-301, *Thinking Skills for Risk Management*
- 49 Code of Federal Regulations (CFR) Part 172 – Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans, https://www.ecfr.gov/current/title-49/subtitle-B/chapter-I/subchapter-C/part-172
- Emergency Response Guidebook (ERG), https://www.phmsa.dot.gov/training/hazmat/erg/emergency-response-guidebook-erg

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

*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: *NWCG NFES Catalog – Part 1: Fire Supplies and Equipment*, PMS 449-1; *NWCG NFES Catalog – Part 2: Publications*, PMS 449-2; *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; *NWCG Standards for Interagency Incident Business Management*, PMS 902; Crew Time Report (CTR), SF 261; Incident Time Report, OF 288; Property Loss or Damage Report – Fire Suppression, OF 289; Incident Replacement Requisition, OF 315; J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*; J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket*, *OF 297 (PSM-004)*; J-102, *Packing List for Wildland Fire Support Staff*; Incident Qualifications Card (Red Card); ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Assemble an RCDM kit.
    - Kit contents
        - Red Card
        - *NWCG Position Task Book for Receiving/Distribution Manager (RCDM)*, PMS 311-44
        - *NWCG NFES Catalog – Part 1: Fire Supplies and Equipment*, PMS 449-1
        - *NWCG NFES Catalog – Part 2: Publications*, PMS 449-2
        - Geographic area catalogs (print or digital)
        - Applicable guides (e.g., equipment typing guide)
        - ***National Interagency Standards for Resource Mobilization*
    - Documentation forms (digital or physical copies)
        - General Message (ICS 213)
        - Activity Log (ICS 214)
        - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
        - Crew Time Report (CTR), SF 261 and/or Incident Time Report, OF 288
        - Property Loss or Damage Report – Fire Suppression, OF 289
        - Incident Replacement Requisition, OF 315
        - Interagency Incident Waybill, OF 316 (optional)
        - Agency-specific forms (e.g., requisition forms)
    - Suggested items
        - General office supplies (e.g., assorted pens, pencils, felt tip markers, highlighters, thumb tacks, pads of paper, clipboard, painter's tape, envelopes, file system supplies, hole punch, calculator)
        - USB flash drive
        - Cell phone with charger
        - Laptop with charger
        - Credit card with sufficient credit limit for personal self-sufficiency
- Ensure you have valid access and login credentials for digital applications (e.g., FireNet, resource ordering applications [e.g., Interagency Resource Ordering Capability (IROC)]).
- Verify your personal data/status is current in resource ordering applications (e.g., IROC).

- Pack a personal gear bag for 14 to 21 days and adhere to the weight limitations in **_National Interagency Standards for Resource Mobilization_.
- Prepare to be absent from home and family. Refer to _A Preparedness Guide for Wildland Firefighters and Their Families_, PMS 600 and J-102, _Packing List for Wildland Fire Support Staff_ for preparation guidance.

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Agency-specific guidelines and travel system; current Incident Action Plan (IAP); National Weather Service (NWS) forecast; resource order.

How to accomplish task:

- Obtain and review the resource order for the following information and request updates from the incident supervisor, as needed:
  - Incident name
  - Incident order number
  - Request number
  - Incident phone number
  - Reporting time
  - Reporting location
  - Transportation arrangements/travel routes
  - Contact procedures during travel (telephone/radio)
  - Special needs
  - Authorization for use of equipment (e.g., laptops, Global Positioning System [GPS], cell phones, rental vehicle)
- 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 remain overnight (RON) if you are unable to reach your end destination within that operational shift
- Gather all available information necessary to accurately assess the incident. Make appropriate decisions about immediate needs and actions, including the following:
  - Type of incident (e.g., wildfire, hurricane, flood, earthquake)
  - Logistics needs (e.g., sleeping arrangements, meals – incident provided vs. self-sufficient)
  - Current situation status
  - Expected duration of the incident
  - Terrain
  - Weather (current and expected)

*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 and/or agency-specific travel protocols; J-001, _How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)_; resource order; **_National Interagency Standards for Resource Mobilization._

How to accomplish task:

- Confirm your travel arrangements and ETA with dispatch.
- Follow agency-specific air and ground travel guidelines.
    - Air travel considerations:
        - Comply with weight limitations in the ***National Interagency Standards for Resource Mobilization*.
        - Check bags for hazardous materials.
    - Ground travel considerations:
        - Ensure your rental, National Emergency Rental Vehicle (NERV), agency-owned vehicle (AOV), or privately owned vehicle (POV) is on the resource order.
        - Follow time limitations/driver duty day limitations.
        - Refer to the agency's per diem and lodging rate policy.
- Arrive at the incident and check in per procedures specified by the incident.
    - Arrive properly equipped at the assigned location within acceptable time limits.
        - Notify dispatch of any time delays.
        - Notify the incident supervisor and/or dispatch upon arrival.
    - Locate the supervisor (e.g., Supply Unit Leader [SPUL] or incident supervisor).

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

When to start task: When check-in is complete and the supervisor has been located.

Resources to complete task: IAP; resource ordering application (e.g., IROC) report.

How to accomplish task:

- Obtain and review the IAP and other relevant documents.
- Obtain an initial briefing from the SPUL or incident supervisor for the following:
    - On-site logistical details (e.g., shower hours, meal hours, sleeping location)
    - Unit location
    - Copies of resources ordered
    - Work schedule
    - Policies and operating procedures
    - Type of incident and expected duration
    - Personnel ordered for the function
    - Phone and radio information and contact procedures
    - Current and expected resource commitments
    - Current incident status
    - Weather (current and expected)
    - Safety concerns

Build the Team

*Establish and communicate expectations of the chain of command, reporting procedures, and risk management processes.

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

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

How to accomplish task:

- Apply the ICS.
  - Follow the chain of command.
  - Maintain the appropriate span of control.
  - Use the appropriate ICS forms.
  - Use the appropriate ICS terminology.
- Establish a common operating picture with supervisors and subordinates.
- Participate in operational briefings as directed.

*Identify assigned resources and maintain accountability.

When to start task: Upon arrival of assigned resources.

Resources to complete task: IAP.

How to accomplish task:

- Coordinate with the SPUL or incident supervisor to obtain necessary levels of incident facility staffing and needed supplies and materials.
- Anticipate future conditions (e.g., weather, escalation/de-escalation, type and quantity of equipment).
- Assess ongoing staffing needs to support the receiving and distribution area.
  - Camp crew/helpers
  - Additional RCDM resources
  - Agency-endorsed forklift operator

*Brief assigned personnel.

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

Resources to complete task: J-301, *Thinking Skills for Risk Management*; IAP; resource ordering application (e.g., IROC) report.

How to accomplish task:

- Organize assigned personnel to meet the needs of the assignment.
- Conduct yourself in a professional manner.
  - Be respectful and courteous.
  - Respect public and private property.
- Brief subordinate(s) and relief personnel.
  - Initial staff briefing

- Daily briefing(s)
  - New personnel
  - Special problems (e.g., injuries)
  - Changes in policy and operating procedures
  - Upcoming operational needs (e.g., burnout, base/camps)
  - Order statuses
  - Schedule changes
  - Safety concerns (e.g., work/rest compliance, nutrition, work environment)
  - Current situation and outlook

Mentor subordinates and/or trainees.

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Position Task Book for Receiving/Distribution Manager (RCDM)*, PMS 311-44; *Leading in the Wildland Fire Service*, PMS 494-2; *NWCG Standards for Interagency Incident Business Management*, PMS 902; J-301, *Thinking Skills for Risk Management*; IAP.

How to accomplish task:

- Provide guidance and feedback to develop trainee skills.
  - Identify and take advantage of teachable moments.
  - Give positive and constructive feedback.

Supervise and Direct Work Assignments

*Establish and communicate objectives, priorities, work assignments, and performance expectations as applicable.

When to start task: Throughout the assignment.

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

How to accomplish task:

- Develop a schedule and assignments based on the IAP or relevant plan.
- Ensure subordinates understand the assignment for the operational period by providing clear, concise instructions and allowing for feedback.
- Ensure personnel in the supply issue area are competent in supply distribution protocols.
- Establish cohesiveness among assigned resources.
    - Encourage open communication.
    - Seek commitment.
    - Set expectations for accountability.
    - Focus on the team result.

*Monitor performance and provide immediate and regular feedback to assigned personnel as applicable.

When to start task: Throughout the assignment.

Resources to complete task: *Leading in the Wildland Fire Service*, PMS 494-2; *NWCG Standards for Interagency Incident Business Management*, PMS 902; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); J-301, *Thinking Skills for Risk Management*.

How to accomplish task:

- Ensure incident objectives and performance standards are met.
- Monitor individual performance for:
    - Knowledge to complete assigned tasks.
    - Ability to work as a team member.
    - Attitude toward assignment.
- Evaluate the performance of subordinate(s) as required by agency policy.
- Conduct performance evaluations for all unit personnel/crews prior to their release from the incident.
- Discuss performance evaluations with the individual(s).
    - Give positive and constructive feedback.
    - Communicate deficiencies immediately and take corrective action.
- Provide training opportunities where available.

*Identify, analyze, and use relevant situational information to make informed decisions and take appropriate actions.

When to start task: Throughout the assignment.

Resources to complete task: IAP.

How to accomplish task:

- Continuously assess the situation to identify and monitor:
  - Hazardous conditions.
  - Incident complexity.
  - Incident objectives.
- Adjust actions based on changing information and evolving situational awareness.
  - Develop and implement contingency plans.
  - Communicate changing conditions to assigned resources and the supervisor.

Perform Receiving/Distribution Manager-Specific Duties

*Organize the physical layout of a safe and secure supply area.

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

Resources to complete task: None.

How to accomplish task:

- Coordinate with the Facilities Unit Leader (FACL) or the Logistics Section Chief (LSC) for the location of the supply area.
- Ensure sufficient space for the receiving, storage, and issuance of equipment and supplies for the projected incident size.
    - Ensure the area is large and flat to accommodate forklift operations.
    - Store items on pallets for easy access and transportation when possible.
    - Protect incident personnel and the supply area from environmental hazards.
    - Provide for the safety of incident personnel and security of the area with barricades, lighting, signage, and security personnel.
    - Set up an adequate area for hazardous materials; know the location of the safety data sheets (SDS).
    - Ensure adequate ingress/egress for delivery vehicles.
    - Ensure the supply issue area is adequately identified and provide clear ingress/egress for personnel.
- Coordinate with the Safety Officer (SOF) to ensure the supply area is safe from hazards. At a minimum, check for the following:
    - Flag all trip hazards and hanging ropes.
    - Place electrical cords in a safe area away from foot traffic areas and ensure watertight connections.
    - Ensure boxes are stable when stacking them (e.g., heavy boxes on the bottom).
    - Ensure personnel receive and use personal protective equipment (PPE) to protect against blood-borne pathogens, biological hazards, puncture wounds, eye injuries, and other identified hazards.
    - Strategically place a fire extinguisher in each fuel storage, hazardous materials, tool storage, and cache area.
    - Ensure all forklift operators are endorsed by their home agency to operate a forklift.
- Provide and label a supply issuing point that is safe, secure, and organized.
- Design a clear and organized traffic pattern.

*Set up and maintain a system for tracking the distribution of consumable, durable, and accountable supplies.

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

Resources to complete task: IAP; integrated electronic resource tracking system (if available); T-cards; transition package.

How to accomplish task:

- Coordinate with the National Interagency Support Cache (NISC) for an updated accountable property issue report.
    - Establish and utilize a tracking system (e.g., T-cards, integrated electronic resource tracking system if available).
    - Establish procedures for issuing and tracking supplies and equipment.
    - Identify personnel who are authorized to check out supplies and materials.
    - Instruct subordinates on maintaining records of the supplies and materials checked out by authorized personnel. Maintain a separate record for contractors, as applicable.
    - Route issue documentation for supplies and material issued to contractors to the Finance/Administration Section.
    - Provide receipts/waybills to incident procurement personnel or the Finance/Administration Section.
    - Prepare procedures for receiving local purchase orders.

*Ensure orders for materials and supplies are filled, prepared, and delivered in a timely manner.

When to start task: Throughout the assignment.

Resources to complete task: *Water Handling Equipment Guide*, PMS 447-1; *NWCG Standards for Fire Equipment Storage and Refurbishing*, PMS 448; example completed General Message (ICS 213); geographic area standard operating procedures (SOPs); IAP; line orders.

How to accomplish task:

- Establish procedures for receiving supplies and equipment.
    - Designate and sign areas for loading and offloading supplies.
    - Establish and implement procedures for storing supplies and equipment and/or returning them to the NISC.
    - Check off received item(s) on the receipt/waybill.
- Establish procedures for distributing supplies and equipment, including documenting receipt through the signature of the requestor or designee.
- Reconcile the inventory received and shipped.
- Evaluate available information and make recommendations to support the incident, anticipating upcoming situations (e.g., shortages, line needs, weather).
- Coordinate with the Ground Support Unit for the transport of supplies to line personnel or drop point locations.
- Coordinate with the SPUL to identify any possible shortages or upcoming critical needs and to release any identified excess supplies.

*Ensure safe operations within the supply area.

When to start task: Throughout the assignment.

Resources to complete task: J-301, *Thinking Skills for Risk Management*; ERG; geographic area SOPs; SOF; SPUL.

How to accomplish task:

- Coordinate and comply with the SOF's recommendations regarding the supply area layout.
- Implement security procedures, alerting the SPUL and Security Manager (SECM) to present and anticipated security problems.

- Identify and mitigate hazards (e.g., signs, flagging).
- Provide for the proper shipping, storage, and handling of hazardous materials assigned to the supply area, including maintaining a Class ABC fire extinguisher.

*Create and implement a procedure for the collection and shipping of damaged/used items.

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

Resources to complete task: J-006, *How to Properly Complete a Property Loss or Damage Report*, *OF 289 (PSM-006)*; local cache personnel; local host unit; Procurement Unit.

How to accomplish task:

- Establish procedures for reissuing used items (e.g., accepting, inspecting, storing).
- Ensure tools and equipment are serviceable.
    - Perform spot checks.
    - Return unserviceable tools and equipment through the servicing NISC or agency or to a location specified by incident procedures.
- Purge equipment fuel tanks before shipping them.
- Verify accountable tracking numbers.

*Maintain and provide daily inventory and any other reports as requested by the Supply Unit Leader (SPUL).

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

Resources to complete task: Cache issue reports; geographic area SOPs; line orders; waybills.

How to accomplish task:

- Maintain an inventory of all supplies and equipment within the filing system. Display, at all times, the status and location of accountable property using T-cards or other visible means.
- Reconcile inventory received and shipped using the:
    - Waybill.
    - Cache issue report (e.g., NISC issue reports, geographic area cache issue reports, or agency-specific cache issue reports) and receipts of property.
- Prepare and submit reports as required by the SPUL or immediate supervisor.
    - Submit a Crew Time Report (CTR), SF 261 daily.
    - Prepare Activity Log (ICS 214), which can include:
        - Problems encountered and the actions taken.
        - Difficulties in meeting timeframes.
        - Policy guideline changes.
    - Submit documents in a timely manner to meet deadlines and/or incident requirements.

*Maintain relationships with the Ordering Manager (ORDM) and Supply Unit Leader (SPUL) regarding receipt of ordered supplies and equipment.

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

Resources to complete task: Cache issue reports; line orders; waybills.

How to accomplish task:

- Inform the ORDM and SPUL of receipt of supplies and equipment and provide receiving documentation, such as:
  - Waybill.
  - Receipts of property.
- Conduct regular check-ins with the ORDM and SPUL (e.g., order reconciliation, situational awareness).
- Coordinate with the ORDM on cancellations of unfilled orders that are no longer needed.

Communicate and Coordinate

*Establish and maintain positive interpersonal and interagency working relationships.

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

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

How to accomplish task:

- Establish and maintain communication with other unit leaders and staff.
- Recognize conflict early and take appropriate action (e.g., seek the advice of the incident supervisor, SPUL, or Human Resource Specialist [HRSP]).
- Recognize and mitigate cultural language and resource differences that impact work output and expectations.
- Integrate cultural resource considerations into all activities.

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

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

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

How to accomplish task:

- 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: At the beginning of and throughout the assignment.

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

How to accomplish task:

- Implement the Risk Management Process as stated in the *IRPG.*
    - Identify hazards.
    - Assess hazards.
    - Develop controls and make risk decisions.
    - Implement controls.
    - Supervise and evaluate.
- Report any condition that may cause danger or be a safety hazard to personnel.

*Plan for medical emergencies.

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

Resources to complete task: Emergency Medical Care section of the *IRPG*; Medical Plan (ICS 206); IAP; Incident Within an Incident (IWI) Plan.

How to accomplish task:

- Ensure assigned resources are prepared to execute the Medical Plan (ICS 206).
- Be familiar with medical responders and their location, communication procedures, and the transportation plan.
    - Identify medically qualified personnel within the supply area, if applicable.
    - Identify the location of medical supplies.
- Manage the medical emergency based on procedures stated in the IAP, Medical Plan (ICS 206), or other relevant guidelines.

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

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 guidelines; IAP.

How to accomplish task:

- Ensure assigned personnel comply with all safety practices and procedures.
    - Follow established procedures and/or safety procedures relevant to the given assignment.
    - Ensure assigned personnel follow established guidelines.
        - Work/rest ratio
        - Agency safety standards and procedures

*Submit accident/incident reports with pertinent agency-specific forms through the established chain of command.

When to start task: Following a significant event.

Resources to complete task: Emergency Medical Care section of the *IRPG*; *NWCG Standards for Interagency Incident Business Management*, PMS 902; Medical Plan (ICS 206); agency-specific forms; IAP.

How to accomplish task:

- Report all accidents or injuries to the incident supervisor and identify and communicate issues of concern, including:
  - Injury/illness trends.
  - Time loss.
  - Recurring near misses.
  - Missing documentation.
- Coordinate with the SOF and Medical Unit on injury/accident trends.
- Refer to the Emergency Medical Care section of the *IRPG*.

*Follow transport guidelines for hazardous material shipping.

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

Resources to complete task: *NWCG Standards for Transporting Fuel*, PMS 442; agency-specific guidelines; ERG.

How to accomplish task:

- Comply with and enforce hazardous material transportation regulations by properly labeling hazardous materials (e.g., gas cans, oil, drip torch fuel).
- Ensure the proper shipping and handling of hazardous materials assigned to the supply area.

Document

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

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

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; Crew Time Report (CTR), SF 261; Activity Log (ICS 214).

How to accomplish task:

- Prepare and submit reports as required by the SPUL or incident supervisor.
    - Submit Crew Time Report (CTR), SF 261 daily.
    - Prepare Activity Log (ICS 214).
- Adhere to and comply with documentation standards determined by the incident.

Demobilize

*Prepare for and implement demobilization of supplies and equipment.

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Transporting Fuel*, PMS 442; General Message (ICS 213); IAP; 49 CFR Part 172 – Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans.

How to accomplish task:

- Identify excess resources.
- Prepare a schedule for demobilization and communicate it to the supervisor.
- Return incident issued equipment and supplies to the appropriate unit.
- Demobilize supplies and equipment.
    - Receive demobilization instructions from the supervisor.
    - Ensure incident and agency demobilization procedures are followed.
    - Prepare equipment/services for release (e.g., inspect and label damaged equipment).
    - Notify contractors/vendors of the impending release schedule.
    - Transfer property following established guidelines (e.g., receipt for property, waybill).
- Conduct the final demobilization process.
    - Determine the need for a Cache Demobilization Specialist (CDSP) to assist or expedite the return of supplies and equipment to the servicing NISC.
    - Contact the servicing NISC (or the receiving unit) regarding critical shortages to determine if these shortages can be mitigated through unit demobilization.
    - Return accountable property, including property numbers, as soon as possible.
    - Coordinate with the servicing NISC or local hosting unit on return timeframes.
    - Ensure all fuel cans, containers, and fuel tanks are emptied and purged prior to shipping.
    - Properly document and ship hazardous materials in accordance with Department of Transportation (DOT) regulations.

*Prepare for and implement demobilization of personnel.

When to start task: Throughout the assignment.

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

How to accomplish task:

- Identify excess resources.
- Prepare a schedule for demobilization and communicate it to the supervisor.
- Demobilize and check out receiving and distribution personnel, if applicable.
    - Submit all required information to the SPUL.
    - Receive demobilization instructions from the SPUL.
    - Instruct personnel on how to initiate the incident check-out process.
- Demobilize and check out yourself.
    - Submit all required information to the SPUL.
    - Receive demobilization instructions from the SPUL.
    - Debrief with the supervisor and receive a signed Incident Personnel Performance Rating (ICS 225 or ICS 225 WF).

- Obtain Demobilization Check-Out (ICS 221) from the Planning Section.
- Check out with each section indicated on Demobilization Check-Out (ICS 221).
- Submit the completed Demobilization Check-Out (ICS 221) to the Documentation Unit in the Planning Section.
- Upon demobilization, report your status to your home unit, including reassignment or ETA at the home unit.

Coordinate an efficient transfer of command.

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

Resources to complete task: IAP; Incident Management Team (IMT) transition plan; unit narrative.

How to accomplish task:

- Assist with the efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming IMT, host agency).
  - Brief the replacement RCDM or Logistics Section personnel.
  - Document follow-up actions needed and submit them to the supervisor.
- Ensure continuity of operations, providing a shadow day if possible.
- Exchange critical safety information.

An entity of the National Wildfire Coordinating Group (NWCG), the Logistic and Equipment Management Committee (LMC) oversees the development and maintenance of the *NWCG Incident Position Standards for Receiving/Distribution Manager*.

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