



National Multi Agency Coordinating Group

August 31, 2011

Length of Assignment Clarification

There has been discussion and comments this season regarding different interpretations of the **work/rest guidelines** – specifically related to assignment extensions, mandatory days off, and how travel days are counted. The following is intended to provide clarity regarding the intent of the current work/rest language. This does not change existing criteria for approval of assignment extensions.

Standard Assignments

As stated in the Interagency Incident Business Management Handbook (IIBMH), a “standard assignment length is 14 days, exclusive of travel from and to the home unit”. Any assignment beyond 14 days falls into an extension category.

Assignment Extensions

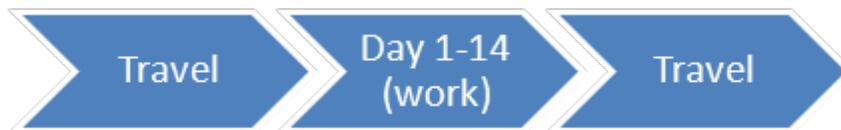
The IIBMH states, “Upon completion of a 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, two mandatory days off will be provided prior to the 22nd day of the assignment.”

Key Points

- All assignment scenarios are exclusive of travel.
- The current language provides flexibility for managers to determine the assignment length for incident personnel based on the needs of the incident.
- Managers need to consider scheduling mandatory days off if they intend to keep a resource beyond a 21 day assignment.
- Approval for assignment extension must follow the documentation process outlined in Chapter 20 of the National Interagency Mobilization Guide.

In all incident assignments, managers need to consider the health and safety of incident personnel.

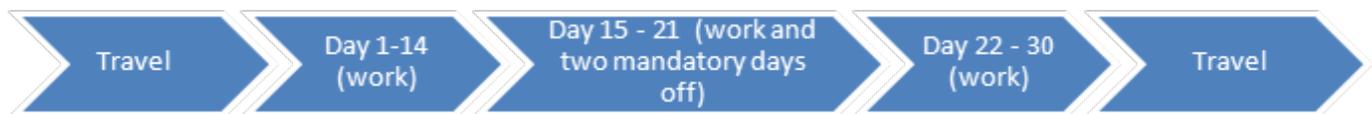
14 Day Scenario



21 Day Scenario



30 Day Scenario



/s/ Karyn Wood, NMAC Chair