

Southern Area Interagency Mobilization Guide  
Chapter 20 – Administrative Procedures  
Section 22 – Overhead/Crews

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**22 OVERHEAD/CREWS**

**22.1 MOBILIZATION**

Southern Area State Coordination Centers will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on the other units, consideration of the integrity of the overall program, and, above all, safety.

State Coordination Centers are responsible for ensuring all performance criteria are met.

**22.1.1 AVAILABILITY**

State Coordination Centers will provide SACC with “Availability Lists” via Resource Order Status System (ROSS).

During Preparedness Levels 4 and 5, the SACC Coordinator may request daily availability lists. When this occurs, ROSS should be updated by 1000 hours daily and updated as significant revisions occur.

**22.1.2 RESOURCE REQUEST LIST**

When Availability does not yield the needed resource, SACC will post the needed resources on a UTF (Unable to Fill) list on the SACC website. Once this list is generated, it will be updated when positions cannot be filled. In Preparedness Levels 4 and 5, the list will be updated daily.

**22.1.3 NAME REQUESTS**

The Southern Area Coordinator or Coordinator-on-Duty will review and approve, or deny, all name requests.

**22.1.4 DETAIL REQUESTS**

Requests from State Coordination Centers for resources to respond to extended assignments (30 days or more), non-suppression incidents (for example, homeland defense, etc.) and preparedness will include a completed detail request form. This form is a supplemental information worksheet to the standard resource order form and can be found on the SACC website.

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The form will provide the prospective detailer complete information on the requesting unit's needs. All individuals filling detail requests from the Southern Area should have access to the completed detail request form before travel is commenced.

When the sending and receiving units are confirmed, SACC will request these units work directly with each other to address and resolve administrative and personnel matters.

Travel itineraries will be relayed through normal dispatch channels.

**22.1.5 RESOURCE MOBILIZATION**

Sending units will ensure that all personnel, crews, and engines mobilized have:

- A. Copies of the completed Resource Order.
- B. Four copies of passenger/cargo manifest.
- C. All personnel transported by chartered aircraft will be documented on the Aircraft Flight Request/Schedule.
- D. Form(s) OF-288 – Emergency Firefighter Time Report.
- E. Lunches or double-lunches, when appropriate.

**22.2 DEMOBILIZATION**

Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels.

The Southern Area Coordinator or the Floor Coordinator will advise the State Coordination Centers and Incident Commanders of any geographic area or national priorities to be included in the demobilization plan(s).

The Southern Area Multi-Agency Coordination Group will approve the demobilization schedule and may freeze or divert any item(s) that may be needed elsewhere.

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#### 22.2.1 MOBILIZATION CENTERS

Primary mobilization centers in the Southern Area are located in Knoxville, Tennessee and Ft. Smith, Arkansas. A secondary center is located in Asheville, North Carolina. These centers are an extension of SACC and will be activated as recommended by the MAC Group through the Southern Area Coordinator and managed by the Host Unit. SACC will coordinate with the State Center in which the mobilization center is located for coordination of resource mobilization.

Early notification must be given to the unit hosting the mobilization center. SACC will coordinate arrival times with the hosting unit before the resources are ordered. Upon concurrence that the Mobilization Center can be supported by the host unit, the Southern Area Coordinator will generate an incident order identified by the name of the location of the Mob. Center and will include the appropriate FireCode for activation.

The Mobilization Center Manager will coordinate the facilities, supplies and staffing needs according to the operating plan. SACC will coordinate with the Mobilization Center Manager on incident priorities.

Other “centers” where overhead and crews may be mobilized and held pending assignment or transport to a primary center are available at designated locations.

#### 22.3 CREWS

Three types of crews exist for National or Interagency assignments. They are Type 1, Type 2, and Type 2 with initial attack capability. All sending State Coordination Centers within the Southern Area shall forward a crew manifest to SACC.

**Type 1:** The Southern Area has four Type I crews:

- The Asheville Hotshots are based in Asheville, North Carolina, and the crew's assigned season is normally from early January through mid-May. The crew is dispatched by the North Carolina Interagency Coordination Center.
- The Jackson Hotshots are based in Jackson, Mississippi, and the crew's assigned season is normally from June through August. The crew is dispatched by the Mississippi Interagency Coordination Center.
- The Augusta Hotshots are based in Augusta Springs, Virginia, and the crew's assigned season is normally from February through May and August through November. The crew is dispatched by the Virginia Interagency Coordination Center.

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- The Cherokee Hotshots are based in Unicoi, Tennessee and the crew’s assigned season is normally from mid-February through mid-June and mid-August through mid-December. The Cherokee Hotshots are a “trainee” Hotshot crew.

**Type 2:**

**A. Interagency (Multi-Agency) Regular Crews.**

Interagency crews from States have been identified and will be dispatched within the regular Southern Area Type 2 crew module rotation to incidents out of the Southern Area.

**B. Agency Regular Crews.**

Several Forest Service and State units can mobilize crews made up of regular agency and state personnel for needs outside the Southern Area. These crews will be included in the Type 2 crew module rotation for assignments outside the Southern Area. The crew module rotation is in effect May 15<sup>th</sup> through September 30<sup>th</sup>.

**22.3.1 TYPE 2 CREW IDENTIFIERS**

Following is the standard format for crew identification for Type 2 crews in each state or commonwealth. During a given calendar year, crews dispatched from any state should be numbered consecutively, regardless of agency (for example, AL NF #1, AL NF #2, AL ST #3, AL MA #4, etc.). This eliminates confusion over duplicate crew numbers (for example, AL NF #1 and AL ST #1). Native American crews may also be called by the name of their Tribe (for example, OK NA #1 Choctaw).

<b>CREW NAME</b>	<b>HOME UNIT OF CREW</b>
<b>ALABAMA</b>	
AL NF #	National Forests in Alabama Crew
AL ST #	Alabama State Crew
AL MA #	Alabama Multi-Agency Crew

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<b>ARKANSAS</b>	
AR NF #	Ouachita NF & Ozark-St. Francis NF Crews
AR ST #	Arkansas State Crew
AR JC #	Arkansas Job Corp Crew
AR MA #	Arkansas Multi-Agency Crew
<b>FLORIDA</b>	
FL NF #	National Forests in Florida Crew
FL ST #	Florida State Crew
FL MA #	Florida Multi-Agency Crew
FL NP #	Florida National Park Crew
FL FW #	Florida Fish & Wildlife Crew
<b>GEORGIA</b>	
GA NF #	Chattahoochee-Oconee NFs Crew
GA ST #	Georgia State Crew
GA MA #	Georgia Multi-Agency Crew
<b>KENTUCKY</b>	
KY NF #	Daniel Boone NF Crew
KY ST #	Kentucky State Crew
KY JC #	Kentucky Job Corp Crew
KY MA #	Kentucky Multi-Agency Crew
<b>LOUISIANA</b>	
LA NF #	Kisatchie NF Crew
LA ST #	Louisiana State Crew
LA MA #	Louisiana Multi-Agency Crew
<b>MISSISSIPPI</b>	
MS NF #	National Forests in Mississippi Crew
MS ST #	Mississippi State Crew
MS MA #	Mississippi Multi-Agency Crew
MS NP #	Mississippi National Park Service Crew

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<b>NORTH CAROLINA</b>	
NC NF #	National Forests in North Carolina Crew
NC ST #	North Carolina State Crew
NC JC #	North Carolina Job Corp Crew
NC MA #	North Carolina Multi-Agency Crew
NC NP #	North Carolina National Park Service Crew
<b>OKLAHOMA</b>	
OK NA #	Oklahoma Native American Crew ("Ft. Smith NA")
OK ST #	Oklahoma State Crew
<b>PUERTO RICO</b>	
PR MA #	Caribbean Multi-Agency Crew
<b>SOUTH CAROLINA</b>	
SC NF #	Francis Marion & Sumter NFs Crew
SC ST #	South Carolina State Crew
SC MA #	South Carolina Multi-Agency Crew
<b>TENNESSEE</b>	
TN NF #	Cherokee NF Crew
TN ST #	Tennessee State Crew
TN JC #	Tennessee Job Corp Crew
TN MA #	Tennessee Multi-Agency Crew
TN NP #	Tennessee National Park Crew
<b>TEXAS</b>	
TX NF #	National Forests in Texas Crew
TX ST #	Texas State Crew
TX MA #	Texas Multi-Agency Crew
TX NP #	Texas National Park Service
TX NA #	Texas Native American

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<b>VIRGINIA</b>	
VA NF #	Jefferson NF & George Washington NF Crews
VA ST #	Virginia State Crew
VA JC #	Virginia Job Corp Crew
VA MA #	Virginia Multi-Agency Crew
VA NP #	Virginia National Park Crew

### **22.3.2 TYPE 2 CREW MODULES**

During the period of greatest western fire potential (beginning approximately May 15), Southern Area Type 2 crews are assigned to “modules” comprised of 5 crews each. The modules are on call on a rotational basis to expedite national mobilization from Southern Area jetports. Crews are expected to report to their jetport fully equipped with boots and full personal protective equipment (PPE).

When western mobilization begins, the Southern Area Coordinator will discuss mobilization potential for southern crews with the National Coordination Center. If potential appears high, the Southern Area Coordinator may begin to move modules into Mobilization Centers in preparation for transport. Expected duration in a Mobilization Center may be 1-2 days, but no more than 3 days, prior to transport.

Type 2 crew module rotation (for mobilization outside of the Southern Area) will be as follows:

- A. The module that is first in rotation will fill that slot for a period of seven days (four to six-hour call up). Crews will have 6 hours to assemble before moving to their designated jetport. If, due to logistical limitations, the designated jetport cannot be used, an alternate jetport will be determined by SACC, NICC, and the Module Coordinator at the time the order is received.

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- B. When the module in rotation mobilizes, the next module in rotation will be notified and placed on 6-hour call status for the remainder of the rotation period of the mobilized module. At the end of the rotation period, the next scheduled module will be in rotation. All modules will be notified to be on alert whenever a module is mobilized. The module rotation will be utilized and completed for two complete rotations in order to give all crews an opportunity for assignment.
- C. If a crew module passes during the rotation period, an opportunity for an assignment was proposed therefore it should count against the rotation period.
- D. If a complete module (5 crews) is not available to fill a crew order, the next available module in rotation will be mobilized. Once the rotation has been completed for two cycles for the season, conference calls will be held to coordinate the crew mobilization in order to mobilize all remaining crews as needed.
- E. If, during actual out-of-Area crew mobilization, more than 5 crews are available for a specific module, SACC will notify NICC and offer to mobilize the additional crews at the jetport. NICC will determine whether or not chartering a larger aircraft is logistically feasible.

### 22.3.3 OVERHEAD WITH CREWS

**Interagency Resource Representative** - An Interagency Resource Representative will be assigned to all Geographic Areas that have four or more Southern Area crews committed to incidents. All Southern Area IARR's are ordered by SACC and report directly to the Southern Area Coordinator or the Coordinator-on-Duty (COD) or the Area Representative, if the position has been activated.

As a Representative of the agencies located within the Southern Area, the IARR acts as a liaison between area resources and the Incident Command Teams, Southern Area Coordination Center, host Agency Administrator/Fire Management organization and represents the interests of the sending area in relation to the sending area resources. The primary resources will be Type 2 crews.

Duties of the Southern Area IARR consist of, but are not limited to assisting Incident Management Team/host Geographic Area Coordination Center in giving oversight to:

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- A. R&R issues.
- B. Pay issues.
- C. Accident/Injury Incidents.
- D. Crew Replacement.
- E. Crew Performance.
- F. Cultural issues.
- G. Tracking of lengths of assignments.

The IARR will report at least daily to the Southern Area Coordinator, Coordinator on Duty, or Agency Representative. The IARR will submit daily reports to SACC, or to the Agency Representative, at the end of each day. They will maintain regular contact with Crew Representatives assigned to Southern Area crews, Crew Bosses, other IARR's, and single resources from the Southern Area.

Southern Area IARR's may be requested to provide the Demobilization Unit and host Coordination Center with assistance related to demobilization of crews. They will also attend IMT briefings, strategy and planning sessions, when feasible, to keep current on incident plans.

**Area Representative** - An Area Representative will be assigned by the Southern Area Coordination Group/Area Coordinator, and will represent the Southern Area at the receiving Geographical Area Coordination Center (or other agreed-upon location). All IARRs assigned to that area will report through the designated Area Representative to the Southern Area Coordination Center. Each Area Representative will be tracked on a GA-SAC resource order.

**22.4 SMOKEJUMPERS** – (see National Mobilization Guide).

**22.5 HELICOPTER MODULE** – (see National Mobilization Guide).

The Southern Area Multi-Agency Coordination Group recommends and supports ordering trainee Helicopter Managers to be assigned with each qualified, due to the shortage of qualified Helicopter Managers in the Southern Area.

**22.6 COMMUNICATIONS COORDINATOR** – (see National Mobilization Guide).

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## **22.7 INCIDENT METEOROLOGIST**

The Southern Area Coordination Center Meteorologist Program Manager will coordinate the assignment of Incident Meteorologists (IMET) with the Southern Regional National Weather Service for all mobilizations in the Southern Area. Normally, an IMET is ordered as an overhead request in conjunction with equipment requests for an Advanced Technology Meteorological Unit (ATMU) and a Remote Environmental Micro System (REMS), to provide on-site weather observation and forecasting services. An IMET, ATMU and REMS will be mobilized to any Type I fire in the Southern Area.

## **22.8 CACHE SUPPORT POSITIONS – (see National Mobilization Guide).**

### **22.8.1 CACHE DEMOBILIZATION SPECIALIST**

In order to ensure compliance with hazardous materials transportation regulations, and to assist the Supply Unit with packaging backhaul for refurbishment, a Cache Demob Specialist (CDSP) will be dispatched to any incident requiring a mobile support cache van or significant commitment of cache supplies or equipment. The Southern Interagency Fire Cache (SIFC) manager will designate those individuals within the Southern Area who are qualified to fill this position.

## **22.9 INCIDENT MANAGEMENT TEAMS**

The Southern Area has one Type 1 Incident Management Team and one Type 2 Team on the Regional rotation. The States of Florida and North Carolina also sponsor Type 2 Teams that meet NWCG standards and may be available for internal and external assignment.

SACC will be the focal point for maintaining current information on team status regarding rotation, on-call period and availability.

Team Rotation:

The Red Team is a fully qualified Type 1 team and serves on the National Type 1 team rotation, as well as the Southern Area rotation. The Blue Team is a fully qualified Type 2 team. Many of the resources on the Blue Team are qualified at the Type 1 level. Both teams serve on a one-week on-call rotation throughout the year for the Southern Area.

Each on-call period will begin at 0001 hours Wednesday (Eastern Time) and continue through the following Tuesday at 2400 hours (Eastern Time).

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Team Mobilization:

Request for the teams are made through State Coordination Centers to SACC.

- A. SACC will normally request 50 “O” numbers for mobilization of either Team to facilitate trainees and apprentices and the development of future Southern Area Incident Management Teams.

For out-of-area assignments, any variation from the National standard short or long team configuration will be at the discretion of the requesting unit (see National Mobilization Guide, Chapter 60, Section 60.2).

For non-fire assignments (particularly FEMA missions), the IC and Southern Area Coordinator will negotiate the team configuration with FEMA.

- B. When a Team is ordered, the SACC Coordinator-on-Duty (COD) will contact the Incident Commander (IC) first and provide information on the incident.
- C. SACC will coordinate with the State Coordination Center to review the Team Roster and initiate ordering of items that are approved.

#### **22.9.1 NATIONAL AREA COMMAND TEAMS**

When two or more incident management teams are needed in close proximity to each other within one state, the Southern MAC Group will, in consultation with the appropriate line officer(s), make a determination on the need to activate an Area Command Team.

The Southern Area has one Area Command Team (Mann) on the National Rotation.

#### **22.9.2 NATIONAL PARK SERVICE ALL-RISK INCIDENT MANAGEMENT TEAM**

The National Park Service has 3 National All-Risk Incident Management Teams available in the Southern Area. The primary mission of these teams is to manage planned and unplanned non-wildland fire incidents on an interagency basis. The All-Risk Teams are mobilized through the established ordering channels.

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The NPS All-Risk Teams can be activated only after approval of the Regional Director (or his or her designee) of the NPS Region with the incident.

**22.9.3 INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT) –**  
(see National Mobilization Guide).

**22.9.4 NATIONAL PARK SERVICE FIRE USE MODULES –** (see National Mobilization Guide).

Mobilization procedures outside the Southern Area for Fire Use Modules will follow standard dispatch channels. Orders for modules from one State Coordination Center's "jurisdiction" to another will be through State Coordination Centers and SACC. Within a State Coordination Center's jurisdiction (i.e.: Arkansas and Oklahoma, Kentucky and Tennessee), dispatch procedures will be as agreed to by the State Coordination Center Manager, the FMO of the host unit, and the module leader.

Due to its proximity to units in southern Missouri, the Buffalo River Module may be dispatched directly to Ozark River NR (MO-OZP), George Washington Carver NM (MO-GWP), Wilson's Creek NB (MO-WCP) or Mark Twain NF (MO-MTF) by the Arkansas-Oklahoma Interagency Coordination Center.

Resource requests for the Great Smoky Mountains Module will need to be placed with the Tennessee Interagency Coordination Center. Resources requests for the Cumberland Gap Module will need to be placed with the Kentucky Interagency Coordination Center.

**22.9.5 CRITICAL INCIDENT STRESS DEBRIEFING TEAMS**

Requests for Debriefing Teams will be made to SACC on an Overhead Resource Order.

A Critical Incident is defined as “Any incident so unusually stressful and powerful that it breaks through an individual’s normal emotional defenses to cause an immediate or delayed reaction. The reaction may be emotional, cognitive, behavioral, or physical. The experience may interfere with the individual’s short-term or long-term job performance or decision-making ability”.

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**EXAMPLES OF CRITICAL INCIDENTS**

1. Aviation accidents resulting in critical injury or death.
2. Motor vehicle accidents involving major trauma or death.
3. Fire shelter deployment and burn over.
4. Any incident causing fear or anticipation of death, by nature or human.
5. Suicide of a co-worker.
6. Death of a co-worker in the line of duty.
7. Body recovery work.
8. Any traumatic event resulting in massive media coverage.

**PURPOSE OF A CRITICAL INCIDENT STRESS DEBRIEFING**

A Critical Incident Stress Debriefing (CISD) is a positive and supportive, definitive discussion of the events that took place. The aim of the meeting is to help employees process emotionally difficult events in order to prevent posttraumatic stress disorder, and to return them to a healthy work state as quickly as possible. CISD is not group counseling or group therapy. It is also not a critique of an incident. The process has been proven effective in minimizing long-term effects.

**CONTACTS TO OBTAIN A CRITICAL INCIDENT STRESS DEBRIEFING**

The Forest Service Employee Assistance Program (EAP) provides CISD services. The National Park Service has two Critical Incident Stress Debriefing Teams available for interagency use. Orders for these Teams will be placed through SACC. Ideally, the session should take place 24-to-72 hours after the event.

**22.9.6 PAYMENT CENTERS**

**22.9.6.1 EFF Southern Payment Center**

There is currently one Payment Center in the Southern Area that processes Emergency Firefighter Payments. For additional information visit the Payment Center web site at:

<http://fsweb.ouachita.r8.fs.fed.us/eff/index.htm>

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**22.9.7 ADMINISTRATIVE PAYMENT TEAMS (APTs)**

The Southern Area hosts two National Park Service Administrative Payment Teams, and they are on a two-week on-call rotation throughout the year (see Chapter 60 of the National Mobilization Guide for the current schedule and additional information).

Team 2:	Debra Ledford	SC-KMP
Team 3:	Linda Kelly	TN-BSP

Teams are used primarily for Department of Interior incidents, but can be used for other agencies' incidents as well.

If a team is needed, the incident will request an Administrative Payment Team Leader (APTA). This request will go through the appropriate State Coordination Center to SACC. If one of the two teams dispatched by the Southern Area are on call, SACC will place the order with the appropriate State Coordination Center with a follow-up notification being made to NICC. If an out-of-area team is on call, the request will be placed with NICC.

Once the team leader has been contacted, he or she will determine the number of team members available and the number of team members needed for the incident. The Team Leader will provide names and home units in order for the name request to be processed through the normal dispatch channels. This information will be passed back to the incident through dispatch channels so that additional request numbers can be generated for the team members (APTM).

**22.9.8 BUYING TEAMS**

Buying Teams support the wildland fire procurement effort through the local administrative staff and are authorized to procure a wide range of services, supplies, land, and equipment rentals. In addition, the Buying Team Leader has the responsibility of coordinating property accountability with the Supply Unit Leader.

There are two Forest Service Regional Buying Teams ("East Team" and "West Team") established. The purpose of these teams is not to pay bills already incurred by an incident.

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The Incident Unit's Administrative Officer will make the determination if an Incident Buying Team is needed for support to the Incident Acquisition Unit.

The teams are on an established Southern Region rotation that is the same as the Incident Management Teams. The East Team is on the same established schedule as the Blue Team and the West Team is the same as the Red Team (please see Section 60.4 for schedule). When no teams are available within the Southern Region, the requests will be placed with NICC. Both Teams are also available for national (out of area) assignments on a rotation basis.

A Buying Team will normally consist of one Buying Team Leader (BUYL) and six Buying Team Members (BUYM). Alternate Team Leaders and Team Members have been identified and will be mobilized when the primary people are not available. Team Leaders will select these alternates on a case-by-case basis and notify their State Coordination Center and the Regional Buying Team Coordinator.

#### **22.9.9 DEPARTMENT OF INTERIOR - BURNED AREA REHABILITATION (BAR) TEAMS** – (see National Mobilization Guide).

The Southern Area currently has no BAR Teams. All orders for BAR Teams will be placed through SACC into NICC.

#### **22.9.10 WILDLAND FIRE PREVENTION AND EDUCATION TEAMS**

Several Fire Prevention Team members have been identified in the Southern Area. Request for Teams will follow the dispatch channels. To order a team, request:

- A. THSP - Prevention Team Leader.
- B. THSP – Prevention Team Public Affairs Specialist.
- C. THSP – Prevention Specialist.

Team composition can be determined on a case-by-case basis to meet the needs of the assignment. Any agency-specific constraints or requirements should be specified at the time the order is placed. Once a team leader is identified, he or she will discuss the scope of the job with the ordering unit, and the size of the team order may be adjusted at that time.

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**22.9.11 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)**

The Southern Area will utilize FAST Teams depending on the level of activity, the duration, and the dispersion of activity across the region.

**22.9.12 AVIATION SAFETY AND TECHNICAL ASSISTANCE TEAMS (ASTATs)**

Aviation Safety and Technical Assistance Teams (ASTATs) may be ordered for either fixed-wing or helicopter operations. Coordination with Wildland Fire and Aviation Safety Teams (FAST) must be performed. Orders for ASTATs will originate at SACC.

During widespread fire aviation activity throughout the Southern Area, a centralized location for the formation, briefing, and debriefing of ASTATs may be established. This shall be coordinated by SACC.

ASTATs are responsible for:

- A. Reviewing safety, operations and procedures per agency manual directives and operational guides (for example, Interagency Helicopter Operations Guide, Interagency Airtanker Base Operations Guide, Interagency Airspace Coordination Guide).
- B. Completing appropriate evaluations as contained in the above guides.
- C. Reviewing the evaluation immediately with appropriate personnel, Incident Commander, Operations Section Chief, Incident Air Operations staff and, if necessary, the local unit Air Officer and Line Manager; making recommendations for improvement of safety and efficiency of operations.
- D. Providing feedback to and forwarding a copy of the evaluation to the applicable agency aviation officer at the Regional/Area office level.

The ASTAT is usually interagency in make-up and consists of three personnel:

- 1. Operations Specialist (specify Helicopter or Fixed-Wing Base).
- 2. Pilot Inspector.
- 3. Maintenance Inspector.

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An Avionics Technician may be added to the Team if the situation warrants.

ASTATs may visit and evaluate aviation operations on an incident or unit more than once during extended operations, interim visits are recommended every 5-7 days during the activity.

### **22.10            INFRARED MAPPING TEAMS (IRMT)**

An "Infrared Mapping Team" is a mobile team of two technical specialists trained to enter a wildfire incident with necessary handheld infrared (IR) camera, Global Positioning System (GPS), and peripheral support equipment, to perform fire and heat detection, feature location, monitoring, mapping and assessments. The team is capable of 1) producing accurate and current detailed maps of the incident, normally within one or two hours after the Team completes the survey and returns to peripheral support equipment; 2) identifying fire intensity and potential threats such as smolders which are often not visible with the naked eye; 3) optimizing placement of fire-line crews, support personnel and equipment in IR identified "hot spots"; 4) providing more efficient control line monitoring during mop-up stages; and 5) providing resource damage assessment, incidental to the fire monitoring mission, that assists host agencies in subsequent timber salvage and habitat restoration effort.

The team is ordered through regular dispatch channels as part of the equipment (such as "Video Therm Infrared Camera with IRMT"), unless team members (or replacement team members) need to be ordered from a different unit than the equipment. In this case, each would be requested on an overhead order using the mnemonic "THSP-Infrared Mapping Team". SACC maintains a rotation and a list of team members as follows.

### **22.11    LAW ENFORCEMENT**

The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

#### **Security Specialist 1 (SEC1)**

A.     A Security Specialist 1 is a qualified Peace Officer, Law Enforcement Officer, or Commissioned Officer. Security Specialist Level 1 (SEC1), per the

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National Mobilization Guide, is authorized or equipped to make arrests or serve warrants and is agency certified.

B. Peace Officers, Law Enforcement Officer, and Commissioned Officers who fill the Security Specialist 1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies and ATA policies.

C. The following is a comparison of equivalent ratings amongst agencies. However, when actually ordering, ensure that the individual is certified at the level specified (for example, Security Specialist 1):

SEC1:	USFS:	Law Enforcement Officer
	BIA:	Commissioned Officers
	NPS:	Commissioned Officers
	FWS:	Refuge Officers

**Security Specialist 2 (SEC1)**

A. A Security Specialist 2 has, at a minimum, Forest Service Level 2 Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.

B. Security Specialist 2 (SEC2) is not authorized or equipped to make arrests or serve warrants, but is agency certified.

The Southern Area MAC Group requires that Security Managers (SECM) who are supervising personnel with defensive equipment on Southern Area incidents be qualified to carry defensive equipment.

**22.12 TECHNICAL SPECIALIST POSITIONS**

A description of the actual position requirements must be included when ordering Technical Specialists.

**22.13 HUMAN RESOURCE SPECIALIST – (The following is included for INFORMATION ONLY for Department of Interior Agencies):**

A Human Resource Specialist will be assigned to incident base camps when 300 or more people have been assigned to the Incident. Incident Commanders should evaluate the need for the position in camps with less than 300 people.

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Mobilization Center Managers will evaluate the need for the position in Mobilization Centers with less than 300 people.

The Human Resource Specialist is responsible for:

- A. Monitoring for inappropriate behavior.
- B. Providing awareness/education on expectations for mutual respect and a harassment free work environment.
- C. Initiating corrective action to resolve and/or prevent problems.
- D. Preparing reports on activities related to inappropriate practices or conditions through the Incident Commander and/or other regular lines of authority.

Matters that cannot be resolved during the incident will be relayed to the host Incident unit for final resolution.

**22.14 NATIONAL FEDERATION OF FEDERAL EMPLOYEES (NFFE) UNION REPRESENTATIVE – (The following is included for INFORMATION ONLY for Department of Interior Agencies)**

Article 28.2 of the Master Agreement between the Forest Service and the National Federation of Federal Employees (NFFE), Forest Service Council, states:

“Officers of the NFFE Forest Service Council or their designees have the right to represent bargaining unit employees at all fire camps. The Forest Service Council may designate a sufficient number of representatives, to assure up to 24-hour coverage, based on representational need, at any fire camp where Forest Service employees are present.”

This right applies regardless of the size of the incident base. However, it is the responsibility of the Incident Commander to place a Resource Order request through normal dispatch channels to the Southern Area Coordination Center for a Union Representative when the number of individuals assigned to a Forest Service incident camp reaches 300 or when there are 300 Forest Service employees assigned to an incident base camp on a non-Forest Service incident.

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The NFFE designated Union Representative will determine whether or not to send a Union representative to the incident. More than one Union representative may be sent to an incident camp dependent on the anticipated or actual representational workload. If the NFFE representative elects to send a Union Representative to the incident camp, the Representative will provide the Name and Home Unit of the When SACC receives the request, they will contact the Forest Service designated NFFE representative. The NFFE representative decides whether or not to send a Union Representative to SACC. From this point on, normal dispatch procedures should be adhered to for mobilization/demobilization.

If no representative is dispatched to the incident, the NFFE Representative's or designee's name, telephone number, and e-mail address will be conspicuously posted at the incident camp.

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Union representatives assigned to an incident camp are to use the same work schedule they used on their home unit. They are not to be assigned to first-8 hour tours. Further, Union representatives are not legally entitled to earn overtime or compensatory time off while performing union representational duties. The only exception is where the person is already on overtime in the performance of agency work and is called off that work for a short period of time to take care of a union representational situation. The Finance Chief is responsible for supervision, including time recording, of a Union representative(s) assigned to the camp.

The NFFE Southern Area Regional Vice President designated representative in these matters is:

David Stamey	National Forests of North Carolina
Office:	828-837-5152, extension 106 or 107
Cellular:	828-421-2236
Residence:	828-389-3289

**22.15 AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) UNION REPRESENTATION – (The following is included for INFORMATION ONLY for Department of Interior Agencies).**

The Southern Area also includes the American Federation of Government Employees (AFGE) Union. Officers of AFGE Locals in the Southern Area have the right to represent all AFGE bargaining unit employees at all incident camps. The AFGE Union President or designee and the Forest Supervisor, or designee, will jointly determine the actual representation needed on a case-by-case basis.

When AFGE Union representation is determined to be appropriate, the Union will contact the Regional Employee Relations Officer, or designee, and notify the incident personnel (Incident Commander or Finance Chief) of dispatch and expected times of arrival of the designated AFGE Union Representative.

Upon request, State Coordination Centers will provide to the Union the names of all National Forest employees assigned, the location of the incident and names of the Incident Commander.

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If requested by the AFGE Union, the Incident Commander will be notified of the name, electronic address and other contact information of the AFGE President or designee of AFGE Locals.

It shall be the responsibility of all National Forest employee bargaining unit members to know the telephone number and electronic addresses of appropriate Union Officials of AFGE Locals in the event an AFGE representative has not been assigned to the incident. Facilities will be made available to employees to contact the Union when needed.

AFGE Union Representative(s) will check in with the Finance Section Chief upon arrival at the incident and will inform the Finance Chief or Comptroller prior to departure.

**22.16 AREA AVIATION COORDINATOR**

Due to the high volume of aviation assets utilized in fire suppression in the Southern Area, the establishment of an Area Aviation Coordinator within the GACC has proved to be efficient and successful. The Area Aviation Coordinator is a Technical Specialist position assigned to the Southern Area Coordination Center. The Southern Area Coordinator may activate an Aviation Coordinator when:

- A. A MAC group is in place locally or at the Southern Area Coordination Center.
- B. Large incidents in close proximity (no Area Command Team in place).
- C. Heavy, long-term initial or extended attack where a large number of aircraft are stationed within the Southern Area for an extended period of time.

The Southern Area Aviation Coordinator will serve as an aviation advisor to the Southern Area MAC, individual Agency Aviation Officers, Incident Air Operations Branch Directors, Frequency Coordinators, Airspace Coordinators, aviation safety specialists and State Coordination Center Managers, as well as the SACC Coordinator and SACC Aviation Coordinator. Significant coordination will also occur with the initial attack and Expanded Dispatch organization(s). Frequent consultation, in the form of meetings or conference calls, will occur daily.

Minimum ICS qualification for an Area Aviation Coordinator is Air Operations Branch Director. It is recommended, due to the heavy involvement of the individual with the dispatch organizations, that he/she have a working knowledge and/or past experience in dispatch or logistics.

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**Oversight and Monitoring** – The Area Aviation Coordinator will monitor incident aviation activities, costs, efficiency, and safety. Provide advice to Incident Management Teams, State Coordination Centers, etc. concerning areas where costs could be reduced, and the effectiveness of assigned air resources and overall safety increased. Ensures agency rules, regulations, and safety procedures are adhered to by all parties.

Assess the overall effectiveness of safety and management at various organizational levels and recommends changes when needed.

**Planning and Intelligence** – As necessary, may provide incidents, local initial attack forces, and other interested parties with an Area Aviation Standard Operating Plan that outlines the procedures and specifics of the area aviation operation. May assist the Southern Area Coordinator or MAC in coordinating infrared imagery priorities.

Analyses complex aviation issues and develops solutions which meet agency needs in the most timely and safe manner possible. Recognizes at all times the inherently complex nature of aviation in the Southern Geographic Area considering the numbers and types of aircraft available to local units and the distance of many National resources. Serves as an integrator of capabilities.

**Allocation of Aviation Resources** – Advises the Southern Area Coordinator and MAC in the allocation of air and ground-based aviation resources according to objectives and priorities, as well as aviation safety considerations.

**Coordination of Inter-Incident Movement of Aircraft** – When aircraft are being moved from one incident to another, either permanently or on a shared basis, coordinates such movement, ensuring that flight following procedures, frequencies, hazards, and contacts are known to all pilots and all involved State Coordination Centers.

**Coordination with Initial Attack** – Establishes daily conference calls, as needed, with State Coordination Center Aircraft Dispatch personnel, initial attack aircraft bases, pilots, etc. to ensure that procedures are in place and understood for aviation activities. Communicates SACC Coordinator and MAC priorities and long-range plans.

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**Frequency and Communication Coordination** – Works with Incident AOBD's, Regional Telecommunications Specialist, and Southern Area Frequency Coordinator (if position is activated) to establish coordinated aviation frequency plan. Ensures this information is disseminated to all incidents as well as State Coordination Centers.

**Airspace Coordination** – works with State Coordination Centers to ensure that Temporary Flight Restrictions (TFRs) are in place, coordinated and do not overlap. Coordinates with Airspace Coordinator, if one is activated, at SACC.

**Coordination of Aviation Safety and Technical Assistance Teams (ASTATs)** - Coordinates the scheduling and movement of ASTATs among incidents. Ensures ASTATs provide feedback to incident's command and aviation staffs. Takes action to correct safety problems as necessary. Keeps SACC Coordinator and MAC Group informed of ASTAT findings.

**Administration** – May assist the incidents by coordinating with Contracting Officers, the Regional Aviation Officers, and vendors concerning a variety of issues, (for example, contract issues and contract interpretation).

#### **22.17 AIRSPACE COORDINATOR**

An Airspace Coordinator is a Technical Specialist position. The position may function at either the local or Coordination Center level. The Southern Area Coordinator will activate the position at SACC when aviation activity warrants.

#### **22.18 INCIDENT BUSINESS ADVISORS (IAB1, IAB2, IAB3)**

Incident Business Advisors (IBA1, IBA2, IBA3) work under the direction of Line Officers or their designated representatives. When the decision is made to order the position, the Resource Order will be placed with SACC. SACC will utilize the list of qualified IBA's. If unable to fill requests from the list, SACC will contact the Geographical Incident Business Coordinator, USFS (404-909-0262), for assistance in filling the request.