

Michigan Interagency Dispatch Center 2021 Desk Guide



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Center Overview

Shared Email: sm.fs.midc@usda.gov
231-775-8732 (24-hour)

About the Center

MIDC is responsible for the dispatch of federal resources to wildland fire for all federally-protected lands in Michigan. This includes:

Huron-Manistee National Forest
Hiawatha National Forest
Ottawa National Forest
Michigan Agency (BIA)
Seney National Wildlife Refuge
Sleeping Bear Dunes National Park
Pictured Rocks National Lakeshore

MIDC's federal protection boundaries are not based upon ownership; since the ownership of Michigan is checkerboarded, we have large blocks of protection which are delineated on our wall maps and in WildCAD.

MIDC provides support to the Michigan DNR, which is responsible for fire protection of land outside federal boundaries.

Staff (when fully occupied) is comprised of a center manager, assistant center manager, three PFT dispatchers and one 18/8 dispatcher.

MIDC operates with two independent radio systems: VHF and 800mhz. VHF consists of all of the repeaters and is the federal standard. 800mhz is the Michigan DNR's system which we purchase the use of channels from yearly.

The UPFMU uses the 800 channel "HIAFIRE" which is on the "phone" radio.

The HMF uses "800 AD" or is split into two zones, "800 Tac 1" and "800 Tac 2".

Helpful Acronyms

EACC: Eastern Area Coordination Center (our GACC, based in Milwaukee)

MI-MIDC: our identifier in IROC

UPFMU: Upper Peninsula Fire Management Unit (the Ottawa and Hiawatha forests combined).

Daily Duties

Logging In/ Computer Set-up

Each desk has two laptops, one for normal stuff and one for radios. They all have a generic, managed login/password combination, indicated **with printed labels**.

- Passwords are managed by the CM/ACM. If the password expires please inform them.

Shared Email:

Each of the managed profiles has access to the shared email account, sm.fs.midc@usda.gov in Outlook. We use “labels” to claim items and to mark when they are completed. Will you be here awhile? Maybe you can get yourself a color.

Files:

Our files are stored on FIRENET. **This section needs cleanup when file structure is complete and files are moved to one place.**

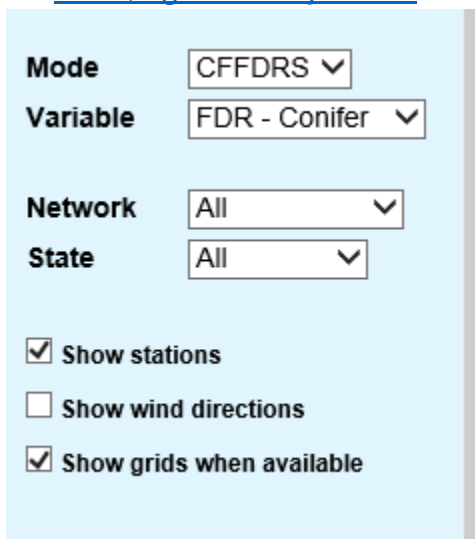
MIMIDC Webpage Update

Website is maintained by Dennis Griffin: dennisgrif@gmail.com /Phone number is in CAD Directory.

- Navigate to <http://mimidc.org/status/input.html>. The following password accesses all areas of the website:

Username: dispatch
Password: MIDC_update

- Click 'Intel' under MIDC and login.
- On the new page, update '**Dispatch Staffing**' with the current staffing in the office.
- To find the **Adjective Class** for all zones, navigate to <https://glff.mesowest.org/map/#/c4522,-8719,7/g1/mc/vadjc/s/n/zt>



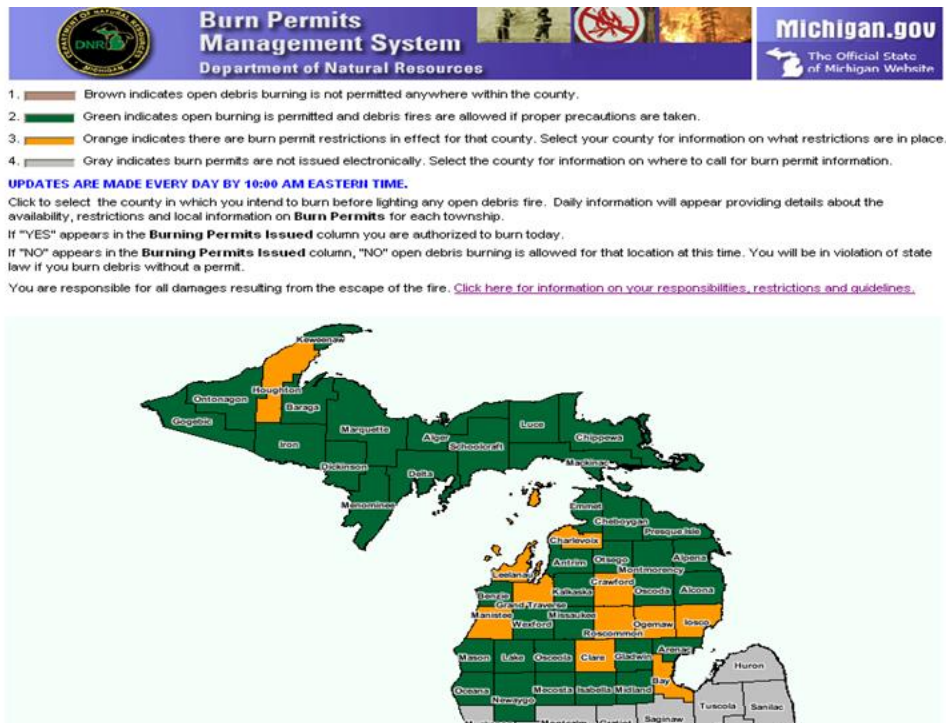
The screenshot shows a light blue sidebar with filter controls. At the top, 'Mode' is set to 'CFFDRS' and 'Variable' is set to 'FDR - Conifer'. Below these, 'Network' is set to 'All' and 'State' is set to 'All'. At the bottom, there are three checkboxes: 'Show stations' (checked), 'Show wind directions' (unchecked), and 'Show grids when available' (checked).

- On the panel on the right-hand side of the page, change '**Mode**' to 'CFFDRS', and '**Variable**' to 'FDR-Conifer'
- This will display current fire danger for all zones. For each zone, check the fire danger for the stations listed below, using the highest adjective class for each zone listed. Record these on the website.

Fire Danger Zone	RAWS to Use
HMF West Zone	Baldwin, Wellston
HMF East Zone	Mio, Silver Creek
UPFMU East Zone	Raco
UPFMU Central Zone	Stonington, High Bridge, Doe Lake
UPFMU West Zone	Kenton
Seney NWR	Seney

Daily Burn Permits

- Burn Permit Status Notifications are to be sent out just after 10:00am daily.
- Navigate to www.dnr.state.mi.us/burnpermits/
- Counties are COLOR CODED to indicate Burn Permit Status
 - BROWN- Indicates open debris burning is NOT permitted
 - GREEN – Indicates open burning IS allowed. No permit required.
 - ORANGE – Indicates there are burn permit restrictions in effect for at least one township in that county.
 - GRAY – Burn Permit Status given at/by the COUNTY/LOCAL level- not electronically tracked on this website.



- The following table shows what Zones are responsible for what counties:

Fire Danger Zone	Reporting Counties
HMF West Zone	Manistee, Wexford, Mason, Lake, Oceana, Newaygo
HMF East Zone	Crawford, Oscoda, Alcona, Ogemaw, Iosco
UPFMU East Zone	Chippewa, Luce, Mackinac
UPFMU Central Zone	Alger, Delta, Marquette, Alger, Schoolcraft
UPFMU West Zone	Baraga, Gogebic, Houghton, Ontonagon, Iron

- If a county is shaded in ORANGE – click on the county to see what the restriction is.

County Name	Township Name	Burning Permits Issued	Guidelines and Restrictions
MANISTEE	ARCADIA	Yes	All Day
MANISTEE	BEAR LAKE	Yes	All Day
MANISTEE	BROWN	Yes	All Day
MANISTEE	CLEON	Yes	All Day
MANISTEE	DICKSON	Yes	All Day
MANISTEE	FILER	No	Permits can only be issued for logs and brush when burning takes place greater than 1400 feet from any city or village limit. Burning of grass and leaves is not allowed under DEQ rules,
MANISTEE	MANISTEE	No	No Burning

- Send a text message through WildCAD.
 - Navigate to the Utilities tab, select Send Text/Email.
 - In the ‘To:’ drop down menu, select (Zone) Burn Permits.
 - In the “Use” Drop-Down window, Choose the appropriate option for the zone you are sending the burn permit status to.
 - Fill in each County in the appropriate manner (example below)

Send Text/Email

To: HMF EZ Burn Permits

Use Preset Message: HMF EAST ZONE Daily Burn Perr

Save/Use

Alcona	Yes
Crawford	No
Iosco	Tawas No, Rest Yes
Ogemaw	No Until 1600
Oscoda	Yes

Enter Email: Add

Re:

Subject: HMF EAST ZONE Daily Burn Permit Status

HMF EAST ZONE Daily Burn Permit

- Click ‘Save/Use’. Click ‘Send’.

CAD SOPs

Resource Status definitions and how they are used at MIDC:

Available – Resource is sitting inside at their desk or office (no status check at the end of the day)

Available Quarters – At Duty Station, Available for Immediate IA (no status check at the end of the day)

In Service – In a Government Vehicle – “Wheels, Hooves, or Feet are moving or have moved”. (status check at the end of the day, if they haven’t called back at quarters)

Available Incident – Unit is available to respond to an incident from current incident. They are included in WildCad Run Cards.

On Scene – Unit has arrived at the incident.

Responding – Responding to an incident, this is our “drag” status.

Returning – Returning from an incident

Out of Service – No Longer Available.

Delay 30 – will take time to respond. Shown as Out of Service.

Out of Area Resources (for FY 2021 consideration, bring to Chief's meeting)

All out of area resources will be assigned an identifier from a block of call signs. This aids in eliminating the confusion of having multiple resources with the same identifier.

Type 6 engines: E690 – E699

- If we have more than 10 type 6 engines, we will utilize the 8 block (E680 – E689)

Dozers: DZ 90 – DZ 99

Battalion Chiefs: BC 90 – BC 99

Divisions: DIV 90 – DIV 99

When a resource arrives, enter their information into WildCAD and the appropriate tracking spreadsheet.

- Information to be entered in WildCAD includes:
 - Description (Captain’s phone number)
 - Unit
 - Home Location
 - Type
 - LineUp Seq
 - Line Up Group
 - Res Cat/Type
 - Order Number, IROC Number, and Engine Identifier documented in blank space at bottom, below Image
- Information to be entered in tracking log includes:
 - Order number
 - Captain’s name and phone number
 - Home unit identifier
 - Date of Day 1

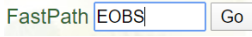
Submit WIMS: 1500

- Navigate to <https://nap.nwcg.gov/NAP/>. Log in. Click the 'WIMS-PROD' link.
- Verify that your HMF sig has these stations:

Station ID	Station Name
202902	MIO
203001	BARTON CITY
203101	WELLSTON
203601	SILVER CREEK
203802	BALDWIN

And that your UPFMU sig has these stations:

	Station ID	Station Name
<input type="checkbox"/>	200103	WATERSMEET
<input type="checkbox"/>	200301	KENTON
<input type="checkbox"/>	200504	BARAGA PLAINS
<input type="checkbox"/>	201002	DOE LAKE
<input type="checkbox"/>	201102	STONGINGTON
<input type="checkbox"/>	201103	HIGH BRIDGE
<input type="checkbox"/>	201504	RACO
<input type="checkbox"/>	201506	TROUT LAKE

- At the top, enter 'EOBS' in the search bar. Click 'Go'. 
- We must submit OBS for both HMF and UPFMU daily:
- Click 'SIG'. Select HMF or UPFMU. Type, 'R,' click today's date, and type 'RS' in time. Click 'find'.

 Edit Observations EOBS 

Station ID: List or SIG UPFMU Type: R Date: 09-APR-20 Time: RS

- You will then need to modify the state of the weather (W) to show a number if any of them are blank. Generally you will be closely matching it to the numbers shown at the other stations, but the following scale is helpful:
 - 0 – clear, less than 10% cloud cover
 - 1 – scattered clouds, 10% to 50% cloud cover
 - 2 – broken clouds, 60% to 90% cloud cover
 - 3 – overcast, 100% cloud cover
 - 4 – fog
 - 5 – drizzle
 - 6 – rain
 - 7 – snow or sleet
 - 8 – showers

- 9 – thunderstorms
- Click 'Save/Publish'. Verify that observations were successful. Information will be highlighted in green if there are no problems.
- Repeat these steps for the other SIG.

DIDX: 1630

For the HMF, we run DIDX to get certain information and distribute it to certain places/people. The information from WIMS is not complete until 1630.

- Type DIDX into the Fast Path.

Station ID: or Type: Start Date: End Date: Time: ☐ 1st ☒ All Model(s)

Select which fuel models to display

☐ 16V ☐ 16W ☐ 16X ☐ 16Y ☐ 16Z ☒ 7G ☒ 8C ☒ 8E ☒ 8K ☒ 8Q ☒ 8R

- Our Staffing Levels are calculated using Fuel Models G, C, E, K, Q and R, and also using both the Observed data for today and the Forecasted data for tomorrow.
- We export both the Observed and Forecasted and paste the data into the Excel sheet, HMF WIMS, located in the MIDC Office365 folder.
- Export the data in exactly this format so that it will populate the staffing graph correctly. Copy/ paste the Observed (Type O/R for Today's Date) into the Observed tab, then go back to WIMS and run the Forecast (Type F) for tomorrow's date (for both start and end dates) and export, then copy/ paste that data into the Forecasted tab.
- Email a copy of this spreadsheet to the people it has previously been emailed to
- Repeat this process for the UPFMU using the UPFMU spreadsheet in Office365.

Submit SIT-209

Daily Reporting Schedule for Great Lakes Compact States (this is us)

March 15 – June 1 and September 1 – November 1.

Daily SIT reports should be submitted by 16:00 local time. If / When a significant fire occurs after Daily Sit has been submitted, update prior with New Fires prior to leaving for the night.

- Navigate to <https://fam.nwcg.gov/fam-web/>.
- Click 'Log On' in the bottom left. Enter your credentials in the pop-up window.
- Click 'SIT-209' from the list on the upper left.
- On the new screen navigate 'SIT Report' > 'Data Entry'

Home	209	SIT Report	Tools
		Data Entry	

- From the 'Dispatch Center' drop down menu select 'MI - Michigan Interagency Dispatch Center'
- There are 5 tabs you can edit. Starting off, Edit 'Daily Fire Statistics'
- Under **Protection**, click the unit you wish to edit under 'Prot. Unit ID'
- Edit current Fire Danger and Preparedness Level on the selected line.
- In the box below titled '**Ownership by Protection Unit**', edit the number of fires and acres for the Human, Lightning, and Rx categories. Example shown below.

Daily Fire Statistics										
Planned Rx		Remarks		YTD Statistics		Incident Priority				
Protection <small>Please include your current 209 acreage in today's statistics.</small> <small>Some data has been automatically copied from a previous report date. You must "Save" this page.</small>										
Agency	Prot. Unit ID	Fire Danger	Prep Level	UnCtrl A-B-C	Human		Lightning		Rx	
					Fires	Acres	Fires	Acres	Fires	Acres
BIA	MI-MIA	L		1						
FS	MI-HIF	L		1						
FS	MI-HMF	L		1	1	3			2	500
FS	MI-OTF	L		1						
FWS	MI-SNR	L		1						

Ownership by Protection Unit FS MI-HMF <small>Selected protection unit at top, followed by units with data.</small>							
Clear Data	Own. Unit ID	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
	MI-HMF	1	3			2	500

- Click 'Save'. Navigate to the next tab, 'Planned Rx'.

Dispatch

Dispatch an IA

Requesting a Fire Investigator

- If an IC requests a Fire Investigator (INVF), begin by calling the local unit's Forest Service Law Enforcement Officer (LEO). If available, the FS LEO will respond.
- If a FS LEO is unavailable for response, and they need INVf call the Michigan DNR Duty Officer to request a INVf. The Duty Officer will find a Conservation Officer who is qualified as a INVf. If a INVf is sent by the State, a Resource Order will need to be created and sent to the State to be filled.
- If the IC requests a LEO call the COUNTY first and request a LEO.
- Another option, If the IC requests a LEO and no USFS LEOs are available for that Zone, then call the DNR RAP line at 1-800-292-7800 - press option 1 and request a Conservation Officer.

After Hours IA

- While taking the after-hours phone, you may receive a call from a County Dispatch Center requesting assistance with a new IA.
- Gather information from the dispatcher about the nature of the fire: location, size, threats, etc.
- Let the dispatcher know that FS resources are currently off-duty and it could potentially be a response time of an hour (depending on location).
- If the County would still like a FS response, call the appropriate Duty Officer and give them all the information you have. If the DO chooses to call fire personnel back to their station, ask the DO if they would like you to return to the office to run Radios. Ask the DO to contact you if/when a resource is being mobilized and their ETA.
- Inform the County of the FS resources being dispatched and the ETA. Ask for an update on the fire to pass on to the DO.
- Continue your communication with the DO, resources on the ground, and the County. Make sure all parties are current on the situation, so an appropriate response is sent and an unnecessary response is avoided.

Dispatch a Prescribed Fire

- The day before or morning of a prescribed burn, a Zone Duty Officer or Burn Boss will send out an email similar to the following:

“Huron Zone may have an opportunity to burn a fuel break on the Huron Shores Ranger District tomorrow.

Mio Ranger District:

Camel Road Fuel Break (15 acres)

Ignition time will be in the 1130-1230 range.

Briefing will be at 1130 at the junction of Camel and Trout Roads.

Information for the units is as follows:

Burn Unit:	Camel Road Fuel Break	Date	10/8/2019
Size:	15 acres		
Fuels:	pine/grass/oak		
Adjacent Fuels:	pine/oak		
Jack Pine/ Red Pine LFM			
Days Since .25" Pcpn	3		
DISTRICT	Huron Shores	AA	Bolton
County:	Iosco		
Township	Wilber		
Lat/Long:	44 21 31.9N by 83 36 48.9 W		
Burn Boss:	Stearns		

Dispatch, please ensure the following notifications are made:

- *Iosco County Dispatch*
- *NOTAM – D*
- *Michigan DNR”*

MIDC’s job on an RX is to:

- Create an incident in WildCAD
- Make AM notifications
- File NOTAM-D (if required)
- Track resources and log updates
- Make PM notifications

Step 1: Create an incident in WildCAD

- Check the Wildcad “Open Incidents” window for an already created incident. If no incident exists, press “F9 New Incident”
- Fill in all provided info in the following manner:

Barron Plains 200026-2020

SDP
HMF
MIA
MIS

2020 - 200026 Type: Prescribed Fire Hand Ignition Open

Dt Tm 02/25/2020 09:09 Name: Barron Plains

Ord#: MI-HMF-200026

Map Print PDF Fax WX MapF

Lake Co., Pleasant Plains Twp., S23,25

D,M,S: 43°50'56" x 85°49'29" D,dM: 43°50.9303' x 85°49.4792' dD: 43.84884° x 85.82465°

Contracts Fires ICP Aircraft Move Up IC Prescribed Fire Fiscal IRWIN

Location Response Comments Actions Dist/Bearing Freqs Log Numbers Notify

Dispatcher: Clara Nieland

Reporting Party: Nate Ochs

Initial Report: 40 acres, slash, pine/oak, 10in snow cover on ground, Lake County. Twp 17N, Rg 13W, Sec 23,25

Initial Location: HMF WZ, Lake Co, Pleasant Plains Twp, S 23, 25

Disc Acres: 40

Station: (None)

☐ Give ADS to Sit/209

☒ This Center has primary responsibility Update From Get

Initial Latitude: 43.84884 Long: 85.82465

M	T	NS	R	EW	Sec	SubSec
	17	N	13	W	23	NESE

Step 2: Make AM Notifications

- The notification email from the Burn Boss or Duty Officer will provide a list of requested notifications. This typically consists of County Dispatch Centers and the MI DNR.
- Make notifications to County Dispatches. **Note that County Dispatches don't use Legal Locations, instead they prefer cross streets!** Call each County (phone numbers are at the back of this Desk Aid) and provide the following info:
 - "This is ___ from the US Forest Service Dispatch in Cadillac. I'm calling to let you know of a prescribed burn we will be conducting today. It's located at the cross streets of ___ and ___ for ___ acres. Ignitions will begin at ___AM. Give us a call back at 231-775-8732 if you have any questions."
- Make a notification to the MI DNR Duty Officer for either the Lower Peninsula or Upper Peninsula. They typically want less info from us than the Counties and are okay with a Legal Location. You can provide the following to them:
 - "This is ___ from the US Forest Service Dispatch in Cadillac. I'm calling to let you know of a prescribed burn we will be conducting today. It will be at T__R__S__ for ___ acres. Ignitions will begin at ___AM"
- After all notifications have been made put in the Incident Log the following:

Contracts	Fires	ICP	Aircraft	Move Up	IC	Wildfire	Fiscal	IRWIN
Location	Response	Comments	Actions	Dist/Bearing	Freqs	Log	Numbers	Notify
DATE	TIME	FROM	TO	DETAILS				
03/06/20	1011	DNR DO	AW	NOTIFIED				
03/06/20	1010	IOSCO	AW	NOTIFIED				

Step 3: File NOTAM-D

- Often a Duty Officer or Burn Boss will request that we file a NOTAM-D, but we should only do so if it meets the following parameters from the Eastern Area Mob Guide:
 - For any project that may affect the local airspace within 5NM of an airport
 - If burning piles within 10NM of an airport or 25 NM of a NAVAID
- If a NOTAM is to be filed, follow the instructions on the NOTAM worksheet on the following page:

2020 NOTAM-D WORKSHEET

For any project that may affect the local airspace, within 5NM of an airport, a NOTAM D will be requested by the local dispatch center this will include airports that show up on the current sectional map. Once issued, **notify the Aviation desk at EACC that a NOTAM D has been issued. ***If burning piles within 10NM of an airport or 25 NM of a NAVAID a NOTAM D is required.*****

LOCATION: Go to the WildCAD, click the Dist/Bearing Tab and select the nearest airport/VOR that meets the above requirement.

1. VOR/BASE _____ Enter 3 letter identifier (Example TVC)

a. Nautical Miles (DME) _____ / Bearing (Radial) _____

2. ALTITUDE 2000 AGL

3. SIZE: 1 NM Radius (piles), 3 NM Radius (broadcast)

4. START/END TIME (Starting time) Zulu to 23:59 Zulu

WINTER Zulu is 5 hours ahead (Daylight Savings Time), SUMMER Zulu is 4 hours ahead.

Call the Flight Service Station 1-877-487-6867.

Select the Michigan prompt. Notify them you are with the US Forest Service and would like to file a NOTAM-D for a prescribed fire. Then give the information above in 1-4.

They will ask for your initials and a phone number. **Ask them for their initials along with the NOTAM number.** It will be in the following format: KTVC 06/099

Send an email to EACC (wieacc@usda.gov) stating you filed a NOTAM-D for an RX and include the NOTAM number.

Record the following info in the Wildcad Incident Log:

DATE	TIME FROM	TO	DETAILS
03/06/20	1032 AW	AW	NOTAM-D KTVC 06/099 FILED. EACC NOTIFIED

Check DINS (<https://www.notams.faa.gov/dinsQueryWeb/>), enter the NOTAM number (add a K prior to the 3 letter identifier {KTVC}) and ensure it was filed.

Step 4: Track resources and log updates

- Before an RX begins, the Burn Boss will call on the radio and let you know all resources are on scene and have been briefed.
- Inform the Burn Boss that all notifications have been made.
- **Ask the Burn Boss for a run down of all resources on scene and to identify available IA resources.**
- In the Response Tab in Wildcad, set designated IA resources as 'Avail Inc'
- Set all other on scene resources as 'On Scene'
- Throughout the RX the Burn Boss will give status updates to go in the Wildcad log. Log all transmissions. At a minimum, the following status updates should be communicated:
 - All resources have been briefed
 - Beginning test fire
 - Test fire successful, continuing ignitions
 - Status updates (ex: 50% complete with ignitions)
 - Ignitions complete
 - Performing AAR
 - All resources off the burn
- If info has not been given to dispatch, don't hesitate to prompt the Burn Boss.

Step 5: PM notifications

- Often at the end of the day the Burn Boss will request a notification be made to relevant counties that there will be residual smoke overnight.
- Call the identified counties and provide the following info:
 - "This is ___ from the US Forest Service Dispatch in Cadillac. I'm calling to give you an update to the prescribed burn we had today at the cross streets of ___ and ___. Ignitions are complete but there will be residual smoke overnight that will be visible from the road."

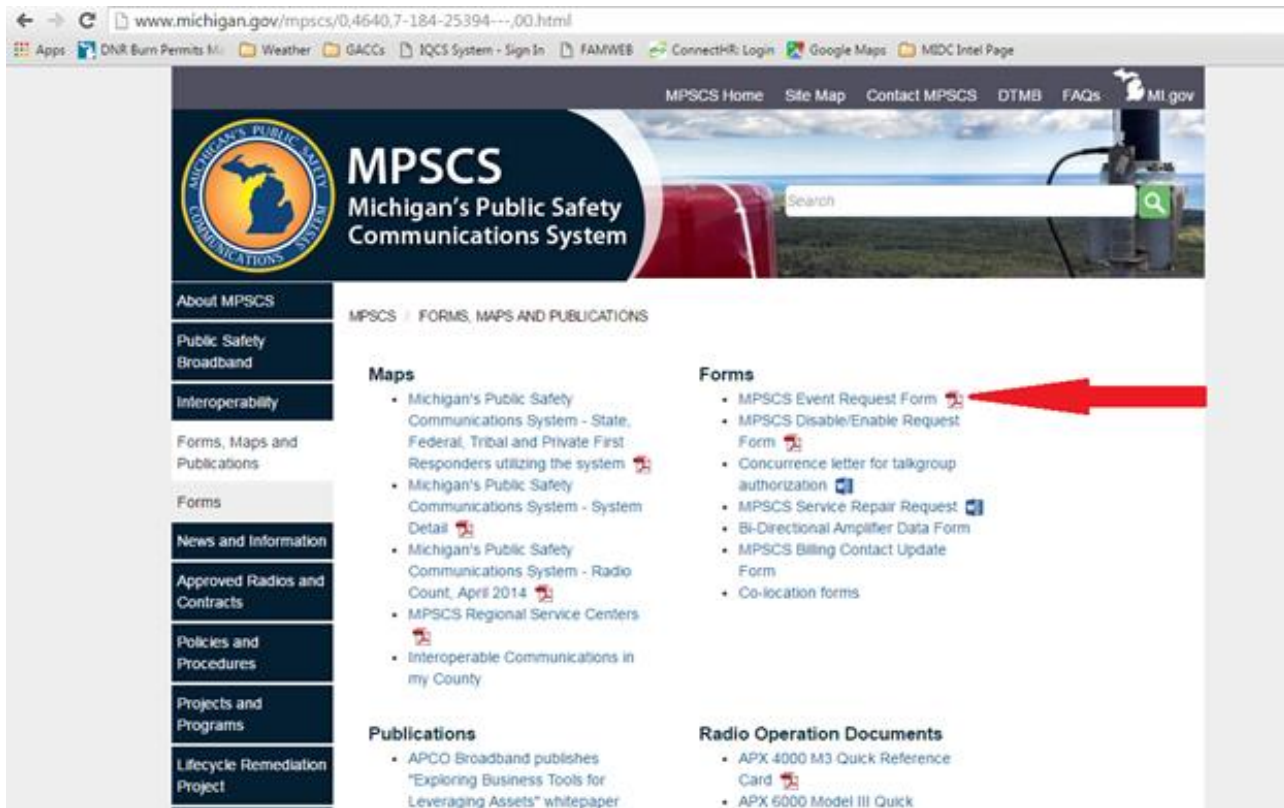
Request an 800Mhz Event Channel

An 800Mhz Event channel or talkgroup can be requested from MPSCS (MI Public Safety Communications System) in the event we require additional 800Mhz channels during a wildfire/all-risk/special event.

Navigate to <http://www.michigan.gov/mpscs>. Click on “Forms, Maps and Publications” from the sidebar.



Under Forms, select “MPSCS Event Request Form” Form is also on W: drive at [W:\Dispatch\Frequencies](#).



Fill in the following blocks:

- Agency Name (USFS)
- Requestor Name(you)
- Requestor Phone (231.775.8732)
- Contact during Event (MIDC or COML)
- Contact Phone (MIDC or COML)
- Coverage Area Required (County, Twp at a minimum)
- Event Time and Date Needed (earliest date and time you need)
- Est. Time and Date No Longer Needed (expected release time)
- Other (any additional comments needed)

If requesting multiple talkgroups, an ICS205 must be submitted with request.

Fax form to 517.333.5015, follow up with phone call to 517.333.5050

Guidance for Use of Incident Job Codes (2020)

- **BIA:** Fire Code generated for all fires. Please check all four boxes in fiscal tab of WildCad when generating a Fire Code. FS Job Code: PA, FS Override 1502

☒ FS Assisted ☒ Multi-Jurisdictional ☒ Trespass ☒ Reimbursable

- **UPFMU:** Fire Code generated for all human caused fires.
- **HMF:** Fire Code generated when the IC specifically asks for one, or it meets the criteria for 300 acres or more in grass or 100 acres in timber, or Type 1 or Type 2 IMT is ordered.
 - All other HMF fires will utilize ABC Misc., which is P9EK3D (0904).

Mobilization

BCD Travel: Emergency Fire Travel

Step 1: Who do we complete travel for?

- We complete BCD travel for Forest Service employees: However, they can do it themselves. We primarily provide this service to the field.
- ADs: We complete their travel
- State Employees: State Duty Officer will send an email with the BCD form mostly completed; we fill in the Approval Code (last 4 of corporate card). The State will also provide the Resource Order.

Step 2: Fill out the following form. It requires full names (as they appear on driver's license), birthdates, and preferred departure airports. If the traveler needs a rental car (not NERV; see NERV section), put it in the form. Yes-compact-16 days.

NOTE: Any car size other than "COMPACT" must be denoted on the Resource Order special needs.

W: Dispatch > 1 BCD Travel > 2020 Header Completed for Travel Request

USFS Incident Travel Request				Number of Pages Sent to BCD Travel: 1		OFFICIAL USE ONLY (May 2015)	
DISPATCH CENTER		Michigan Interagency Dispatch Ctr		DISPATCH LOCATION		Cadillac, MI	
POC Travel Arranger		Clara Nieland		POC Telephone Number		Voice (231) 775-8732 Fax (231) 775-8742	
POC E-Mail Address		SM.FS.MIDC@USDA.GOV		Approval Code/Zone Code Last 4 of Corp Card		4,101 Job Code/P Code NFXFEE19 0836	
Incident Name		FY20 Savannah River RX		Incident Resource #		SC-SRF-200015	
Destination (City and State)		Augusta, GA		Departure Date/Time:		2/16/20 10:00 Arrival Date/Time:	
Ticketing Info (Y/N):		Round Trip? <input type="checkbox"/> One Way? <input checked="" type="checkbox"/>		Fully Refundable? <input checked="" type="checkbox"/>		Non-Refundable Allowed?	
Car Rental? (Y/N) n		Size Authorized		Number of Days			
INFORMATION HERE MUST MATCH GOVERNMENT ID	First Name	Middle Name	Last Name	Gender (M/F)	Date of Birth (MM/DD/YYYY)	Departure City and State OR Airport	Record Locator Number
	1	Woodsy	Owlie	Owl	M	09/15/1971	MBS
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
Special notes or instructions for BCD Travel Agents:							

Please Note- BCD Travel will contact the Dispatcher within 30 minutes to confirm receipt of this document.

Step 3: Email the form to Usda.incidentdispatch@bcdtravel.com

Step 4: A BCD travel agent will call and ask for you. Confirm flights with agent.

- Flight scheduling is flexible. You can ask the agent about other flights/airports.
- We are obligated to be fiscally responsible.
- Sometimes, the most convenient airport for the traveler is wildly expensive. Check with the agent for other airports that might make more sense, but take into account the full picture of

where the resource lives, whether they would have to get a hotel the night before, etc.



Step 5: Wait to receive Itinerary and Receipt in the shared mailbox.

Step 6: Enter travel information into IROC.

Step 7: Distribute Itinerary and associated Resource Order to the following:

- FS Employees: Employee and their Duty Officer
- ADs: Just the AD
- State Employees: Just the Duty Officer

Step 8: File the itinerary and receipt **emails** in the **BCD Travel** folder in the shared email inbox.

NERVs (National Emergency Rental Vehicles)

When do we use NERV?

- Any resource going to an incident who will need to have an off-road vehicle.
- Any resource going to an incident who will need a 4x4 SUV or pickup.
- Any vehicle that will be managed by the buying team or ground support with potentially multiple users.
- Any resource who is not self-sufficient.
 - NOTE: All of our ADs are self-sufficient. If an AD does not need an ORV or 4x4 or pool vehicle, you should use BCD travel (above) to reserve them a car.

Step 1: Make sure NERV is on the resource order, under special needs. Type of vehicle required should be specified.

Step 2: Go to the website and submit a NERV request.

<https://sites.google.com/a/firenet.gov/nerv/new-nerv-request>

If the resource needs a truck with HD tires you have to click the button on the right, but in general per the NERV website guidelines, you can use the button on the left for most cars/4x4 trucks/ SUVs.

On the NERV request site, use the resource's contact information (phone, email, etc.).

Step 3: Provide guidance to the resource on how to use NERV; i.e, send them an email with the NERV website and instruct them to print the NERV cover page and keep with their vehicle. Our resources have widely varying familiarity with this system.

Step 4: **Resource submits** to NERV via email or snail mail:

- cover sheet,
- all associated resource orders,
- the original Enterprise rental agreement picked up when the car is initially picked up,
- all inspections from Ground Support, and
- any damage/incident reports.

NMAC Checklist

HMF is requiring the NMAC Checklist for mobilization.

- If the NMAC Checklist is attached in IROC, then forward to D.O. of resource item, have them fill out the NMAC Checklist and return to dispatch via email for ease of attaching completed checklist in IROC.
- If the NMAC Checklist is NOT attached in IROC, dispatch will call the receiving dispatch center and request the NMAC Checklist. Dispatch will not get into the business of tracking down receiving unit Duty Officers for the NMAC Checklist.
- If unable to obtain NMAC Checklist – Talk with the Forest DO (Joe or Kevin).
- If ordering unit will not complete the NMAC Checklist, advise the dispatch center MIDC will UTF the order.
- For AD's, send the AD the NMAC Checklist and have them complete the 'Sending Unit' portion and return to dispatch to upload into IROC.
 - Dispatch will not fill the order until the completed checklist is returned.
 - W: > Dispatch > COVID 19 > Ordering Checklists_Out of Area
 - The 'Wildland Fire COVID-19 Screening Tool' is for personal use / documentation and should NOT be returned to MIDC.

Creating a New Session in IQCS

We will often create new IQCS class sessions when classes are hosted locally, RT-130's are held, and when pack tests are completed. We will create the class session and give all instructors and students credit.

Step 1: Create a Session

- Open IQCS. Navigate to Main Menu > Training Administration > Course Sessions > Course Sessions
- First we will search IQCS to see if a session has been created yet.
- Fill out the info in Search Criteria based on the roster you received:

Search Criteria

Course Code begins with PHFT-A

Course Session Nbr begins with

Description begins with

Course Start Date = 03/17/2020

Course End Date =

Session Status =

Course Offer Level =

Course Coordinator ID begins with

Unit ID begins with MI-HMF

☐ Include History ☐ Correct History ☐ Case Sensitive

- Hit 'Search'. If no results were found you can create a new session.
- Click 'Add a New Value' and type in the course code. Click 'Add'.

Course Code PHFT-A

- Fill out all the information provided. Not all classes will provide/require all fields.

Course: PHFT-A Physical Fitness - Arduous Course Status: Active

Session Number: 00000 School: NWCG Training Committee

*Session Status: Active

Start/End Dates: 03/17/2020 03/17/2020

Start/End Times: 12:00PM 1:00PM

Duration: 0.8 Duration Unit: Hour

Min Students/Session: 1 Max Students/Session: 999

Vendor ID:

Course Coordinator ID: 00001023456 Wagner, Benjamin D

Course Offer Level: Local

Sponsor Unit ID: MI-HMF Huron-Manistee National Forest

Nomination Deadline: Nomination Notification Date: Prework Due Date:

☒ Session Administration
☐ Nomination Workflow
☐ Rescheduled
☐ Within Area

NWCGTC

- Type 'MIDC' in the 'Security Group ID' box. Click 'Populate List From Group'. Click 'Save'

Course Session Security

Security Group ID: MIDC

Step 2: Add Instructors

- Click 'Location, Instructor' at the top.
- Add instructors. *Note, not all courses will have instructors! Pack tests will not have a credited instructor.* Hit Save.

The 'Instructor' form displays a table with the following data:

Vendor	Instructor ID	Name	Instr Lvl:
	00001023456	Wagner, Benjamin D	Lead
	00002212420	Alyea, Joseph J	Unit

Step 3: Enroll Students

- Navigate to 'Course Session Profile'. Click on 'Go to Rapid Session Enrollment'.

The 'Instructor' form is shown above a table with the following data:

Empl ID	Name	Room	Unit ID	*Attendance	Status Date	Priority	Prereq. Met
				Enrolled	03/17/2020	15	

- Add all students that were provided on the roster. Click 'Save'.
- Click the 'Go to Course Session Setup' button. [Go to Course Session Setup](#)
- If all students are enrolled and the class is completed, change 'Session Status' to 'Complete'. Click 'Save'.

*Session Status:

Updating Faller Quals in IQCS

- Navigate to Qualifications Management > Competency Management > Licenses and Certificates
- Under Licenses Certifs – Enter info as noted on saw card. Click ‘Save’.

The screenshot shows the 'Licenses Certifs' form for Employee Sherretz, Kevin Daniel (Empl ID: 00002102998, CH ID: 40646). The form is titled 'Licenses and Certifications' and includes a 'Find | View All' button and a pagination indicator 'First 2 of 2 Last'. The form fields are as follows:

- *License/Certificate Code: FAL2 (with a search icon) Interm Faller Certification
- *Issue Date: 01/18/2016 (with a calendar icon)
- License #: (empty field)
- Issued By: Joe Rasptenek (with a search icon)
- *Expiration Date: 01/18/2019 (with a calendar icon)
- ☒ License Verified
- Entered by Userid: rmclean
- Issued In:
 - Country: USA (with a search icon)
 - State: MI (with a search icon) Michigan

- Navigate to Qualifications Management> Competency Management> Responder Training. Enter CPR Card and First Aid as N9055 into IQCS.
- If they are certified as Chainsaw Crosscut then enter as FS510 and award comp. for THSP
- Qualifications Management > Competencies > Manually Award Comps > Justification – Copy and paste the following into the Justification: (ensure that the individual meets all requirements) “Has current first aid and CPR certification, Completed Nationally Recognized Sawyer Training Course – S-212, Completion of a field proficiency evaluation with appropriate saw operator skill level as noted on their National Sawyer Certification Card”.
- Navigate to Incident Qual Card, Check certify position, print to card, send to IRWIN

The field proficiency evaluation will have First Aid & CPR completion information, this will need to be verified to ensure that both are current. Dispatch requires both the field proficiency evaluation and the National Sawyer Certification Card.

For FAL2 without previous FAL3 qual, use this justification:

Fallers who are certified or recertify after October 1, 2014 will be required to be certified in progression (i.e., must be FAL3 to be FAL2). However if the initial evaluation is FAL2 the account manager shall grant the position competency for FAL3. Those certified initially as FAL1 will have position competencies for FAL2 and FAL3 granted. FS will accept other agency chainsaw certifications on incidents occurring on FS lands provided they meet NWCG minimum standards.

Make sure you give them the FAL3 competency.

Initiate a New PTB in IQCS

- Before initiating a new PTB in IQCS, navigate to the responder's Incident Qualification Card.
- Click 'Show Qual Card Details' to view responder's Qualifications.
- Verify responder has no more than two PTBs open within the same functional area.
- Per the FSFAQG, Chapter 2, Part 2:

"1. An individual may not have more than six active PTBs at one time. No more than two of the six allowed PTBs may be in a single functional area, including prescribed fire positions. Each separate position in a shared task book will be counted individually. (For example, CRWB/ENGB will be considered as two separate task books). The functional areas include:

 - Command
 - Prescribed Fire
 - Operations
 - Air Operations
 - Planning
 - Logistics
 - Finance/Administration
 - Prevention and Investigation
 - Incident Support and Associated Activities (examples includes Expanded Dispatch or Wildland Fire Investigation)."
- To check what Qualifications are associated with a specific functional area, navigate to:
 - W Drive > Dispatch > PTB > Link to PTB
 - The link will take you to a website where you can sort PTBs by functional area

AD – Casual Hire Process - Initial Hire process (New AD)

- Navigate to W: Drive > Dispatch > Casual Hire_AD > Required Initial Hire Forms
- They will need to complete : Direct Deposit, W4 Federal, MI-W4, I-9 Homeland Security Required, Incident Behavior Form, OF 306, Single Resource Casual Hire Form (Only Top Section – DO NOT DATE), FS 6500 231, and R9 AD application.
- Once all above required forms have been submitted, complete the FS 6500 213 by following the link provided. <https://apps.fs.usda.gov/bf/fs6500.214> , We have permission from ASC to sign for the AD.
- Please use the ASC Cover Sheet to fax in I-9, W-4, MI-W4, and Direct Deposit.
- **Important:** FS 6500 214 and FS 6500 231 Must be faxed to: 1-866-326-9046
- Note: the Incident Behavior needs to be updated annually. The I-9 needs to be update tri-annually.
- Please make a copy of forms listed above and create a Binder for the new AD.

AD – Payment / Reimbursement Process

- First: Obtain EAuth Level 2 Access, then submit FS 6500 214 using above link and request “Arranger” status.
- For Mileage reimbursement ONLY for WCT or to attend other training, submit Local Mileage Form. (FS 6500 229)
- See W: Drive > Dispatch > Casual Hire_AD > Reimbursement Process for: Casual Hire REIMBURSEMENT HOW TO.
- ETS2 Will need to be utilized for Auth and Voucher.
- To submit OF-288 for training: Please Navigate to W: > Dispatch > Casual Hire_AD > OF-288 (Casual Hire OF-288 Payment Process NEW.