



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
SUPPLEMENT**

CHAPTER 10 - PERSONNEL

Supplement No: NR-2018-2

Effective Date: April 1, 2018

Duration: Effective until superseded or removed

Approved:

/s/ Mike Granger

MIKE GRANGER

Chair

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

New Document	NR-2018-2	21 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2017-(4/10/2017)	21 Pages

Digest:

- Updated the link to the NRCG Business Committee website
- Removed language regarding Reasonable Accommodation (now included in 2018 IIBMH)
- Added language regarding Accountability for ethical standards
- Removed Commissary section
- Updated rates and positions in Exhibit NR1 MT-DNRC Position Matrix, 2018 EFF Pay Plan
- Updated submission procedures for the MT-DNRC First Report of Injury.

Idaho Department of Lands Casuals: Idaho Department of Lands uses the USFS AD Position Matrix found in the current AD Pay Plan

Montana DNRC Emergency Firefighters: State of Montana DNRC uses Exhibit NR1 MTDNRC Position Matrix, EFF Pay Plan.

South Dakota Emergency Firefighters and Casuals: Although a small portion of South Dakota is in the Northern Rockies Geographic Area, the majority of the state is within the Rocky Mountain Geographic Area; therefore, all South Dakota information is linked to the Rocky Mountain Incident Business website at: https://gacc.nifc.gov/rmcc/incident_busn_management.php

North Dakota Forest Service Emergency Firefighters: North Dakota Forest Service, approved hiring officials shall reference NDFS policy, Section 9121

Recruitment

Northern Rockies Standards and Guidelines for AD/EFF/Casuals

The Northern Rockies Coordinating Group (NRCG) Board of Directors recognizes the importance and need for Administratively Determined (AD for federal agencies), emergency firefighters (EFF for Montana DNRC and North Dakota Forest Service) and Casual Employees (for Idaho Department of Lands) as an integral part of our emergency incident workforce. This document has been developed to provide fair and consistent hiring practices and to standardize procedures for hiring, training and certification. For additional guidance on hiring policies and procedures, refer to the Interagency Incident Business Management Handbook (IIBMH) Chapter 10 or specific sponsoring agencies' policies.

This document does not include the Native American Crew (NAC) program, which is currently managed by the Bureau of Indian Affairs under the Native American Crew Agreement. See the following link for the latest Native American Crew Plan: <https://gacc.nifc.gov/nrcc/dispatch/crews/crews.htm>

The policy of the Northern Rockies is to ensure that available and qualified agency employees and/or cooperators (i.e. state/local government) are dispatched for all incident positions prior to dispatching an AD/EFF/Casual. Typically, AD/EFF/Casuals will be used as needed depending on local, geographic or national incident needs. Sponsoring units have the discretion whether or not to sponsor/certify any AD/EFF/Casual position or qualification based on the needs and financial capabilities as identified by the agency administrator. This may include positions that could potentially serve all wildland fire agencies in the Northern Rockies.

Sponsoring Unit

The sponsoring unit is the hiring agency within the dispatch boundary where the AD/EFF/Casual resides. This will ensure that the closest and most cost effective resource is utilized. An AD/EFF/Casual will be sponsored by only one agency. Units considering an AD/EFF/Casual must first check with any past sponsoring unit to ensure appropriate sponsorship. If appropriate, the incident qualification records will be transferred to the new sponsoring unit.

The sponsoring unit should provide the following for AD/EFF/Casuals hired:

- Manage certification and training records.
- Annually issue an Incident Qualification Card (red card), upon approval from the sponsoring unit's qualification review process.
- Ensure AD/EFF/Casuals have completed agency training requirements.
- As required by some NRCG agencies, issue an agency driver's license or letter of authorization if required or needed to drive an agency vehicle.
- Process appropriate time and travel documents.

AD/EFF/Casuals will:

- Complete required training and certification and provide the appropriate documentation to the sponsoring unit.
- Maintain current availability status by a method determined by the host dispatch center.
- Present complete pay and per diem documents to the sponsoring unit within the agencies' timeframes after completion of assignment.

Hiring Policies and Procedures

AD/EFF/Casual sponsorship is not guaranteed. Not all persons seeking sponsorship will be sponsored. Sponsorship is based on need and benefit to the organization and may change at any time. Individuals with felony or misdemeanor convictions will be evaluated on a case-by-case basis by the sponsoring agency.

AD/EFF/Casuals hired within the Northern Rockies are subject to the same conduct and performance standards as agency employees hired under other authorities; therefore, not everyone who desires to be hired as an AD/EFF/Casual will be hired. Inappropriate behavior or drug and alcohol use will not be tolerated. Additionally, inappropriate conduct or poor performance will affect re-hire consideration.

AD/EFF/Casuals may be hired for annual Geographic Area-sponsored team workshops if the ADs are identified as primary team members per the National Mobilization Guide. Team workshop attendance is considered part of their training.

AD/EFF/Casuals may be reimbursed for travel expenses for attendance at area sponsored meetings and training, however reimbursement is not universal among all participating NRCG agencies. Travel reimbursement will be made in accordance with host unit policy. AD/EFF/Casuals must gain approval from their host agencies before

1 committing to any activity or travel that would cause them to incur reimbursable
2 expenses.

3 If an AD/EFF/Casual is assigned to any Incident Management Team (IMT) position, an
4 agency employee will be assigned as a trainee, per the Northern Rockies Incident
5 Management Operating Plan. IMTs will not approach an AD/EFF/Casual for a team
6 position without first checking to ensure there are no agency employees available. They
7 must contact the sponsoring unit to determine if they are willing to host that individual.

8
9 Host units do not delegate authority to hire AD/EFF/Casuals to an IMT.

10 For approved exception positions, units will still be required to include the job
11 description with the Single Resource Casual Hire Form.

12 To get exception positions approved, contact the geographic area business lead for the
13 respective agency.

14 **Resource Requests / Resource Orders**

15 Individuals who are dispatched to an emergency incident will receive one resource
16 request number identifying the position into which they are assigned. If the individual
17 subsequently serves in another position on the same incident, with or without a change
18 in pay level for AD/EFF/Casuals, a new resource request number (resource order) is **not**
19 required and should not be created. Position changes should be documented by the field
20 supervisor on a Crew Time Report and General Message Form.

21 The only exception exists when a person begins service on the incident in a
22 “subordinate” ROSS role when the “parent” ROSS record will be demobed but the
23 individual remains at the incident. For example, an engine crew member arrives at an
24 incident with a ROSS resource request number “E-17.4.” If “E-17” – the engine and
25 crew – are going to be demobed but E-17.4 remains in a new position (DIVS, for
26 example) the individual would then need a new “O” number as a DIVS because E-17
27 cannot be demobed from ROSS without all of the subordinate records also being
28 demobed. This is a function of ROSS, not a function of pay entitlement.

29 **Pay Provisions**

30 MT DNRC EFFs are not entitled to sick leave. They are guaranteed eight hours for
31 each day held at the incident. Management has the option to pay the guarantee or return
32 them to their point of hire.

33 DNRC employees, including EFFs, do not receive hazard pay or any other form of
34 differential, except overtime. EFFs receive the base rate for the first eight (8) hours of
35 work per calendar day, and 1.5 times the base rate for all approved time worked beyond
36 eight (8) hours per calendar day and for all hours worked beyond the 40-hour base in
37 the work week. Other state employees receive 1.5 times the base rate for all hours
38 worked beyond the 40-hour base in the work week. Overtime will not be calculated at

1 the incident, but will be calculated when the Incident Time Reports (OF-288s) are
2 processed by Payroll.

3 When an EFF Class B-O works as a trainee, they shall be paid one (1) EFF class below
4 the fully-qualified EFF class. For example, an ENGB(t) shall be paid at the EFF-E
5 class.

6 **Accountability**

7 All incident responders, regardless of position or employment type, will be held
8 accountable according to ethical standards of duty. They are expected to perform their
9 duties to the best of their abilities, to follow all agency and inter-agency guidelines for
10 their positions, to follow all standard safety guidelines, to follow administrative
11 guidelines and procedures, to care for all equipment as though they owned it and to
12 document or report all significant events promptly.

13 **Travel**

14 The AD/EFF/Casual's method of transportation will be indicated on the Single
15 Resource Casual Hire Information Form (PMS 934) or other agency forms. Air
16 transportation will be arranged and paid by the government. The dispatch/mobilization
17 center will determine the method of travel based on needs of the requesting incident.
18 Personal vehicle (POV) mileage reimbursement rules will be set by the sponsoring
19 agency.

20 Vehicle transportation will be provided in the following order of preference:

- 21 1. The AD/EFF/Casual is driven to the airport or to the incident. There will be
22 no reimbursement for a personal vehicle if the employee turns down an
23 available ride.
- 24 2. The AD/EFF/Casual is assigned a government vehicle if one is available. The
25 AD/EFF/Casual must meet agency driving requirements, if applicable, before
26 a government vehicle can be assigned.
- 27 3. If a government vehicle is not available, use of the AD/EFF/Casual's personal
28 vehicle may be authorized. The AD/EFF/Casual will be paid the standard
29 agency mileage rate for using a personal vehicle if/when a government or
30 agency vehicle is not available.
- 31 4. If a rental vehicle is authorized, the appropriate dispatch office will place the
32 order and track as applicable.
- 33 5. **EFFs Only:** An Emergency Equipment Rental Agreement (EERA) will only
34 be issued for a personal vehicle if it is essential to job performance, is actually
35 used on the incident, and a government vehicle cannot be made available and
36 #3 above is not used. If a personal vehicle is put on an EERA at the incident it
37 will be hired and released at the incident. **Note: This option is not available**
38 **for federal ADs regardless of incident jurisdiction.**

1 **Rest & Recuperation**

2 Circumstances may justify the need to extend resources and incident management teams
3 beyond 21 days. Per the Interagency Incident Business Management Handbook
4 (IIBMH), extensions past 21 days require 2 mandatory days off prior to the 22nd day
5 (Chapter 10-18).

6 The authority to grant a day off away from the incident camp lies with the Incident
7 Commander (IIBMH Chapter 10-16). Factors for the IC to consider before making
8 decisions include:

- 9 • R&R is intended to be two full days – not including drive time.
- 10 • Sleeping conditions, such as location, accommodation, temperature and noise.
- 11 • Duty day length, daily travel time, travel method, and distance to an appropriate
12 R&R location.
- 13 • Environmental conditions of the incident and community, and fatiguing factors
14 of the position.
- 15 • Cost associated with using an alternate R&R location, including per diem rate.
- 16 • Anticipated duration of the incident and national availability of resources.

17 **Incident Agency Requirements**

18 **Rental Vehicle Use Guidelines**

19 The following process should be followed when a Northern Rockies resource (from any
20 agency) is ordered for an incident assignment and a rental vehicle is authorized and
21 documented on the resource order:

22 SHUTTLE/DELIVERY/PICKUP: The preferred option is for the receiving unit to
23 provide transportation for the resource to the incident assignment.

24 If transportation cannot be provided:

- 25 1. AGENCY TRAVEL/PERSONAL CREDIT CARD: If the receiving unit does
26 not provide a rental vehicle under an incident contract, the individual must be
27 aware of the following:
 - 28 a. Rental vehicles, not rented under the Northern Rockies Off-Road
29 Vehicle Rental Agreement, must have reservations made through their
30 agency travel processes. This method does not cover off-road use, but
31 recognizes that the traveler is on official business.
 - 32 i. No additional insurance is needed, as the government is self-
33 insured.
 - 34 ii. If the employee chooses to take additional insurance when
35 picking up the vehicle, the expense will not be reimbursed.
 - 36 b. If the resource does not have a travel card, a personal credit card can be
37 used to pay for the rental vehicle; however, the agency may or may not
38 accept liability on behalf of the employee. Resources can refuse an
39 assignment when the only option available is to personally pay for the
40 vehicle and request reimbursement.

1 c. Resource must check in with finance to ensure the rental vehicle costs
2 are tracked and to identify payment processes.

3 2. NORTHERN ROCKIES OFF-ROAD VEHICLE RENTAL AGREEMENT:
4 Ordering and payment will be in accordance with the agreement specifications.

5 **Workers' Compensation**

6 The following must be completed when an employee reports an injury, or shortly
7 thereafter:

8 **State Agencies:**

9 **Montana:**

- 10 • Complete paperwork as soon as reasonably possible. If possible, file the First
11 Report of Injury (FROI) form within 24 hours of the injury.
 - 12 ○ See Exhibit NR3
- 13 • Complete the FROI with the date and time of injury, worker name, SSN*,
14 address and phone number, accident description and supervisor name. Complete
15 as much of the FROI as possible. If you do not have all the information, fill out
16 the FROI as completely as you can.
- 17 • *Note: If you email the FROI, leave the SSN blank. Email is less secure than
18 faxing.
- 19 • The best option is to file the FROI online through Paige Tabor via email
20 (ptabor@mt.gov) or fax (406-444-1357). Then give the healthcare provider the
21 claim number Paige gives you.
 - 22 ○ If you cannot reach Paige, fax a copy of the completed FROI to Human
23 Resources at 406-444-1357. Your HR specialist will fill in any
24 necessary information and forward the FROI to State Fund.
 - 25 ○ If the employee needs medical care and you do not have a claim number
26 from Paige or HR, have the employee take a copy of the completed
27 FROI to the healthcare provider.
- 28 • Forms are available at <http://montanastatefund.com> under Employer, Report an
29 Injury and on the DNRC intranet.
- 30 • Contact Paige Tabor, DNRC Safety Officer, at 406-444-2079 or cell 406-437-
31 2746.

32 **Idaho:**

- 33 • Provide emergency medical care. Complete paperwork as soon as reasonably
34 possible.
- 35 • While on IDL jurisdiction, the Supervisor's Accident Report, HR 1303, should
36 be filled out as soon as possible following an injury/illness. On another
37 jurisdiction or on an incident managed by an IMT, a Report of Traumatic Injury
38 and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of
39 Occupational Disease and Claim for Compensation, CA-2, will likely be used
40 for initial documentation in place of the Supervisor's Accident Report. These are
41 acceptable substitute forms for the Supervisor's Accident Report.

- 1 • For injuries/illnesses beyond the scope of APMC, notify the employee's home
2 unit or the Bureau of Fire Management as soon as possible. The home unit will
3 assist the employee in completing the Idaho Workers Compensation - First
4 Report of Injury or Illness, HR 1300 form to initiate a claim. IMT personnel are
5 asked to facilitate communication to the home unit but are not asked to initiate a
6 claim.
7 • Contact IDL Duty Officer with questions at 208-769-1530.

8 **North Dakota:**

- 9 • The First Report of Injury Form, WS1, must have sections 1 and 2 completed.
10 Section 3 is completed by the medical provider.
11 • The Incident Management Team or host unit will ensure that the employee has
12 also completed the Release of Information to Workforce Safety & Insurance
13 form and, if applicable, the Prior Injury & pre-Existing Condition Follow-up
14 form.
15 • A copy of the First Report of Injury Form will be left at the medical facility.
16 The original form and attending physician report will be returned to the home
17 unit.
18 • Contact NDSU Safety Office at 701-231-6740 if assistance is needed.
19 • Forms are available at the Northern Rockies Business Committee website:
20 https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm.

21 **Agency Provided Medical Care (APMC)**

22 APMC authority and use is an agency-specific determination made by the Agency
23 Administrator(s). Each agency shall provide specific instructions for APMC
24 management via their Incident Business Operating Guidelines.

EXHIBIT NR1

Montana DNRC Position Matrix for Emergency Firefighters (EFFs) and Rates of Pay
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2018 MT DNRC EFF PAY PLAN

EFF Class	Pay Rate
A	\$11.46
B	\$12.50
C	\$13.78
D	\$15.13
E	\$16.50
F	\$17.95
G	\$20.67
H	\$23.48
I	\$23.97
J	\$26.23
K	\$28.72
L	\$34.22
M	\$40.50
N	\$33.00
O	\$47.44

POSITION CODE	POSITION TITLE	EFF CLASS
AOBS	AERIAL OBSERVER	F
AREP	AGENCY REPRESENTATIVE	K
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K
THSP	AIR SPACE COORDINATOR	H
ASGS	AIR SUPPORT GROUP SUPERVISOR	J
ATGS	AIR TACTICAL GROUP SUPERVISOR	J
THSP	AIR TACTICAL SUPERVISOR - attached to ASM1	J
ATBM	AIR TANKER BASE MANAGER	H
ATCO	AIR TANKER/FIXED WING COORDINATOR	I
ABRO	AIRCRAFT BASE RADIO OPERATOR	C
THSP	AIRCRAFT COORDINATOR (National and GACC)	I
ACDP	AIRCRAFT DISPATCHER	H
THSP	AIRCRAFT MECHANIC	L
ARCH	ARCHEOLOGIST	K
ACAC	AREA COMMAND AVIATION COORDINATOR	L
ACDR	AREA COMMANDER	M
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L

POSITION CODE	POSITION TITLE	EFF CLASS
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L
BCMG	BASE CAMP MANAGER	E
THSP	BRANCH DIRECTOR, AREA COMMAND	L
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K
BUYL	BUYING TEAM LEADER - NATIONAL	L
BUYM	BUYING TEAM MEMBER	F
CDSP	CACHE DEMOB SPECIALIST	F
THSP	CAMP CREW BOSS	D
THSP	CAMP CREW HELP	A
THSP	CAMP CREW SQUAD BOSS	C
CLMS	CLAIMS SPECIALIST	E
CASC	CLERK	C
CMSY	COMMISSARY MANAGER	E
COML	COMMUNICATIONS UNIT LEADER	H
INJR	COMP FOR INJURY SPECIALIST	E
COMP	COMP/CLAIMS UNIT LEADER	H
CCOO	COMPUTER COORDINATOR	G
CDER	COMPUTER DATA ENTRY RECORDER	D
THSP	CONTRACT REPRESENTATIVE NATIONWIDE	G
CRNW	CONTRACT REPRESENTATIVE NORTHWEST	G
CONO	CONTRACTING OFFICER	K
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G
COOK1	COOK, HEAD CAMP	F
COOK2	COOK, HELPER	D
CORD	COORDINATOR, EXPANDED DISPATCH	J
THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H
COST	COST UNIT LEADER	H
CFAD	COUNTY FIRE ADVISOR	J
CRWB	CREW BOSS	F
CREP	CREW REPRESENTATIVE	G
CISD	CRITICAL INCIDENT STRESS PEER SUPPORT TEAM MEMBER	F
DECK	DECK COORDINATOR	F
DMOB	DEMOB UNIT LEADER	H
DIC1	DEPUTY INCIDENT COMMANDER TYPE 1	M
DIC2	DEPUTY INCIDENT COMMANDER TYPE 2	L
DIC3	DEPUTY INCIDENT COMMANDER TYPE 3	J
DPRO	DISPLAY PROCESSOR	C
DIVS	DIVISION/GROUP SUPERVISOR	J

POSITION CODE	POSITION TITLE	EFF CLASS
PILO	DNRC PILOT	O
DOCL	DOCUMENTATION UNIT LEADER	F
DZOP	DOZER OPERATOR	H
DRCL	DRIVER, CDL REQUIRED	E
DRIV	DRIVER/OPERATOR	D
EMTB	EMERGENCY MEDICAL TECH-NON FIRELINE	G
EMTF	EMERGENCY MEDICAL TECHNICIAN-FIRELINE	H
AEMT	ADVANCED EMERGENCY MEDICAL TECHNICIAN	H
AEMF	ADVANCED EMERGENCY MEDICAL TECH-FIRELINE	I
EMTP	EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC	J
EMPF	EMERGENCY MEDICAL TECH - PARAMEDIC FIRELINE	J
ENGB	ENGINE BOSS	F
ENOP	ENGINE OPERATOR	E
EQPI	EQUIPMENT INSPECTOR	D
EQPM	EQUIPMENT MANAGER	E
EQTR	EQUIPMENT TIME RECORDER	E
EDRC	EXPANDED DISPATCH RECORDER	C
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F
FACL	FACILITIES UNIT LEADER	H
FAL1	FALLER - CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	J
FAL2	FALLER CLASS B (UP TO 24" DBH)	F
FAL3	FALLER CLASS A (UP TO 12" DBH)	D
FELB	FELLING BOSS	F
FOBS	FIELD OBSERVER	F
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	J
FBAN	FIRE BEHAVIOR ANALYST	J
FINV	FIRE INVESTIGATOR	J
THSP	FIRE LOOKOUT	D
PETL	FIRE PREVENTION/EDUCATION TEAM LEADER	K
FFT2	FIREFIGHTER (TYPE 2 CREWMEMBER)	C
FFT1	FIREFIGHTER TYPE 1 (SQUAD BOSS)	D
FIRB	FIRING BOSS	F
FWBM	FIXED WING BASE MANAGER	H
FWPT	FIXED WING PARKING TENDER	C
FLIR	FLIR OPERATOR	H

POSITION CODE	POSITION TITLE	OFF CLASS
FDUL	FOOD UNIT LEADER	H
THSP	FORKLIFT OPERATOR	C
FUEL	FUELING SPECIALIST	D
THSP	GACC METEOROLOGIST	J
GISS	GIS SPECIALIST	G
GSUL	GROUND SUPPORT UNIT LEADER	H
THSP	HAZARDOUS MATERIAL SPECIALIST	H
HEQB	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	F
THSP	HEAVY EQUIPMENT OPERATOR	E
HETS	HEAVY EQUIPMENT TECH SPECIALIST	K
HEB1	HELIBASE MANAGER TYPE 1	I
HEB2	HELIBASE MANAGER TYPE 2	H
HLCO	HELICOPTER COORDINATOR	I
HECM	HELICOPTER CREWMEMBER	D
HMGB	HELICOPTER MANAGER BOSS, SINGLE RESOURCE BOSS	G
HRSP	HUMAN RESOURCE SPECIALIST	H
INBA	INCIDENT BUSINESS ADVISOR	L
ICT1	INCIDENT COMMANDER TYPE 1	M
ICT2	INCIDENT COMMANDER TYPE 2	L
ICT3	INCIDENT COMMANDER TYPE 3	J
ICT4	INCIDENT COMMANDER TYPE 4	F
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	E
COMT	INCIDENT COMMUNICATION TECH	F
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G
ITSS	INCIDENT TECHNICAL SUPPORT SPECIALIST	H
IRIN	INFRARED INTERPRETER	G
IADP	INITIAL ATTACK DISPATCHER	H
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H
THSP	INSTRUCTOR (S400 COURSES AND ABOVE)	J
INTL	INTELLIGENCE LEAD	J
INTS	INTELLIGENCE SUPPORT	G
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G
CAMP	KITCHEN/CAMP HELPER	B
THSP	LABORER	C
THSP	LEAD ACCOUNTING TECHNICIAN	G
THSP	LEAD INSTRUCTOR (S300 COURSES AND BELOW)	I

POSITION CODE	POSITION TITLE	EFF CLASS
THSP	LEAD INSTRUCTOR (S400 COURSES AND ABOVE)	K
THSP	LEAD PLANE COORDINATOR	G
THSP	LGFF COMPANY OFFICER	G
LOFR	LIAISON OFFICER	K
LOAD	LOADMASTER	E
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K
LSC3	LOGISTICS SECTION CHIEF TYPE 3	J
LTAN	LONG TERM FIRE ANALYST	J
MCCO	MAC GROUP COORDINATOR	K
MABM	MAFFS AIRTANKER BASE MANAGER	H
MAFF	MAFFS LIAISON OFFICER	J
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	E
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	F
GMEC	MECHANIC (AUTOMOTIVE / HEAVY EQUIPMENT)	G
MEDL	MEDICAL UNIT LEADER	H
THSP	MESSENGER	A
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H
MXMS	MIXMASTER	G
THSP	MOBILIZATION CENTER COORDINATOR	K
THSP	NRCG EQUIPMENT INSPECTOR	F
HETS	NRCG HEAVY EQUIPMENT TECHNICAL SPECIALIST	K
THSP	NRCG LEAD EQUIPMENT INSPECTOR	K
THSP	NRCG LEAD INCIDENT CONTRACT PROJECT INSPECTOR	K
OPBD	OPERATIONS BRANCH DIRECTOR	K
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K
OSC3	OPERATIONS SECTION CHIEF TYPE 3	J
ORDM	ORDERING MANAGER	E
PACK	PACKER	F
PTRC	PERSONNEL TIME RECORDER	E
THSP	PILOT	L
PSC1	PLANNING SECTION CHIEF TYPE 1	L
PSC2	PLANNING SECTION CHIEF TYPE 2	K
PSC3	PLANNING SECTION CHIEF TYPE 3	J
PETL	PREVENTION TEAM LEADER	K
PETM	PREVENTION TEAM MEMBER	J

POSITION CODE	POSITION TITLE	EMP CLASS
PREV	PREVENTION TECHNICIAN	C
THSP	PRINCIPLE ADVISOR (FEMA)	L
PBOP	PROBEYE OPERATOR	H
PROC	PROCUREMENT UNIT LEADER	I
PIOF	PUBLIC INFORMATION OFFICER	G
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K
PA25	PURCHASING AGENT (\$25,000)	H
RADO	RADIO OPERATOR	B
RAMP	RAMP MANAGER	F
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E
THSP	REGISTERED NURSE	N
READ	RESOURCE ADVISOR	I
RESC	RESOURCE CLERK	C
RESL	RESOURCE UNIT LEADER	H
SOFR	SAFETY OFFICER LINE	H
SOF1	SAFETY OFFICER TYPE 1	L
SOF2	SAFETY OFFICER TYPE 2	K
THSP	SEAT COORDINATOR	I
SECG	SECURITY GUARD (NOT LE)	C
SECM	SECURITY MANAGER	E
SEC2	SECURITY SPECIALIST	C
SVBD	SERVICE BRANCH DIRECTOR	K
SEMG	SINGLE ENGINE A/T MANAGER	G
SITL	SITUATION UNIT LEADER	H
SMEC	SMALL ENGINE MECHANIC	E
STAM	STAGING AREA MANAGER	F
THSP	STATE INCIDENT BUSINESS ADVISOR	H
THSP	STATE LIAISON	L
SCKN	STATUS/CHECK IN RECORDER	E
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H
STEQ	STRIKE TEAM LEADER HEAVY EQUIPMENT (NFPA Fire Officer)	H
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H
STLM	STRIKE TEAM LEADER MILITARY	H
STPS	STRUCTURAL PROTECTION SPECIALIST	J
SPUL	SUPPLY UNIT LEADER	H
SUBD	SUPPORT BRANCH DIRECTOR	K
THSP	SWAMPER	C
TOLC	TAKE-OFF AND LANDING COORDINATOR	E

POSITION CODE	POSITION TITLE	EMP CLASS
TFLD	TASK FORCE LEADER	H
TIME	TIME UNIT LEADER	H
TESP	TOOL AND EQUIPMENT SPECIALIST	C
TRPB	TRACTOR/PLOW BOSS	F
TPOP	TRACTOR/PLOW OPERATOR	H
TNSP	TRAINING SPECIALIST	F
THSP	VOUCHER EXAMINER	F
WHSP	WATER HANDLING SPECIALIST	F
WTOP	WATER TENDER DRIVER/OPERATOR	E
WOBS	WEATHER OBSERVER	E
XEDO	XEDAR OPERATOR	H

POSITION CODE	ALL HAZARD	EFF CLASS
BIOL	BIOLOGIST	J
BSRT	BASIC SEARCH AND RESCUE TECHNICIAN	B
CANH	CANINE HANDLER	F
CANL	CANINE TEAM LEADER	G
CONS	CONSERVATION SPECIALIST	J
EPID	EPIDEMIOLOGIST	J
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4, ADMIN	F
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4, PRIMARY	K
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4, STRUCTURE	I
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4, WILDLAND	I
HAZ1	HAZARDOUS MATERIALS-TECHNICIAN LEVEL	G
HAZ2	HAZARDOUS MATERIALS-OPERATIONS LEVEL	F
HAZL	HAZARDOUS MATERIALS TEAM LEADER	H
HEQT	HEAVY EQUIPMENT TECHNICIAN	H
MSTC	MOUNTED SEARCH TECHNICIAN	F
SCOP	SMALL CRAFT OPERATOR	G
SOFL	STRUCTURAL FIRE LINE OFFICER	H
SRT1	ALL HAZARD SEARCH AND RESCUE SQUAD LEADER	F
SRT2	SEARCH AND RESCUE TECHNICIAN	D
SRTL	ALL HAZARD SEARCH AND RESCUE TEAM LEADER	G
SWF1	ALL HAZARD SWIFT WATER RESCUE SQUAD LEADER	F
SWF2	ALL HAZARD SWIFT WATER RESCUE TECHNICIAN	D
SWFL	ALL HAZARD SWIFT WATER RESCUE TEAM LEADER	G
TCA1	TRAFFIC CONTROL AID	B
TMRL	TECHNICAL MOUNTAIN RESCUE LEADER	G
TMRT	TECHNICAL MOUNTAIN RESCUE TECHNICIAN	F
TRT1	ALL HAZARD TECHNICAL RESCUE SQUAD LEADER	F
TRT2	ALL HAZARD TECHNICAL RESCUE TECHNICIAN	D
TRTL	ALL HAZARD TECHNICAL RESCUE TEAM LEADER	G

EXHIBIT NR2**OWCP addresses for all Northern Rockies Tribal Agencies**
(Taken from the Northern Rockies Native American Crew Plan)

OWCP CODE 7106BN
Blackfeet Agency
Bureau of Indian Affairs
Browning, MT 59417

OWCP CODE 7106HA
Fort Belknap Agency
Bureau of Indian Affairs
Harlem, MT 59526

OWCP CODE 7106CR
Crow Agency
Bureau of Indian Affairs
Crow Agency, MT 59022

OWCP CODE 7106BX
Rocky Boys Agency
Chippewa Cree Tribe
Box Elder, MT 59521

OWCP CODE 7106PO
Fort Peck Agency
Bureau of Indian Affairs
Poplar, MT 59255

OWCP CODE 7156PA
Flathead Agency

CS&K Tribe
Ronan, MT 59864

OWCP CODE 7106LD
Northern Cheyenne Agency
Bureau of Indian Affairs
Lame Deer, MT 59043

OWCP CODE 7156NT
Fort Berthold Agency
Three Affiliated Tribes
New Town, ND 58763-9402

OWCP CODE 7106FO
Fort Totten Agency
Bureau of Indian Affairs
Fort Totten, ND 58335

OWCP CODE 7156BE
Turtle Mountain Agency
Bureau of Indian Affairs
Belcourt, ND 58316

OWCP CODE 7156LA
Northern Idaho Agency
Nez Perce Tribe
Lapwai, ID 83540

EXHIBIT NR3**Montana First Report of Injury - Instructions
Work-Related Injury & Occupational Disease Reporting**

All DNRC personnel, including EFFs, must fill out a First Report of Injury (FROI) form for every on-the-job injury. This form when submitted protects the employee's right to benefits in the event a seemingly minor injury develops into a more serious condition.

Employees: Notify the supervisor of any on-the-job injury **IMMEDIATELY**

Supervisors: Three options for submitting FROI:

1. Fill out the FROI and fax it to: **(406) 444-1357**, Attn: Paige Tabor **within 24 hours** of the injury. Paige Tabor will check the report to verify completion and forward to Montana State Fund immediately.
2. Contact **Paige Tabor**, DNRC, Safety Officer **(406) 444-2079** office; **(406) 437-2746** cell; **(406) 368-2398** home, **within 24 hours** of the injury. Inform her of all the details so she may submit the report to Montana State Fund
3. If you cannot reach Paige, fax a copy of the completed FROI to Human Resources at **(406) 444-1357**. Your HR specialist will fill in any necessary information and forward the FROI to State Fund.

It is the **supervisor's** responsibility to:

- Report the injury to Paige Tabor within 24 hours via fax or phone **or**
- Submit the report directly to Human Resources via phone within 24 hours of the injury **and** notify Paige Tabor that a report has been filed as quickly as possible.

On fire assignments, the employee's supervisor is his/her immediate supervisor at the incident. If the immediate supervisor is not a DNRC employee, the **injured employee** is then responsible to submit the FROI with the fire supervisor's signature.

Contact the home unit as soon as possible to inform the DNRC supervisor of the injury.

- A hard copy of the FROI may be obtained from any DNRC area office.
- To print a copy from the MSF website go to: <http://www.montanastatefund.com/wps/portal>. Go to Reporting an Injury at the bottom left of the screen. Click on First Report of Injury Form. You will not be able to file online. Print the form, fill out, and **fax to Paige Tabor at (406) 444-1357**.

Helpful Hints:

- Fill out all sections, except 'Insurer Only' section, as completely and legibly as possible.
- Employee and supervisor should both sign, if available. Supervisor **must** sign before submitting. Submit this form within 24 hours even if employee is not available to sign, e.g., hospitalized, etc.
- Use payroll classification code **9422** for firefighters.

- For 'Employer mailing address,' use the main Helena DNRC address: P.O. Box 201601, Helena, MT 59620-1601. For phone number, use a number where the supervisor can be reached.
- For 'Location of Operation,' use the employee's home unit address.
- Leave the following boxes blank:
 - 'Employer is a sole proprietorship, partnership, corporation, limited liability company.'
 - 'Injured worker is a sole proprietorship, partnership, corporation, limited liability company.'
 - 'Insurance Agent's name'
 - 'Insurance Agency'
 - 'Agent's Telephone Number'

