

**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT  
SUPPLEMENT**

**CHAPTER 10 - PERSONNEL**

**Supplement No:** NR-2024-2

**Effective Date:** May 1, 2024

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Rich Cowger*

**RICH COWGER**

**Chair**

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

Document Type	Document Name	Number of pages
New Document	NR-2024-2	4 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2023-8 (4/1/2023)	17 Pages

**Digest:**

Exhibit NR1, Montana-DNRC Position Matrix for Emergency Firefighters (EFFs) and Rates of Pay has been moved to: [https://dnrc.mt.gov/\\_docs/forestry/Fire-Business/Forms-Information-info/EFF-Forms/2024\\_DNRC\\_EFF\\_Pay\\_Plan\\_Final.pdf](https://dnrc.mt.gov/_docs/forestry/Fire-Business/Forms-Information-info/EFF-Forms/2024_DNRC_EFF_Pay_Plan_Final.pdf)

Exhibit NR2, Montana-DNRC Work Related Injury and Occupational Disease Reporting has been moved to: [https://dnrc.mt.gov/\\_docs/forestry/Fire-Business/Forms-Information-info/2023\\_DNRC\\_Report-of-Incident-Instructions.pdf](https://dnrc.mt.gov/_docs/forestry/Fire-Business/Forms-Information-info/2023_DNRC_Report-of-Incident-Instructions.pdf)

1 **Department of the Interior (Bureau of Indian Affairs, Bureau of Land Management, and**  
2 **National Park Service, US Fish & Wildlife Service):** Agency Administrators must delegate  
3 hiring officials for federal AD/Casuals to hire casuals. Hiring officials must be familiar with  
4 hiring authorities and Agency specific hiring policies.

5 [https://www.nifc.gov/sites/default/files/programs\\_documents/CPC/pay\\_plans/2023FirePayPlan.p](https://www.nifc.gov/sites/default/files/programs_documents/CPC/pay_plans/2023FirePayPlan.pdf)  
6 [df](https://www.nifc.gov/sites/default/files/programs_documents/CPC/pay_plans/2023FirePayPlan.pdf)

7 **Department of Agriculture, US Forest Service:** Agency Administrators must delegate hiring  
8 officials for federal AD/Casuals to hire casuals. Hiring officials must be familiar with hiring  
9 authorities and Agency specific hiring policies.

10 <https://www.fs.usda.gov/sites/default/files/2023-07/WO-ID-5109.34-AD-PayPlan.pdf>

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

13 **Montana DNRC Emergency Firefighters:** The EFF Pay Plan and Position Matrix can be found  
14 at: [https://dnrc.mt.gov/ docs/forestry/Fire-Business/Forms-Information-info/EFF-](https://dnrc.mt.gov/docs/forestry/Fire-Business/Forms-Information-info/EFF-Forms/2024_DNRC_EFF_Pay_Plan_Final.pdf)  
15 [Forms/2024\\_DNRC\\_EFF\\_Pay\\_Plan\\_Final.pdf](https://dnrc.mt.gov/docs/forestry/Fire-Business/Forms-Information-info/EFF-Forms/2024_DNRC_EFF_Pay_Plan_Final.pdf). For hiring information and pay provisions  
16 reference the NRCG Chapter 50 supplement, Section 01.3 at

17 [https://gacc.nifc.gov/nrcg/nrcg/committees/business/nr%20supplements/NR\\_Chapter50.pdf](https://gacc.nifc.gov/nrcg/nrcg/committees/business/nr%20supplements/NR_Chapter50.pdf).

18 **South Dakota Emergency Firefighters and Casuals:** Although a small portion of South  
19 Dakota is in the Northern Rockies Geographic Area, the majority of the state is within the Rocky  
20 Mountain Geographic Area; therefore, all South Dakota information is linked to the Rocky  
21 Mountain Incident Business website at:

22 [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php).

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

## 25 **Northern Rockies Guidelines**

26 The Northern Rockies encourages available and qualified agency employees, cooperators (i.e.  
27 state/local government), and AD/EFF/Casuals are dispatched for all incident positions according  
28 to the Northern Rockies Interagency Mobilization Guide. Typically, AD/EFF/Casuals will be  
29 used as needed depending on local, geographic, or national incident needs.

30 AD/EFF/Casual sponsorship is not guaranteed. Sponsorship is based on the need and benefit to  
31 the sponsoring agency and may change at any time. AD/EFF/Casuals hired within the Northern  
32 Rockies are subject to the same conduct, medical, and performance standards as agency  
33 employees hired under other authorities. Inappropriate behavior or drug and alcohol use will not  
34 be tolerated. Individuals with unacceptable incident performance evaluations, or misdemeanor  
35 convictions will be evaluated on a case-by-case basis by the sponsoring agency.

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

37 This document does not include the Native American Crew (NAC) program, which is currently  
38 managed by the Bureau of Indian Affairs under the Native American Crew Agreement. See the

1 following link for the latest Northern Rockies Native American Crew Plan:  
2 <https://gacc.nifc.gov/nrcc/dispatch/crews/NorthernRockiesNACPlan.pdf>

### 3 **Accountability**

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

### 9 **Workers' Compensation**

10 Refer to the Northern Rockies Workers' Compensation Guide.

#### 11 **Montana DNRC:**

12 Provide emergency care first. Complete paperwork as soon as reasonably possible. The incident  
13 supervisor must initiate the **DNRC Report of Incident** within 24 hours of the injury and contact  
14 Matt Chambers, DNRC Occupational Health & Safety Manager (OHSM) (406) 444-2079 office  
15 or (406) 461-8313.

#### 16 **Idaho Department of Lands:**

17 Provide emergency medical care. Complete paperwork as soon as reasonably possible.

18  
19 While on IDL jurisdiction, the Supervisor's Accident Report, HR 1303, should be filled out as  
20 soon as possible following an injury/illness. On another jurisdiction or on an incident managed  
21 by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-  
22 1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, will likely be used  
23 for initial documentation in place of the Supervisor's Accident Report. These are acceptable  
24 substitute forms for the Supervisor's Accident Report.

25 For injuries/illnesses beyond the scope of APMC, notify the employee's home unit or the Bureau  
26 of Fire Management as soon as possible. The home unit will assist the employee in completing  
27 the Idaho Workers Compensation - First Report of Injury or Illness, HR 1300 form to initiate a  
28 claim. IMT personnel are asked to facilitate communication to the home unit but are not asked to  
29 initiate a claim.

30 Contact IDL Duty Officer with questions at 208-416-3604.

#### 31 **North Dakota Forest Service (State):**

32 The First Report of Injury Form, WS1, must have sections 1, 2 and 3 completed by the  
33 employee. Section 4 should be completed by the employer.

34 The Incident Management Team or host unit will ensure that the employee has also completed  
35 the Release of Information to Workforce Safety & Insurance form and, if applicable, the Prior  
36 Injury & pre-Existing Condition Follow-up form.

- 1 A copy of the First Report of Injury Form will be left at the medical facility. The original form
- 2 and attending physician report will be returned to the home unit.
- 3 The NDSU “Report of Occupational Incident” form needs to be completed and submitted by the
- 4 employee within 24 hours.
- 5 Contact NDSU Safety Office at 701-231-6740 if assistance is needed.
- 6 **Agency Provided Medical Care (APMC)**
- 7 APMC authority and use is a host agency-specific determination made by the incident’s Agency
- 8 Administrator(s). Each agency shall provide specific instructions for APMC management via
- 9 their Incident Business Operating Guidelines.