



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

**CHAPTER 10 - PERSONNEL**

**Supplement No:** NR-2022-8

**Effective Date:** April 15, 2022

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Josh Harvey*

**JOSH HARVEY**

**Chair**

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

<b>New Document</b>	NR-2022-8	16 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NR-2021-2 (4/1/2021)	18 Pages

**Digest:**

- Updated rates in Exhibit NR1 MT-DNRC Position Matrix, 2022 EFF Pay Plan
- Removed NR2 as Northern Rockies Tribal Agencies – OWCP code/addresses.

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

4 **Montana DNRC Emergency Firefighters:** State of Montana DNRC uses  
5 Exhibit NR1 MTDNRC Position Matrix, EFF Pay Plan located in this document. For  
6 hiring information and pay provisions reference the NRCG Chapter 50 supplement,  
7 Section 01.3 at  
8 [https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR\\_Chapter50.](https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR_Chapter50.pdf)  
9 [pdf](https://gacc.nifc.gov/nrcc/nrcg/committees/business/nr%20supplements/NR_Chapter50.pdf)

11 **South Dakota Emergency Firefighters and Casuals:** Although a small  
12 portion of South Dakota is in the Northern Rockies Geographic Area, the majority of  
13 the state is within the Rocky Mountain Geographic Area; therefore, all South Dakota  
14 information is linked to the Rocky Mountain Incident Business website at:  
15 [https://gacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://gacc.nifc.gov/rmcc/incident_busn_management.php).

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

## 19 **Recruitment**

### 20 **Northern Rockies Standards and Guidelines for AD/EFF/Casuals:**

21 The Northern Rockies Coordinating Group (NRCG) Board of Directors recognizes the  
22 importance and need for Administratively Determined (AD for federal agencies),  
23 Emergency Firefighters (EFF for Montana DNRC and North Dakota Forest Service)  
24 and Casual Employees (for Idaho Department of Lands) as an integral part of our  
25 emergency incident workforce. This document has been developed to provide fair and  
26 consistent hiring practices and to standardize procedures for hiring, training and  
27 certification. For additional guidance on hiring policies and procedures, refer to the  
28 NWCG Standards for Interagency Incident Business Management, PMS 902 (SIIBM)  
29 Chapter 10 or specific sponsoring agencies' policies.

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

34 The policy of the Northern Rockies is to ensure that available and qualified agency  
35 employees and/or cooperators (i.e. state/local government) are dispatched for all  
36 incident positions prior to dispatching an AD/EFF/Casual. Typically, AD/EFF/Casuals  
37 will be used as needed depending on local, geographic, or national incident needs.  
38 Sponsoring units have the discretion whether or not to sponsor/certify any

1 AD/EFF/Casual position or qualification based on the needs and financial capabilities  
2 as identified by the agency administrator. This may include positions that could  
3 potentially serve all wildland fire agencies in the Northern Rockies.  
4

### 5 **Sponsoring Unit**

6 Ideally the sponsoring unit is the hiring agency within the dispatch boundary where the  
7 AD/EFF/Casual resides. This will ensure that the closest and most cost-effective  
8 resource is utilized. An AD/EFF/Casual will not be hired by more than one agency  
9 simultaneously.

10 Units considering an AD/EFF/Casual must first check with any past sponsoring unit to  
11 ensure appropriate sponsorship. If appropriate, the incident qualification records will be  
12 transferred to the new sponsoring unit.

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

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

#### 21 **AD/EFF/Casuals will:**

- 22 • Complete required training and certification and provide the appropriate  
23 documentation to the sponsoring unit.
- 24 • Maintain current availability status by a method determined by the host  
25 dispatch center.
- 26 • Present complete pay and per diem documents to the sponsoring unit within  
27 the agencies' timeframes after completion of assignment.  
28

### 29 **Hiring Policies and Procedures**

30 AD/EFF/Casual sponsorship is not guaranteed. Not all persons seeking sponsorship  
31 will be sponsored. Sponsorship is based on need and benefit to the sponsoring agency  
32 and may change at any time. Individuals with unacceptable incident performance  
33 evaluations, or felony or misdemeanor convictions will be evaluated on a case-by-case  
34 basis by the sponsoring agency.

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

- 1 AD/EFF/Casuals may be hired for annual Geographic Area-sponsored team workshops  
2 if they are identified as primary team members per the National Mobilization Guide.  
3 Team workshop attendance is considered part of their training. Pay rates for attending  
4 training classes will be determined in accordance with sponsoring/hiring unit policy.
- 5 AD/EFF/Casuals may be reimbursed for travel expenses for attendance at area  
6 sponsored meetings and training; however, reimbursement is not universal among all  
7 participating NRCG agencies. Travel reimbursement will be made in accordance with  
8 sponsoring/hiring unit policy. AD/EFF/Casuals must gain approval from their  
9 sponsoring/hiring agency prior to committing to any activity or travel that would cause  
10 them to incur potentially reimbursable expenses.
- 11 If an AD/EFF/Casual is assigned to any Incident Management Team (IMT) position, an  
12 agency employee will be assigned as a trainee, per the Northern Rockies Incident  
13 Management Operating Plan. IMTs will not approach an AD/EFF/Casual for a team  
14 position without first checking to ensure there are no agency employees available.  
15 IMTs must contact the sponsoring unit to determine if they are willing to hire that  
16 individual.
- 17 Host units do not delegate authority to hire AD/EFF/Casuals to an IMT.
- 18 For approved exception positions, units are required to include the job description with  
19 the Single Resource Casual Hire Information Form.
- 20 To get exception positions approved, contact the geographic area Incident Business  
21 Lead for the respective hiring agency.

## 22 **Resource Requests / Resource Orders**

- 23 Individuals who are dispatched to an emergency incident will receive one resource  
24 request number identifying the position into which they are assigned. If the individual  
25 subsequently serves in another position on the same incident, with or without a change  
26 in pay level for AD/EFF/Casuals, a new resource request number (resource order) is **not**  
27 required. Position changes should be documented by the field supervisor on a Crew  
28 Time Report and General Message Form.
- 29 The only exception exists when a person begins service on the incident in a  
30 “subordinate” IROC role when the “parent” IROC record will be demobed but the  
31 individual remains at the incident. For example, an engine crew member arrives at an  
32 incident with an IROC resource request number “E-17.4.” If “E-17” – the engine and  
33 crew – are going to be demobed but E-17.4 remains in a new position (DIVS, for  
34 example) the individual would then need a new “O” number as a DIVS because E-17  
35 cannot be demobed from IROC without all of the subordinate records also being  
36 demobed. This is a function of IROC, not a function of pay entitlement.  
37

## 1 Pay Provisions

2 For unique Pay Provisions applicable to State of Montana employees and EFF's, see the  
3 NR Supplement to Chapter 50, 01.3-1 Entitlements.

## 4 Accountability

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

## 11 Travel

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

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

- 19 1. The AD/EFF/Casual is driven to the airport or to the incident. There will be  
20 no reimbursement for a personal vehicle if the employee turns down an  
21 available ride. SHUTTLE/DELIVERY/PICKUP: The preferred option is for  
22 the receiving unit to provide transportation for the resource to the incident  
23 assignment.
- 24 2. The AD/EFF/Casual is assigned a government vehicle if one is available. The  
25 AD/EFF/Casual must meet sponsoring/hiring agency driving requirements, if  
26 applicable, before a government vehicle can be assigned. Incident ground  
27 support may provide these vehicles.
- 28 3. If a government vehicle is not available, use of the AD/EFF/Casual's personal  
29 vehicle may be authorized. The AD/EFF/Casual will be paid the standard  
30 agency mileage rate for using a personal vehicle if/when a government or  
31 agency vehicle is not available. Use of a personal vehicle should be limited to  
32 transportation to and from the incident, not for business use on the incident.
- 33 4. **EFFs Only:** An Emergency Equipment Rental Agreement (EERA) will only  
34 be issued for a personal vehicle if it is essential to job performance, a  
35 government vehicle is not available, and the vehicle will actually be used on  
36 the incident. A separate Resource Order must be issued for the vehicle. If a  
37 personal vehicle is put on an EERA at the incident, it will be hired and  
38 released at the incident. **Note: This option is not available for federal ADs**  
39 **regardless of incident jurisdiction.**  
40

## 1 **Rest & Recuperation**

2 When resources must extend beyond 21 days, the authority to grant a day off away from  
3 the incident camp lies with the Incident Commander (SIIBM Chapter 10-13). Factors  
4 for the IC to consider before making decisions on leaving camp for days off during the  
5 incident assignment include:

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

## 14 **Workers' Compensation**

15 The following must be completed when an employee reports an injury, or shortly  
16 thereafter:

### 17 **State Agencies:**

#### 18 **Montana:**

- 19 • Provide emergency care first. Complete paperwork as soon as reasonably  
20 possible. If possible, file the Report of Incident form within 24 hours of the  
21 injury.

22 See Exhibit NR3 for instructions.

#### 23 **Idaho:**

- 24 • Provide emergency medical care. Complete paperwork as soon as reasonably  
25 possible.
  - 26 • While on IDL jurisdiction, the Supervisor's Accident Report, HR 1303, should  
27 be filled out as soon as possible following an injury/illness. On another  
28 jurisdiction or on an incident managed by an IMT, a Report of Traumatic Injury  
29 and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of  
30 Occupational Disease and Claim for Compensation, CA-2, will likely be used  
31 for initial documentation in place of the Supervisor's Accident Report. These are  
32 acceptable substitute forms for the Supervisor's Accident Report.
  - 33 • For injuries/illnesses beyond the scope of APMC, notify the employee's home  
34 unit or the Bureau of Fire Management as soon as possible. The home unit will  
35 assist the employee in completing the Idaho Workers Compensation - First  
36 Report of Injury or Illness, HR 1300 form to initiate a claim. IMT personnel are  
37 asked to facilitate communication to the home unit but are not asked to initiate a  
38 claim.
  - 39 • Contact IDL Duty Officer with questions at 208-416-3604.
- 40

**North Dakota:**

- The First Report of Injury Form, WS1, must have sections 1,2 and 3 completed by the employee. Section 4 should be completed by the employer.
- The Incident Management Team or host unit will ensure that the employee has also completed the Release of Information to Workforce Safety & Insurance form and, if applicable, the Prior Injury & pre-Existing Condition Follow-up form.
- A copy of the First Report of Injury Form will be left at the medical facility. The original form and attending physician report will be returned to the home unit.
- The NDSU “Report of Occupational Incident” form needs to be completed and submitted by the employee within 24 hours.
- Contact NDSU Safety Office at 701-231-6740 if assistance is needed.
- Forms are available at the Northern Rockies Business Committee website: [https://gacc.nifc.gov/nrcc/nrcg/committees/business\\_committee.htm](https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm).

**Agency Provided Medical Care (APMC)**

APMC authority and use is a host agency-specific determination made by the incident’s Agency Administrator(s). Each agency shall provide specific instructions for APMC management via their Incident Business Operating Guidelines.

## EXHIBIT NR1

<b>Montana DNRC Position Matrix for Emergency Firefighters (EFFs) and Rates of Pay</b>
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When EFFs in Class B-O positions work as trainees, they shall be paid one (1) EFF class below the fully qualified EFF class. For example, an ENGB(t) shall be paid at the EFF-E class.

## 2022 MT DNRC EFF PAY PLAN

EFF Class	Pay Rate
A	\$14.28
B	\$15.33
C	\$16.61
D	\$17.98
E	\$19.37
F	\$20.83
G	\$23.58
H	\$26.42
I	\$26.91
J	\$29.19
K	\$31.71
L	\$37.26
M	\$43.61
N	\$36.03
O	\$50.61

POSITION CODE	POSITION TITLE	EFF CLASS
THSP	ACCOUNTING TECHNICIAN LEAD	G
AOBS	AERIAL OBSERVER	F
AREP	AGENCY REPRESENTATIVE	K
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K
ASCO	AIR SPACE COORDINATOR	K
ASGS	AIR SUPPORT GROUP SUPERVISOR	J
ATGS	AIR TACTICAL GROUP SUPERVISOR	J
AITC	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	E
THSP	AIRCRAFT COORDINATOR (National and GACC)	I
ACDP	AIRCRAFT DISPATCHER	H
THSP	AIRCRAFT MECHANIC	L
ATIM	AIRCRAFT TIMEKEEPER	D

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>EFF CLASS</b>
ARCH	ARCHEOLOGIST	K
ACAC	AREA COMMAND AVIATION COORDINATOR	L
ACDR	AREA COMMANDER	M
ALCL	ASSISTANT AREA COMMANDER, LOGISTICS	L
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
THSP	BUYING TEAM LEADER – MENTOR	J
BUYM	BUYING TEAM MEMBER	F
CDSP	CACHE DEMOB SPECIALIST	F
CASC	CACHE SUPPLY CLERK	C
THSP	CADRE SUPPORT	F
CACB	CAMP CREW BOSS	D
CAMP	CAMP CREW HELP	A
THSP	CAMP CREW SQUAD BOSS	C
CLMS	CLAIMS SPECIALIST	E
COML	COMMUNICATIONS UNIT LEADER	H
INJR	COMP FOR INJURY SPECIALIST	E
COMP	COMP/CLAIMS UNIT LEADER	H
THSP	CONTRACT REPRESENTATIVE NATIONWIDE	G
COPA	CONTRACTING OFFICER'S PURCHASING AGENT	K
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G
COOK	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
CISL	CRITICAL INCIDENT STRESS MANAGEMENT LEADER	K
CISM	CRITICAL INCIDENT STRESS MANGEMENT MEMBER	H
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

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>EFF CLASS</b>
DPRO	DISPLAY PROCESSOR	C
DIVS	DIVISION/GROUP SUPERVISOR	J
PILO	PILOT, DNRC	O
DOCL	DOCUMENTATION UNIT LEADER	F
DZOP	DOZER OPERATOR	H
DRVA	DRIVER, CLASS A - CDL REQUIRED	E
DRVB	DRIVER, CLASS B – CDL REQUIRED	E
DRIV	DRIVER/OPERATOR	D
AEMT	EMERGENCY MEDICAL TECH-ADVANCED	H
AEMF	EMERGENCY MEDICAL TECH-ADVANCED FIRELINE	I
EMTF	EMERGENCY MEDICAL TECH-FIRELINE	H
EMTB	EMERGENCY MEDICAL TECH-NON FIRELINE	G
EMTP	EMERGENCY MEDICAL TECH-PARAMEDIC	J
EMPF	EMERGENCY MEDICAL TECH-PARAMEDIC FIRELINE	J
ENGB	ENGINE BOSS	F
ENOP	ENGINE OPERATOR	E
EQPI	EQUIPMENT INSPECTOR	F
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 ADVANCED	J
FAL3	FALLER BASIC	D
FAL2	FALLER INTERMEDIATE	F
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
INVF	WILDLAND FIRE INVESTIGATOR	I
INVL	WILDLAND FIRE INVESTIGATOR, TEAM LEADER	K
THSP	FIRE LOOKOUT	D
FFT1	FIREFIGHTER TYPE 1 (SQUAD BOSS)	D
FFT2	FIREFIGHTER TYPE 2 (CREW/MEMBER)	C
FIRB	FIRING BOSS	F
FWBM	FIXED WING BASE MANAGER	I

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>EFF CLASS</b>
FWPT	FIXED WING PARKING TENDER	C
FLIR	FLIR OPERATOR	H
FDUL	FOOD UNIT LEADER	H
THSP	FORKLIFT OPERATOR	C
THSP	GACC METEOROLOGIST	J
GISS	GIS SPECIALIST	G
GSUL	GROUND SUPPORT UNIT LEADER	H
HEQB	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	F
THSP	HEAVY EQUIPMENT OPERATOR	E
HETS	HEAVY EQUIPMENT TECH SPECIALIST	K
HEBM	HELIBASE MANAGER	I
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
THSP	INCIDENT BUSINESS ADVISOR - STATE	H
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
ICPI	INCIDENT CONTRACT PROJECT INSPECTOR	G
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	I
IRIN	INFRARED INTERPRETER	G
IADP	INITIAL ATTACK DISPATCHER	H
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H
THSP	INSTRUCTOR (S400 COURSES AND ABOVE)	J
INTS	INTELLIGENCE SUPPORT	G
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G
THSP	INSTRUCTOR LEAD (S300 COURSES AND BELOW)	I
THSP	INSTRUCTOR LEAD (S400 COURSES AND ABOVE)	K
THSP	LABORER	C
THSP	LGFF COMPANY OFFICER	G

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>EFF CLASS</b>
LOFR	LIAISON OFFICER	K
THSP	LIAISON - STATE	L
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
MEDL	MEDICAL UNIT LEADER	L
THSP	MESSENGER	A
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H
MXMS	MIXMASTER	G
THSP	MOBILIZATION CENTER COORDINATOR	K
THSP	NRCG EQUIPMENT INSPECTOR	H
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
PREV	PREVENTION TECHNICIAN	C
THSP	PRINCIPLE ADVISOR (FEMA)	L
PROC	PROCUREMENT UNIT LEADER	I
PIOF	PUBLIC INFORMATION OFFICER	I
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>EFF CLASS</b>
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K
PIOT	PUBLIC INFORMATION OFFICER, TECHNICIAN	E
RADO	RADIO OPERATOR	B
RAMP	RAMP MANAGER	F
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E
THSP	REGISTERED NURSE	N
READ	RESOURCE ADVISOR	I
REAF	RESOURCE ADVISOR FIRELINE	J
RESL	RESOURCES UNIT LEADER	H
RTCM	RETARDENT CREW MEMBER	E
SOFR	SAFETY OFFICER LINE	I
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
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
SCKN	STATUS/CHECK IN RECORDER	E
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H
STEQ	STRIKE TEAM LEADER HEAVY EQUIPMENT (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
TFLD	TASK FORCE LEADER	H
TIME	TIME UNIT LEADER	H
TESP	TOOL AND EQUIPMENT SPECIALIST	C
TPOP	TRACTOR/PLOW OPERATOR	H
TNSP	TRAINING SPECIALIST	F
UASD	UNMANNED AIRCRAFT SYSTEM DATA SPECIALIST	H
UASM	UNMANNED AIRCRAFT SYSTEM MANGER	I
UASL	UNMANNED AIRCRAFT SYSTEM MODULE LEADER	I
UASP	UNMANNED AIRCRAFT SYSTEM PILOT	I
THSP	VOUCHER EXAMINER	F

<b>POSITION CODE</b>	<b>POSITION TITLE</b>	<b>EFF CLASS</b>
WHSP	WATER HANDLING SPECIALIST	F
WTOP	WATER TENDER DRIVER/OPERATOR	E
WOBS	WEATHER OBSERVER	E
XEDO	XEDAR OPERATOR	H

<b>POSITION CODE</b>	<b>ALL HAZARD</b>	<b>EFF CLASS</b>
BIOL	BIOLOGIST	J
CANH	CANINE HANDLER	F
CANL	CANINE TEAM LEADER	G
CONS	CONSERVATION SPECIALIST	J
EPID	EPIDEMIOLOGIST	J
HAZ2	HAZARDOUS MATERIALS-OPERATIONS LEVEL	F
HAZL	HAZARDOUS MATERIALS TEAM LEADER	H
HAZ1	HAZARDOUS MATERIALS-TECHNICIAN LEVEL	G
HEQT	HEAVY EQUIPMENT TECHNICIAN	H
MSTC	MOUNTED SEARCH TECHNICIAN	F
SCOP	SMALL CRAFT OPERATOR	G
SFF1	STRUCTURAL FIREFIGHTER 1	C
THSP	STRUCTURAL FIREFIGHTER 2	D
SOFL	STRUCTURAL FIRE LINE OFFICER	H
SRT1	SEARCH AND RESCUE SQUAD LEADER	F
SRTL	SEARCH AND RESCUE TEAM LEADER	G
SRT2	SEARCH AND RESCUE TECHNICIAN	D
SRT3	SEARCH AND RESCUE TECHNICIAN-BASIC	B
SWF1	SWIFT WATER RESCUE SQUAD LEADER	F
SWFL	SWIFT WATER RESCUE TEAM LEADER	G
SWF2	SWIFT WATER RESCUE TECHNICIAN	D
TMRL	TECHNICAL MOUNTAIN RESCUE LEADER	G
TMRT	TECHNICAL MOUNTAIN RESCUE TECHNICIAN	F
TRT1	TECHNICAL RESCUE SQUAD LEADER	F
TRTL	TECHNICAL RESCUE TEAM LEADER	G
TRT2	TECHNICAL RESCUE TECHNICIAN	D
TCA1	TRAFFIC CONTROL AID	B

**EXHIBIT NR2****Montana Department of Natural Resources and Conservation  
Instructions—Work Related Injury and Occupational Disease  
Reporting**

All DNRC personnel, including Emergency Fire Fighters (EFF) must fill out a [DNRC Report of Incident](#) 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.

EFF's Injuries - DNRC management must be notified immediately. Failure to report correctly will result in DNRC Management to question the injury. This could cause delays and result in a possible insurer denial.

**Employees:** Seek medical attention, then notify the supervisor/DNRC contact of any on-the-job injury IMMEDIATELY.

**Supervisors:**

1. Direct and encourage the employee to seek immediate medical treatment
2. Contact Matt Chambers, DNRC Occupational Health & Safety Manager (OHSM) (406) 444-2079 office or (406) 461-8313 cell within 24 hours of the injury. Inform him of all the details who, what, when and where (include Injured Employee's contact information)
3. Email [DNRC Report of Incident](#) to ([matthew.chambers@mt.gov](mailto:matthew.chambers@mt.gov)). The DNRC OHSM will file a First Report of Injury claim with Montana State Fund and send a confirmation email. This confirmation email will include a claim number and additional details to the supervisor and employee.
4. If Matt is not available, fill out the DNRC Report of Incident and fax it to Human Resources:(406)444-1357 within 24 hours of the injury. An HR specialist will file the claim with the Montana State Fund.

It is the DNRC Supervisor's responsibility to:

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

If on a fire assignment, the employee's supervisor is his/her immediate supervisor at the incident. If the immediate supervisor is not a DNRC employee, the incident should contact the employee's Home Unit and the DNRC Occupational Health & Safety Manager (OHSM) as soon as possible. The DNRC OHSM will file the claim with the Montana State Fund.

- A hard copy of the [DNRC Report of Incident](#) may be obtained from any DNRC Office.
- To print a copy of the form, go to the DNRC website: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>. Scroll to Fire Finance Information & Forms, select the “DNRC Report of Incident” form. You will not be able to file online. Print the form, fill it out, and send to the DNRC OHSM at [matthew.chambers@mt.gov](mailto:matthew.chambers@mt.gov) or fax to Matt Chambers at (406) 444-1357.