

**APPENDIX XVI**

**RESOURCE ORDER HANDBOOK**  
**Department of the Interior**

North Dakota Dispatch Center  
Using the Billings Interagency Dispatch Center's Handbook

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## GENERAL POLICIES

All agencies and personnel have the responsibility to mobilize, demobilize, and to utilize the most cost-effective resources. Units should always try to fill orders locally or within their unit, before forwarding on to the next level. The **closest forces** concept will be utilized at all times.

The Resource Order form is used by dispatchers, logistics personnel, and logistics coordinators to document the ordering, tracking, and release of resources. It provides timely, orderly and efficient coordination, follow-up, and routing requests. It also provides documentation of the actions taken from the beginning to the end of an incident.

Resources must be mobilized on Resource Orders and then demobilized (released) on the **same** order. The responsible agencies' fiscal codes must be included on each order. A standard Resource Order numbering system will be used. Each resource will have a unique request number for one of the established categories. (See Table A).

As resources are ordered to respond to an incident, Resource Order Request Numbers are issued. The order number includes the incident/ project number and an alpha character for each resource (i.e., E -equipment, O -overhead, A -aircraft, S -supplies) followed by a sequential number (i.e., MT -BDC-O76; E-9). Since the Incident/Project Number remains the same, usually only the alpha character and sequential number are shown.

Each Resource Order Request Number assigned is unique. There will only be one E-9 assigned to MT-BDC-O76.

Resource Orders are normally received and transmitted over the telephone, followed by faxing the resource order. Supply orders are generally transmitted via fax.

**NATIONAL RESOURCES:** Those resources that have national utilization, high demand, limited availability, and unique status reporting requirements identified by the National Interagency Coordination Center (NICC). (See Table C) For notification of Commitment of National Resources, reference the **NATIONAL INTERAGENCY MOBILIZATION GUIDE (page 7).**

**FILL OR KILL PROCEDURE:** A one hour "fill or kill" policy exists nationally. The GACC placing the order will call the Sending Unit after one hour, to confirm the status of the Resource ordered. If more time is needed, NICC will determine the appropriate action at that time.

**ORDERING CHANNELS/PROCEDURES:** All agencies have designated ordering procedures for incident and wildland fire support and services. Make sure to review you local policies, especially pertaining to Initial Attack. Also see section on Block 4 of the Resource Order. Orders as the result of an incident, preparedness, severity, wildland, and prescribed fire will follow the established ordering channel.

**ELECTRONIC MAIL PROCEDURES (MOB):** These procedures will be used by all levels of dispatch and are for the electronic transfer of travel information only. The .MOB is not to be used as an electronic order or for emergency release requests. The .MOB procedures do not apply to tactical aircraft mission flights. Confirmation that a request will be filled, or requests for emergency releases, will be via telephone by the sending Dispatch Center. The .MOB message is not to be used for Initial Attack. Refer to Mobilization Guides and local .MOB/COMMIT Message Handbooks for more information.

**NON-INCIDENT RELATED ORDERING:** Resource acquisition not related to an incident, such as for preparedness, severity , wildland and prescribed fire may also follow this ordering channel. Some exceptions do exist for non-fire season orders. Specifics for cache ordering are in the cache catalogs.

**AVAILABLE RESOURCES:** Units will maintain a list of supervisor-approved available resources. Availability information is shared via the daily situation report and the Overhead availability list.

### **HINTS TO REMEMBER**

(1) Write Clearly: Most offices prefer pencil (#2) instead of pen.

When Faxing Orders: Cross out any items that were previously ordered or filled locally before faxing the order to another unit in order to avoid confusion and double-ordering. You may have to photocopy colored resource orders to change the contrast so that it will be readable after faxing. Always call and confirm that the fax arrived.

Always skip a line between request numbers in Block 12, to allow for documentation. When ordering engines or crews, it is best to skip 3 lines to allow for crew bosses, license numbers, etc.

Document all actions taken and other conversions: Use separate documentation sheets, instead of writing on the back of Resources Orders. Make sure to include the referenced Request Number, Date, Time, From and To for all conversions. All orders should be kept as up-to-date as possible so anyone can pick up the order, at any time and know the exact status of the order. Copies of MOB or COMMIT message should be kept behind the Documentation Sheets. Always remember to record the name of the person you are talking to and the three unit identifier.

Review orders regularly: All Resource Orders should be review daily. The status of all outstanding orders should be checked and information documented accordingly.

Closed Resource Orders: The Resource Order remains "open" until the incident is over and all assigned resources have been released or reassigned. Records are kept for three to seven years, depending on agency policy.

Quantity Requested: Generally, all resources are ordered in a quantity of one each (1 EA), with each individual resource requested on a separate Request Number (A-1, A-2). Two exceptions to this are **Supply orders**, which can be ordered as any number (per the Unit of Issue), and **Strike Teams and Task Forces** (such as engines). See your local Mob Guide on how to process Strike Teams and Task Forces.

Block 2, 3, and 4 will be the same on all of the different types of Resource Order forms for one incident, but will be in a specific category or Type (i.e., crews, overhead, etc). Each type will have a unique and separate sequential series of Request Numbers (C-1, C-2, or 0-1, 0-2, etc.).

### **REASSIGNMENTS**

Basic requirements for resources being reassigned are:

1. Resources still need to follow established length of assignment policies, such as 14 or 21 days out. Ensure the resource is not near the 14 or 21 day established limit, before reassigning. It is possible for a resource to negotiate with their home unit for an extended assignment however, the person(s) involved is required days off (Rest&Recuperation), before beginning another assignment.
2. Resources must be fully qualified for the position they are being reassigned to. If a resource is being reassigned as a trainee, it must be approved by the Incident and the resource must be a qualified trainee for that position.
3. Resources may be reassigned internally (within the unit's sphere of influence) without notification to their respective Zone Dispatch Center or Coordination Center. The exception is National Resources (see Table C). A Commit message must be sent within 15 minutes of reassignment of any National Resource.
4. All reassignments need to be documented on the Resource Order that the resource is currently listed on. Reassignment information is almost never relayed back to the dispatch office that the resource was ordered from. For example, if Nevada reassigned a Montana STCR from one fire in the northwest corner of the state to another fire in the southwest part of the state, the Western Great Basin GACC would not notify NRCC or NICC. On their (Western Great Basic GACC) copy of the original order, the GACC would document reassignment to the new order/request number. The GACC would also document the Order/Request Number that the resource was reassigned from (the original order), on the order to which they are now assigned. The original order would be closed-out by showing the new Resource Request Order Number (incident/project and request numbers) in the "released to" section of Block 12.

5. If the resource has been reassigned numerous times, document the original order number below the resource assigned section in Block 12 of the new order. (This applies if the reassignments are internal.)
6. The local dispatch unit maintains all internal reassignment information. Resources remain on the original order and number throughout the rest of the dispatch system.
7. When the new assignment is over, reassigned resources will be released back to the dispatch office they were ordered from on the **original order and number** .

### **CHANGE ORDERS**

The one exception for notifying a home unit/GACC of a reassignment is when an assigned Resource crosses a GACC boundary (they are reassigned to another GACC). The original order is closed, the Resource is placed on the new Resource Order, and both NICC and the home GACC are notified.

Example: If a Resource from the East Zone is assigned to a fire in the Northern Rockies Geographic Area and then reassigned to a fire in the Rocky Mountain Geographic Area, a Change Order would be required

1. The local dispatch unit would close the original resource order, releasing the resource to NRCC, and document (on the original resource order) the Order Number and Request Number the resource is being reassigned to.
2. NRCC would release the resource to NICC, who would then be responsible for the resource and coordinating with the Rocky Mountain Area.
3. NICC would close the East Zone order with the NRCC and then place a new order (a Change Order) with the NRCC. This new order would be for the fire in the Rocky Mountain Area and would be the Rocky Mountain Area's Original Order.

### **CANCELED ORDERS**

If a unit, person, crew, etc., cancels after all the information has been passed through the dispatch channels, draw a horizontal line through the resource assigned and ETD/ETA columns and print **CANCELED** in the release column. Note what happened in the remarks column (for tracking). Most units prefer not to re-use the canceled request number. It is easiest, for tracking purposes, to assign a new request number.

### **SUPPORT ORDERS**

Offices (Coordination Centers, Staging Areas, offices asked to provide meals lodging, etc.) that are supporting another unit's incident can assign a Support Order. The unit supporting the

incident would create their own Incident/Project Number so they could assign their own Request Numbers, instead of going through the Jurisdictional agency's dispatch office. The new Incident/Project Number would use the same charge code(s) as the incident it is linked to.

Example: If BDC was processing a Crew order for the Ft. Peck incident MT-FPA-117 and buses and lunches were needed for the crews, then a Support Order could be created by BDC (i.e. MT-FPA-O11).

1. Ft. Peck Dispatch would send BDC a Crew Resource Order for Incident/Project Number MT-FPA-117.
2. The BDC could create a Support Order, MT-BDC-011, to assign their own E-numbers for buses, S-numbers for meals, etc. The same charge code would be used for both orders and would be reflected in Block 4.

Some units have just added "Support" to the Incident/Project Name and kept the same Incident/Project Number. Example: Good Support MT-FPA-117, instead of assigning a MT-BDC-O11 Incident/Project Number. This is not a good policy because it will cause duplicate Resource Order Numbers (two MT -FPA-117 O-1 s).

A unit cannot generate orders with another unit's Unit Identifier (example BDC cannot generate orders for MT-MCD-117).

### **INITIAL ATTACK vs EXTENDED ATTACK ORDERS (other than smokejumpers)**

#### **INITIAL ATTACK:**

Initial attack dispatching begins when the dispatcher receives a report of an incident. It does not matter who gives the report to the dispatcher.

If the unit's resources are insufficient to make the desired initial attack, the dispatcher must locate additional resources. As a result of interaction with cooperators and other units, the dispatcher should know what resources are available at the time.

The request for additional resources from off-unit requires that the dispatcher fill out a Resource Order and contact the appropriate dispatch office. Unit supervisors should be involved in this process. The resource information is then relayed to the incident commander.

#### **EXTENDED ATTACK:**

Extended Attack usually involves the increase of resources needed to bring an incident to a successful completion. The resources needed are in addition to those that are in the initial attack/first response plan.

Additional resources required by the incident are always processed on a Resource Order.

## **PRE-POSITION ORDERS**

### **CACHE SUPPLIES & EQUIPMENT:**

Pre-positioning of fire cache items during an ongoing incident is a management decision. Most caches can be supplied in a relatively short period of time and, therefore, must make a realistic assessment and order only what is needed. Pre-positioned equipment will be returned as soon as the requirements for pre-positioning have ended. If the items are requested for long-term or permanent retention, arrangements should be made to purchase the items.

With Radios, a replacement pre-position item may be ordered after commitment of the initial pre-position item. Pre-positioned equipment dispatched to an incident and used for one operational period or less does not need to be returned for refurbishing. However, the unit charged with custody of the radio equipment is responsible for a complete inventory of that equipment upon return from the incident. The Radio Starter System (NFES 4390) is sent as one unit and is usually not split up. When a "pre-positioned" system (or components) is assigned to an incident, the responsible Coordination Center must transfer the request to the new incident and complete a new order and request. Notification of this assignment must be relayed to NICC within 15 minutes. NICC will create a new resource order, transfer the radio system to the new incident, and close out the original pre-position request.

### **BILLINGS ZONE FIRE CACHE SPECIFIC:**

The only item that Billings Zone Fire Cache pre-positions is the NFES 2069 Mobile Cache Support Van. See the Billings Zone Fire Cache catalog for information on cache equipment and supplies that are normally pre-positioned in Billings from MT-NRK or ID-NIK.

## **RESOURCE ORDER BLOCKS**

The following are specific instructions for each block of the Resource Order. These instructions work in conjunction with the previous pages regarding specific order types.

### **BLOCK 1 A: TYPE OF ORDER**

Select the appropriate type of Resource Order form (See Table A) or fill in the standardized type (Aircraft, Crews, Equipment, Initial Attack Smoke Jumper, Overhead, or Supply). Normally, in this zone, we use the Aircraft Resource Order for Helicopters. Also, we generally order Dozers and Engines on an Equipment Resource Order. It is best not to use the blank 4-part set (NFES 1470 or 1471) for Smoke Jumper Initial Attack orders because of the specialized information on the form. The Resource Order forms are color-coded (See Table A) to match the Resource Status Cards (T -Cards) used by the Planning Unit at the Incident.

If you do not have the specific Medical Resource Order Form, then you can use the blank 4-part format (carbon copies). If you do not have the 4-part set, then you can use the Supply Resource Order, and use "M" Request Number identifiers instead of "S".

Different resource types cannot be mixed together on the same page of a resource order. Each type of resource should be ordered on its unique resource order form. Example: Do not list Aircraft and Crews on the same Resource Order form.

**BLOCK 1 B: INITIAL DATE/TIME**

Enter the actual date and time that you received the first order. This information will change every time the order is received by another dispatch office. Make sure to include the year.

Example: 09/01/99- 1000

**BLOCK 2: INCIDENT/PROJECT NAME**

This block is used for the incident or project name.

Example: Smokey Hills.

**BLOCK 3: INCIDENT/PROJECT NUMBER**

The number assigned by the initial jurisdictional office. The standard numbering system is:

- A. A two-letter (alpha) identifier for the state in which the responsible unit is located
- B. The three-letter preassigned unit identifier where the last character determines the responsible agency. (See Table 81 for Agency IDS).
- C. Up to six digits for the incident number. (Alpha/Numeric) This is usually a sequential number maintained in an Incident Number Log for the calendar year.

Example: MT -MCD -117. This order was generated by the fire in Montana, BLM Miles City District, for project number 117. The state designator and the last letter in the office designator have meanings understood nationwide and are defined in the Unit Identifiers Handbook (NFES 2080) and section 13.2 of the Mobilization Guides. See Table B1 for agency codes and Table B2 for sample Unit Identifiers in the Billings, Montana area.

The same order number is maintained for the entire incident. This block is not for the cost code data, this should be entered in block 4. A unit cannot generate orders with another unit's Unit Identifier. For example, only MCD can order items on a MT-MCD-117 resource order. If Lewistown needed resources on a Miles City order, they would go through Miles City Dispatch on the MT-MCD-117 resource order.

A rare exception is the protection agreement between Miles City District and the Custer National Forest. Fires occurring on the Custer National Forest, in the areas covered under the protection exchange, will be classified as MT-MCD and Miles City Dispatch will assign the numbers.

Another exception to this is Support Orders. Offices that are supporting another unit's incident can assign a Support Order and assign their own request numbers. See the Support Order Section for more information.

## **BLOCK 4: OFFICE REFERENCE NUMBER**

This block is used to put the charge/cost/management code and the local office (in-house) reference numbers. The office reference numbers (or in-house numbering system) are not passed through dispatch channels.

A charge code is assigned to an incident resource order when it is first created. Resource Orders may have more than one charge code, if multiple agencies are involved. For example, a fire on Forest Service land on the Lewis & Clark NF would have a Forest Service pre-structured Management Code, usually referred to as P -codes. If a BLM engine from Miles City was assigned, then a BLM charge code would need to be assigned. **There should only be one charge code per agency.** Additional agency-specific charge codes are added to an order when orders are forwarded to a different agency.

All orders passed on to NIFC require both a Forest Service and a Bureau of Land Management charge code. BDC or NRCC can assign charge codes for multiple agency incidents.

Dispatchers must always check with the ordering unit to see if a charge code has been assigned for the Resource Assigned agency. Refer to the Mobilization Guides section 21.4 for more specifics on cost-coding.

Occasionally, non-fire suppression orders such as training, recreation projects, etc . are initiated through regular dispatch channels. Keep in mind that since these orders are not actually wildland fire emergency suppression related, specific agency (project) management or activity codes are needed. Forest Service "P" codes and BLM "H" codes are for actual wildland fire incidents only. This policy applies to all agencies. Interagency billing will not occur and an agreement or work order will need to be established before the actual activity takes place. In the BLM, these agreements and work orders are handled by procurement personnel.

## **BLOCK 5: DESCRIPTIVE LOCATION/RESPONSE AREA**

Block 5 describes the geographical location of the incident. If using response cards, use response areas or general area. You can give the full mailing or shipping address or elaborate the "deliver to" section of block 12. Block 12 may differ from the incident location. For example, a dispatcher is ordered for a fire in Lewistown (LED). Block 12 has deliver to LED , not the incident location. Equipment and supply orders require the delivery address, directions to the incident/cache, and the billing address.

## **BLOCK 6: LEGAL DESCRIPTION**

This block is for the township, range, section, and base meridian of the fire location. This information is needed for Initial Attack orders for Smokejumpers, Air Tankers, and/or Lead Planes.

## **BLOCK 7: MAP REFERENCE**

This block provides any general map references and/or geographical names, such as Holiday Campground. May also be from the Rand McNally Atlas, etc.

## **BLOCK 8: INCIDENT BASE/PHONE NUMBER**

All orders require a phone number. If no incident phone exists, the administrative unit phone number can be used. Enter the name and the phone number of the person you want the forwarding office to call if there are any questions. This block usually has the Incident base phone number.

## **BLOCK 9: JURISDICTION/AGENCY**

Enter the name of the primary agency that is fiscally responsible for the incident (ie., BLM, USFS, NPS, FWS, BIA, State, etc.)

## **BLOCK 10: ORDERING OFFICE**

Enter the name of the office or incident placing the order with you. This could be the incident forest, zone, region, ranger unit, etc. The information in this block will change in the local copy every time the order is forwarded to another office. In Expanded Dispatch, the ordering office will be the incident. See Table B1 for agency codes. See Table B2 for sample Unit Identifiers in Billings Montana area.

## **BLOCK 11: AIRCRAFT INFORMATION**

LAT.	LONG.
BEARING	GROUND
DISTANCE	FREQUENCY
BASE OR OMNI	AIR CONTACT FREQUENCY
RELOAD BASE	OTHER AIRCRAFT/HAZARDS

Use this block for latitude, longitude, aircraft, and/or radio frequency information. You will need to have this information on the order for the Smokejumpers, Air Tankers, and/or Lead Plans to respond. The latitude and longitude are also needed when ordering Radio Equipment.

- A: LATITUDE: (critical & required for aircraft and radio orders)
- B: LONGITUDE: (critical & required for aircraft and radio orders)
- C: BEARING: Compass azimuth (direction in degrees) from nearest base, VOR, or omni.
- D: DISTANCE: Statute or nautical miles, straight line distance from base, VOR, or omni indicated. (Be sure to state that miles are statute or nautical).
- E: BASE OR OMNI: Name of base or omni. VOR from which bearing and distance are calculated. Use three-letter VOR identifiers.

- F: AIRCONTACT: Name (call sign) of airborne person-in-charge, if any. (i.e., Air Attack 02, Lead 21, etc)
- G: FREQUENCY: The frequency on which to contact the airborne person-in-charge (i.e. 122.9, 167.950, etc) and tone, if applicable.
- H: GROUND CONTACT: Name of ground contact, if any.
- I: FREQUENCY: The frequency on which to contact the ground person-in-charge (i.e. 122.295, 171.955, etc) and tone, if applicable.
- J: RELOAD BASE: The air tanker base the aircraft is to use for reloading. This is usually the closest tanker base to the incident.
- K: OTHER AIRCRAFT/HAZARDS: Other aircraft known to be in area, including call sign (such as helicopters, air tankers, Smokejumpers, lead planes, etc.) and any known hazards (power lines, towers, heavy smoke, thunderstorms, etc. Also check for MTRs and MORS)

**BLOCK 12 A: REQUEST NUMBER:**

Request numbers are controlled by (or assigned by) the incident or unit originating the order. Request numbers cannot be generated by any other unit. The sending office may add Alpha suffixes to a request number to identify components of a request resources (such as specific engines on a strike team order, i.e., E-2a, E-2b, etc.).

All request numbers must be prefaced by a letter designating the type of resource being ordered, followed by the sequential request number. See block 1 for the types (i.e. O=Overhead). Request numbers will be unique. For example, there will only be one S-11 for any one resource order.

Each individual item, except Supplies, will have a request number. For example, if you ordered four Division Group Supervisors, you would have four O-numbers. Watch out for duplicate or skipped request numbers, especially on continuation pages.

**BLOCK 12 B: ORDERED DATE/TIME**

This information changes on the local copy every time an order is forwarded to another office. Enter the date and time you received the order. Each request number may have a different ordered date/time.

**BLOCK 12 C: FROM/TO (receiving the order)**

This information changes on the local copy every time an order is forwarded to another office. Please include the name and office of the person you talked to, i.e. From: Mike/NRC.

"From" = who is ordering/placing the request (office and individual's name)

"To" = who the request is placed with/who is filling the order (office and individual's name)

## **BLOCK 12 D: QUANTITY**

Always order aircraft, crews, overhead, equipment as "one (1) each", with each item having its own request number. Supplies may be ordered in any quantity. For supplies, use the correct unit of issue as designated in the cache catalog. Examples: 1 EA, 30 BX, 30 PG, etc. See Table D for examples of common units of issue.

## **BLOCK 12 E: RESOURCE REQUESTED**

The description of the resource requested should be as specific as possible. Failure to be specific can lead to confusion, waste of money, needless follow-up questions, and/or receipt of the wrong item(s). Always skip at least one line between requests and allow an additional 2-4 lines to identify major components of the resource (i.e., a Strike Team of crews would need 3 to 4 lines). For NFES resources (cache items), you need to include the NFES number and a description of the item.

## **BLOCK 12 F: NEEDED DATE/TIME**

The date and time that the resource is needed should be clear and reasonable. If it appears that the time frame allowed is not adequate, the dispatcher must discuss this with the incident and request additional time. Delivery times are one of the most important items on the resource order.

Delivery times identify priority and may authorize unusually expensive actions. Any resource supporting an ongoing incident will be transported by the most economical means that will meet the needs of the receiving party. Never give or accept ASAP as a deliver time. When ordering for Initial Attack, specify "IA" as the date/time needed. This will expedite the resource mobilization.

Requested delivery times are interpreted as "delivery by or before" as long as early delivery does not significantly increase cost or risk spoilage of perishables. If the ordering unit does not want an item unless it can be delivered by the request time, the order will state "late delivery is not acceptable, cancel if you cannot meet the exact delivery time."

A one hour "fill or kill" policy exists nationally (NRCC has a 30 minute time limit). This means that the receiving unit generally has only one hour to acknowledge that they can fill an order. If that office cannot fill the order, the order is "killed" and then placed with another unit.

It is assumed that all items on an order with the same requested delivery time have equal priority. If an ordering incident or unit knows that some items are more important than others, they should give priority items an earlier delivery time. This clearly designates the priority items. Also, note on the resource order that the items are listed in order of priority and if there is a shortage of transportation, the items will be delivered in that sequence. You can ask for coordination of delivery times. For example, "deliver the crew kits ordered in S-117 before crews C-6 and C-7 are delivered".

## **BLOCK 12 G: DELIVER TO**

This block contains the location that the order is to be delivered. This is not necessarily the same as final destination. Because of the limitations of space, this block may contain "See Block 5". Additional information about the delivery location can be written in the remarks section. If there is a need to include clear instructions, a map may be required. Remember the driver delivering the resources may not know the area, especially in the dark.

**Equipment and supply orders** -refer to Block #5 for delivery information. Equipment and supply orders also require the method of delivery in this column (via ground, charter air, mail, to be picked up, etc.).

## **BLOCK 12 H: TO/FROM (placing the order)**

"To" = who the request is placed with/who is filling the order (office and individual's name)

"From" = who is ordering/placing the request (office and individual's name)

Use Block 13 to document all contacts with other offices you may have forwarded the order to.

## **BLOCK 12 I: TIME**

This block shows the time the resource order was placed. The information in this block will change every time a different office processes the order. Check with the Supervisory Dispatcher before canceling any order.

## **BLOCK 12 J: AGENCY ID**

The ID of the office providing the resource, including State and Agency ID. For example, ID-BOF indicates Idaho state, Boise National Forest (See Block 3 for more information.). Leave this block blank until the specific resource is confirmed.

## **BLOCK 12 K: RESOURCE ASSIGNED**

This block is used to identify the resource assigned to fill the request. For example, the tail number of aircraft, the name of the crew, the name of the supply unit leader, or national cache property number for a radio kit. When this information has been passed to the ordering office, the small box in block #12 is blackened in. If the order was "canceled" or "killed", it would be stated in this block, along with the date and time.

## **BLOCK 12 L: ETD/ETA**

Enter the estimated time of departure and the estimated time of arrival of the resource in this block. Record the ACTUAL time of departure, if possible, in the ETD block. The box in the upper right hand corner of this block will be completely filled in when travel information is passed.

## BLOCK 12 M: RELEASED

Enter the date of release, the location the resource is being released to, and the ETA. The released to point should be the three unit identifier for the jet port (not the agency ID code) closest to the resources home unit. Examples: BIL (Billings), LWT (Lewistown). If the released to point is different from the desired point of demobilization provided by the sending unit, asterisk (\*) to the far right and elaborate in block 13.

Supply orders do not require the release process. All other orders are held open until the resource is released and the unit that sent the resource has been notified of the release and transportation plan. The box in the upper right corner should be filled in when all release information has been relayed. For overhead and crew orders, the "release to" column will be filled in at the time of mobilization. Input the actual time the resource departs and the estimated time en route. When the release information is relayed the small box is blackened in.

If a resource is being diverted to a new incident, use the release column to record this information.

If a unit, person, crew, etc. cancels out after all the information has been passed on, place an "X" in the agency column and draw a horizontal line through the resource assigned column, ETD/ETA, and print "SEE REMARKS" or "CANCELED" in the release column. Note what happened in the remarks column (for tracking purposes).

## BLOCK 13: ORDERED RELATED AND ACTION TAKEN

### ORDER RELAYED

Req. No.	Date	Time	To/From	ACTION TAKEN
----------	------	------	---------	--------------

This section and documentation sheets that may be attached to the order are used to document action taken on an order, but not otherwise documented. Document the request number or numbers you are taking action on, the date and time of contacts, person talked to, and the action taken. The dispatcher's goal in documenting the order is to provide a complete written record that is understandable to any person who might later want to question how or why those plans came about. If the unit you originally requested the resource from could not fill the request, use block 13 to document additional units which were contacted.

- A: REQUEST NUMBER: Indicates which requested item(s) is being documented (i.e. S13, A-42, 0-21, C-15, etc.)
- B: DATE: Date action was taken on the order.
- C: TIME: Time action was taken on the order.
- D: TO/FROM: Person with whom contact was made and the dispatcher's name or initials.
- E: ACTION TAKEN: Record the actions/discussions that took place for the specified request number.

## NOTIFICATION OF ARRIVAL AND RELEASE

All aircraft, helicopter, overhead, IA, crew, equipment, engine, and dozer orders are kept "open" until all requested resources on that order have been released to their home unit. Supply orders are "closed" when the items arrive at their destination or are assumed to have arrived. Receiving stations do not report the arrival of ordered resources, with the exception of aircraft. Only the non-arrival of an expected resource is reported so that the sending unit may follow-up and determine what happened. Receiving stations will report the release and transportation plans back to the appropriate unit for all aircraft, helicopter, overhead, IC, crew, equipment, engine, and dozer orders. If a sending unit wants a particular resource returned, they must request the release of that resource using the original order and request number. The dispatcher must review the order and ensure all necessary documentation is complete and that the resources have been released.

**TABLE A -RESOURCE TYPES & RESOURCE ORDER FORMS**

<u>Letter</u>	<u>Type</u>	<u>NFES</u>	<u>ICS #</u>	<u>Color</u>
	(Blank 4-part set)	1470	ICS-260-1	Multi
	Continuation	1471	ICS-260-2	Multi
A	AIRCRAFT	2200	ICS-259-1	Salmon
	Continuation	2201	ICS-259-2	Salmon
H	HELICOPTER (can be Aircraft)	2211	ICS-259-11	Blue
	Continuation	2212	ICS-259-12	Blue
C	CREW	2202	ICS-259-3	Green
	Continuation	2203	ICS-259-4	Green
E	EQUIPMENT	2208	ICS-259-9	Buff
	Continuation	2209	ICS-259-10	Buff
EN	ENGINES (can be Equipment)	2206	ICS-259-7	Pink
	Continuation	2207	ICS-259-8	Pink
D	DOZER (can be Equipment)	2204	ICS-259-5	Yellow
	Continuation	2205	ICS-259-6	Yellow
IA	SMOKEJUMPER IA	none	RI-FS-5700-3a	White
	Continuation	none		
M	Medical -APMC	none		Red
O	OVERHEAD	2213	ICS-259-13	White
	Continuation	2214	ICS-259-14	White
S	SUPPLY	2215	ICS-259-15	Tan
	Continuation	2216	ICS-259-16	Tan

**TABLE B1 -AGENCY CODES**

**Last character of Unit Identifier**

A	=Bureau of Indian Affairs
AO	=BIA Area Offices
C	=Coordination Dispatch Centers
D	=BLM District Offices
F	=USDA Forest Service
G	=General Services Administration
I	=Private
K	=Geographic Area Caches
L	=Bureau of Reclamation
M	=Federal Emergency Mgmt Agency
P	=National Park Service
Q	=Dept. of Defense
R	=Fish & Wildlife Service
RO#	=USDA FS Regional Offices
S	=State Agencies
SO	=BLM State Office
T	=Tribes
V	=Federal Aviation Adm
W	=National Weather Service
z	=Office of Aircraft Services

**TABLE B2 -UNIT IDENTIFIERS**

Sample in Billings Montana Area

<b>Unit ID</b>	<b>Agency &amp; Unit Name</b>
MT -LED	BLM, Lewistown District
MT -MCD	BLM, Miles City District
ND-DID	BLM, Dickinson District
MT -CRA	BIA, Crow Agency
MT -FBA	BIA, Ft. Belknap Agency
MT -FPA	BIA, Ft. Peck Agency
MT -NCA	BIA, Northern Cheyenne Agency
MT -CNF	USFS, Custer National Forest
MT -GNF	USFS, Gallatin National Forest
MT -LCF	USFS, Lewis & Clark NF
MT-EAS	STATE DRNC, Eastern Land Office
MT -NES	STATE DRNC, Northeastern Land Office
MT -SOS	STATE DRNC, Southern Land Office
MT -BDC	Billings Dispatch Center
MT -BFC	Billings Zone Fire Cache

**TABLE C -NATIONAL RESOURCES**

Area Command Teams  
 Airtankers  
 ATMU (Air Transportable Mobile Weather Units)/REMS  
 Critical Cache Items  
 Infrared Aircraft  
 Large Transport Aircraft  
 Lead Planes  
 National Commissary Units  
 National Interagency Caches  
 National Mobile Food Units  
 National Shower Facilities  
 NIRSC Telecommunications Equipment  
 Smokejumpers  
 Smokejumper Aircraft  
 Type I Crews  
 Type I & 11 Helicopters  
 Type I Incident Management Teams

NICC mandates a COMMIT message when a NFES 2069 Mobile Cache Support Van (250-person) is assigned out of the GACC. An Equipment MOB should be done for #2069's assigned within the GACC. This information is useful for planning at the National level.

**TABLE D -UNITS OF ISSUE**

AT	Assortment	CN	Can	IN	Inch	QT	Quart
BO	Bundle	GO	Container	KT	Kit	RL	Reel
BE	Bale	CS	Case	LB	Pound	RM	Ream
BG	Bag.	CT	Carton	LG	Length	RO	Roll
BK	Book	CY	Cylinder	MX	One Thousand	SA	Sack
BL	Barrel	OR	Drum	OZ	Ounce	SO	Skid
BO	Bolt	OZ	Dozen	PD	Pad	SE	Set
BR	Bar	EA	Each	PGP	Package	SH	Sheet
BT	Bottle	EN	Envelope	PK .	Pack	SK	Skein
BX	Box.	FT	Foot	PL	Pail	SL	Spool
CA	Cartridge	GL	Gallon	PLT	Pallet	TN	Ton
CE	Cone	GR	Gross	PR	Pair	TU	Tube
CK	Cake	HD	One Hundred	PT	Pint	YO	Yard
CL	Coil	HK	Hank	PZ	Packet		