

REASSIGNMENTS

Q- I am getting de-mobed but still have time left, will you find me a re-assignment?

A- We cannot find you a re-assignment once you are on an incident. When you begin travel, you become that incidents resource until you return home. They will work on finding you a re-assignment if requested, but sometimes there are none available. There is nothing from our end that we can do to get you reassigned.

DEMOB FROM THE INCIDENT/FINAL EVALUATION

Q- I am either done with my assignment or being reassigned, what do I need to do?

A- Before you leave the incident there are a few critical items you need. First, make sure you go through the demob/check out process. This is when you turn in anything accountable you checked out from supply, go through finance for your final OF-288, receive your travel and meet with your supervisor for a performance evaluation. It is important to receive an evaluation, if it is not offered ask your supervisor for one. This is how you get credit in the qualifications system for performing the job and possibly advancing to the next level. Also see **TRAINEES**.

FLIGHT ISSUES

Q- I missed my flight. My flight was delayed or changed. My flight was cancelled. What do I do?

A- When you mobilize by air, you will receive a copy of your flight information booked through BCD Travel. Bring a copy of this with you. Towards the end of your travel receipt (itinerary) there is a remarks box. The 24/7 travel assistance # is listed there. Please call that number for expedited service when you need to re-book a flight. This is the preferred method. Remember, once you begin travel you become that incidents resource until you return home. Keep the incident informed of delays using the contact #'s in block 8 of your resource order. Travel with pen and paper.

DEMOB TRAVEL

Q- Will you make my flight home for me?

A- The incident is responsible for making your arrangements to travel home. Please work with demob or the incident dispatch to get your travel home set up. There are rare circumstances in some GACC's the require the home unit to make travel. If you are informed of this please call your home dispatch for assistance.

RESOURCE ORDER

Resource orders can be overwhelming at first but here are the items you really need to pay attention to:

Box 2- This is the name of the incident you are going to.	Box 3- This is the Incident Order Number.
Financial Codes- This is what you will be charging your time to. * MN state employees need a CC2 code . If it isn't provided, please call to get one assigned.	Box 8- Key telephone numbers you may need ex; ground support, expanded dispatch.
Box 12- This is your Order Number.	Resource requested- This is your position on the incident , also what determines the AD rate.
Needed Date and Time- When you need to be arrived on incident.	Special Needs- Any special needs or instructions.
Reporting Instructions- Where you need to go to check in. It might not be where you think...	

ALWAYS read the documentation on your order!!
When in doubt call your home dispatch before you leave and we can help you or get you to someone who can!

PLEASE educate yourself before you leave for your assignment. Ask about navigating the airport, incident check in, rental cars and per diem. Find out from the experienced folks in your office and accept help when it's offered! Mobilizing to a fire is a lot to keep track of and can be stressful, so load up your toolbox with good information and it will go a little more smoothly.

HAVE A GREAT SEASON



The topics covered in this
handout were
issues during the
2016 Mobilization season.

Minnesota Interagency
Fire Center
402 11th Street SE
Grand Rapids, MN
55744

MIFC Dispatch
218-327-4558

Fax
218-327-4528

MOBILIZATION ISSUES & COMMONLY ASKED QUESTIONS

QUICK HELP!

This is a quick reference to answering some of the common questions we hear in Dispatch from resources on assignment or mobilizing on assignments. We hope this helps if you find yourself in these situations.

If you find your question isn't answered here, your best course of action is to [ask someone for assistance](#) or call your local dispatch center before taking action.

AVAILABILITY

Q- I would like to go out on an assignment. What do I need to do to be considered available?

A- Our agencies have different policies on what the process is but in general, here are the steps to follow:

1. You need to have a current signed red-card (incident qualifications card). That means that the qualification(s) that you wish to be available for are listed on the card and you have the required refresher and pack-test completed.
2. You need to ensure that you are actually available! This may sound silly but it is a legitimate problem that needs to be addressed. If you are available that means that you are willing to leave for 14 days excluding travel. So if you have a doctor's appointment, wedding, prior engagement of any kind that cannot be missed, you are not available!! Arrangements need to be made for your pets, children, etc., before you go available.
3. You need to include your supervisor in your decision. You may be available but will your supervisor let you be gone?
4. Once you are no longer available you need to make sure that gets relayed to your dispatch so they know you cannot fill a request any longer.

WHAT TO BRING?

Q- I'm going on assignment! What do I need?

A- Aside from your personal PPE and gear you must also bring some documentation:

1. Your current Incident Qualifications (Red) Card
2. Any supporting licenses or certifications such as your EMT license
3. Taskbook(s)
4. Resource Order
5. Travel receipt (itinerary)
6. Identification

PERSONAL CELLPHONE AND LAPTOP

Q- Can I bring a personal cell phone, laptop, etc. with me on my assignment and if it gets damaged or destroyed how do I get it replaced?

A- To answer this simply, NO.... You will not be reimbursed for loss or issued a S# for replacement if your personal device gets damaged or destroyed. Your resource order may say Cell Phone, Laptop authorized but that ONLY covers Government property for official use. If you bring personal devices with, you are personally responsible for them.

TRAINEES

Q- There is a training specialist on my incident, should I talk to them?

A- Yes, if you are a trainee in any position you should talk to the Incident Training Specialist. They can help get you experience and work through your task book. They also send a completed documentation package to your home unit. Make sure you get a signed performance evaluation before leaving the incident.

MEDICAL

Q- I have had a minor medical issue on my incident. Who do I need to tell?

A- First things first, if you have an injury while working you need to let your supervisor at the incident know right away. They may have you talk to the Medical Unit if they are around or they might have you go to the doctor to get checked out. Your home unit should be notified, but their main priority should be making sure you are ok. If you have problems with anything that is happening make sure that your supervisor on the incident knows and if that doesn't work you can always call back to your home unit or dispatch and they can help you or find you help.

DRIVING POLICY

Q- I need to drive to/from the incident. What are the driving policies?

A- Outside of Initial Attack you must limit your driving to no more than 10 hours per day for a single driver with no driving between the hours of 2200 and 0500. If you have more than one driver you can travel up to 16 hours in a day but again, no driving between the hours of 2200 and 0500 .

**See 2017 Interagency Standards for Fire and Fire Aviation Operations, Chapter 7, Mobilization and Demobilization and Incident Operations Driving .*

RENTAL VEHICLES

Q- Do I get a Rental? Can I get an Off-Road Rental?

A- If a rental is authorized on your resource order then you will have rental arranged for you by the travel arranger. If it is not on your resource order it is not authorized. DO NOT rent a vehicle on your own, you might not be reimbursed. This includes after arriving at the incident. If the incident wants you to have a vehicle they need to arrange it through the Buying Team or ground support.

In order for you to get an off road vehicle your resource order must state "4X4 Authorized". Off road and 4X4 do not necessarily mean the same thing to rental companies. If you need an "off-road" vehicle you may need to see ground support on the incident.

Q- My rental has a problem such as a flat tire, what do I do?

A- First and most important, Do not get it fixed yourself!! Second, if there is Ground Support on your incident, let them know what's happening. Third, Contact the number on your rental agreement and let them know what's happening. It is their responsibility to fix broken items under contract. Fourth, go back to the first step and do not get it fixed yourself, if you do you might not be reimbursed for the cost.

Q- I had an accident with my rental, what do I do?

A- Contact the number on your rental agreement and let them know what's happened. Check your rental agreement paperwork from the rental car company. When your rental is set up on an order through your travel arranger a daily government fee is automatically added by the rental company. This covers any claims from accidental damage. Ensure the rental car agency takes note of this when returning the vehicle. Keep all receipts at least 1 year after an accident.

FINANCE

Q- What paperwork do I need to bring home with me when I de-mob for payroll?

A- You should receive an OF-288, which is your documented signed time sheet. A copy of this needs to go to your payroll office when you return. Check with your office to see how they want this done. When in doubt, turn in a copy to your supervisor.