

Information Exchange Exercise 2 – Overview – Unit 2

Purpose

Students, from the perspective of the Facilities Unit Leader, will describe key information that is needed from the assigned Units and the Logistics Section Chief in order to perform as the Facilities Unit Leader. Students will also identify the specific information that they, as the Facilities Unit Leader, must provide to other Units and the Logistics Section Chief.

Objectives

Students will:

- Review the incident scenario.
- Identify and present information that the Facilities Unit Leader must receive from the Unit assigned to the group.
- Identify and present information that the Facilities Unit Leader must provide to the Unit assigned to the group.

Exercise Structure

This exercise will last approximately 30 minutes, including review of the incident, identification of information to be shared, and the presentation of each group's findings. Working as a class, participants will identify, based on the overview of the Units in the Logistics Section, the information that must be obtained from that Unit by the Facilities Unit Leader in order to meet incident objectives and the information the Facilities Unit will need to provide that Unit in order to meet incident objectives.

Rules, Roles, and Responsibilities

Students will work as a large group. The following are the specific activities and instructions for your participation in the exercise:

1. Spend approximately 5 minutes reviewing the scenario individually.
2. Working with the class, generate ideas for the information that the Facilities Unit Leader must acquire from your different Units and what information you will need from the different units. Answer the following questions:
 - a. What does each Unit need from the Facilities Unit Leader?
 - b. What does the Facilities Unit Leader need from each Unit?

Exercise 2 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	5 minutes	Class
Review Scenario	5 minutes	Large group

ALL-HAZARDS FACILITIES UNIT LEADER

Record Information

20 minutes

Class

Exercise 2 Scenario

Consistent with the extreme weather cycles across most of the country, heavy rainfall in and around Charleston, West Virginia, over the past week has saturated the ground and produced full banks and minor flooding conditions in parts of the region. Although the past 2 days have been dry, there is still high runoff potential for any additional precipitation.

Light rain begins to fall early in the afternoon of Day 0. The National Weather Service (NWS) issues a thunderstorm warning for Kanawha County at 1455 hours as intense pockets of severe thunderstorms move toward Charleston from the southwest. At 1715 hours, heavier rains move into the area, dumping up to 2 inches of rain per hour in and around Charleston. Two hours later, at 1915 hours, the local NWS weather forecast office in Kanawha, WV, upgrades their advisory and issues a flash flood warning in effect until 0400 hours on Day 1. The NWS warns that rivers and/or streams, which are already vulnerable to flooding because of the previous bank conditions and high rates of runoff, may become increasingly blocked with debris carried by the high water levels and overflow.

Day 0: West Virginia

2030 hours

More than 6 inches of rain have fallen across Charleston, and debris has piled up at bridges and bends along small rivers and streams. River spotters and water gauges indicate that waterways have risen to a dangerous level.

2230 hours

Local waterways, including the Kanawha and Elk Rivers, have begun to overflow their banks and several impassable bridges and roadways, including Lee Street East and Washington Street East, have been closed by Charleston police. Emergency plans have been activated by authorities in the field and an EOC is being staffed.

Meanwhile, dozens of motorists have been trapped inside or atop their vehicles and Charleston fire trucks are currently being used to wade through flooded areas to rescue motorists. Downed telephone poles, electrical lines, and flooded transformers have knocked out telephone service and power to much of Charleston, leaving the streets that are passable dark and hazardous. There are also people trapped in buildings who are in need of assistance.

Emergency dispatchers are receiving an average of 60 calls per hour, generating 20 requests for service from community first responders. In addition, there are multiple EMS dispatches that ambulances are not able to reach because of floodwaters. Some EMS crews have even requested assistance from large Charleston Public Works vehicles in order to hitch rides to reach otherwise unreachable victims. The extra energy exerted just to reach some victims is taking its toll on these responders as they are extremely understaffed.

CFD, E-1, E-2, T-1, T-3, USAR Type 2, RB-1, RB-2, CPW, and the LifeCare ambulance are all on scene.

2240 hours

Unified Command is requested with CPD and CFD. Incident objectives are established as:

- Protect responders and public safety.
 - Close off dangerous areas.
- Rescue trapped public citizens:
 - Motorists

ALL-HAZARDS FACILITIES UNIT LEADER

- Building occupants
- Restore and secure utilities.
- Survey for hazardous conditions:
 - HAZMAT
 - Biohazard

2245 hours

Utility companies arrive on scene.

Day 1: West Virginia

0030 hours

More than 50 people have been rescued, but nearly 100 more await rescue on second floors and on rooftops. These operations are taking more time and resources than expected because of the difficulty in rescuing people in the dark with the rain still falling. Rescue personnel have been working for hours and some are suffering from dehydration and exhaustion. On-call and off-duty personnel have already been paged, but it is simply not enough; more staff is needed.

Local and regional media outlets KBVN-LP in North Charleston and WJFW-TV in Mt. Pleasant are the first to contact Charleston officials about the emergency situation and they are awaiting updates on response operations.

In response to the incident, Charleston officials activate your team and you have been mobilized. You must report to the incident as a Facilities Unit Leader.

Use this space to take notes on the scenario.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- a. Receive assignment from your agency, including:
 1. Job assignment, e.g., Strike Team designation, overhead position, etc.
 2. Resource order number and request number
 3. Reporting location
 4. Reporting time
 5. Travel instructions
 6. Any special communications instructions, e.g., travel frequency
- b. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at:
 1. Incident Command Post
 2. Base or Camps
 3. Staging Areas
 4. Helibases
 5. If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- c. Receive briefing from immediate supervisor.
- d. Acquire work materials.
- e. Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers utilizing accepted risk analysis methods.
- f. Organize and brief subordinates.
- g. Know the assigned frequency (ies) for your area of responsibility and ensure that communication equipment is operating properly.
- h. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications," e.g., "Webb Communications".
- i. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- j. Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters:

- a. Participate in incident planning meetings as required.
- b. Determine current status of unit activities.
- c. Confirm dispatch and estimated time of arrival of staff and supplies.
- d. Assign specific duties to staff and supervise staff.
- e. Develop and implement accountability, safety, security, and risk management measures for personnel and resources.
- f. Supervise demobilization of unit, including storage of supplies.
- g. Provide Supply Unit Leader with a list of supplies to be replenished.
- h. Maintain unit records, including Unit/Activity Log (ICS Form 214).

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Interagency Incident Business Management Handbook

APPENDIX A - ACRONYMS & POSITION CODES

ACRONYMS

AD	Administratively Determined (rates in the Pay Plan for Emergency Workers)
APMC	Agency Provided Medical Care
APT	Administrative Payment Team
BAER	Burned Area Emergency Response (Team)
BAR	Burned Area Rehabilitation
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CA forms	Compensation Act forms (CA-1, CA-2, CA-16, etc.)
CAT	Cost Apportionment Team
CFR	Code of Federal Regulations
CLMS	Claims Specialist
CMSY	Commissary Manager
CO	Contracting Officer
COMP	Compensation/Claims Unit Leader
COP	Continuation of Pay
COR	Contracting Officer's Representative
COST	Cost Unit Leader
COTR	Contracting Officer's Technical Representative
C #	Crew Resource Request Number
CTR	Crew Time Report
DOD	Department of Defense
DOI	The Department of the Interior
E #	Equipment Resource Request Number
EERA	Emergency Equipment Rental Agreement
EQTR	Equipment Time Recorder

FACILITIES UNIT LEADER

ES	Emergency Stabilization
ESF	Emergency Support Function
FECA	Federal Employees Compensation Act
FEMA	Federal Emergency Management Agency
FLSA	Federal Labor Standards Act
FAR	Federal Acquisition Regulation
FS	Forest Service
FSC	Finance/Administration Section Chief
FWS	Fish and Wildlife Service
GS	General Schedule (Pay Plan)
IFP	Incident Finance Package
IMT	Incident Management Team
GSA	General Services Administration
IAP	Incident Action Plan
IBA	Incident Business Advisor
IC	Incident Commander
ICO	Incident Contracting Officer
ICS	Incident Command System
INCINET	Incident Network
INJR	Injury Compensation Specialist
JCC	Job Corp Center
LWOP	Leave Without Pay
M #	Medical Resource Order Number
MAFFS	Modular Airborne Fire Fighting System(s)
MRE	Meals Ready to Eat
NRF	National Response Framework
NIFC	National Interagency Fire Center
NPS	National Park Service
NWCG	National Wildfire Coordinating Group

FACILITIES UNIT LEADER

O #	Overhead Resource Request Number
OF	Optional Form
OGC	Office of General Council (USDA)
OPF	Official Personnel Folder
OSHA	Occupational Safety and Health Agency
OWCP	Office of Workers' Compensation Programs
P.L.	Public Law
PROC	Procurement Unit Leader
PTRC	Personnel Time Recorder
ROSS	Resource Ordering and Status System
S #	Supply Resource Request Number
SCSEP	Senior Community Service Employment Program
SF	Standard Form
TIME	Time Unit Leader
UOP	Unified Ordering Point
USC	United States Code
USDA	United States Department of Agriculture
YCC	Youth Conservation Corp
YOYP	You Order You Pay
WG	Wage Grade (Pay Plan)
WL	Wage Leader
WS	Wage Supervisor

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2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
Code	Position Title	Category	Code	Position Title	Category
AAGS	Avian Aviation Group Supervisor	Air Ops	CARP	Carpenter	Tech Spec
AALD	Avian Aviation Taskforce Leader	Air Ops	CART	Cartographer	Tech Spec
AAML	Agency Aviation Military Liaison	Operations	CASC	Cache Supply Clerk	Tech Spec
ABIO	Avian Biologist	Tech Spec	CASR	Cave Search and Rescue Specialist	Tech Spec
ABRO	Aircraft Base Radio Operator	Air Ops	CAST	Supervisory Supply Clerk	Tech Spec
ACAC	Area Command Aviation Coordinator	Air Ops	CCRT	"C" Faller Certifier	Operations
ACCO	Accountant	Finance	CDER	Computer Data Entry Recorder	Tech Spec
ACCT	Accounting Technician	Finance	CDSP	Cache Demobilization Specialist	Tech Spec
ACDP	Aircraft Dispatcher	Dispatch	CHSP	Computer Hardware Specialist	Tech Spec
ACDR	Area Commander	Command	CISD	Critical Incident Stress Debriefing	Tech Spec
ACLC	Assistant Area Commander, Logistics	Logistics	CISL	Critical Incident Stress Management Team Leader	Tech Spec
ACMR	Assistant Cache Manager	Tech Spec	CISM	Critical Incident Stress Management Team Member	Tech Spec
ACPC	Assistant Area Commander, Plans	Planning	CLIR	Climber	Tech Spec
ADOC	Certifying Officer for Disbursement	Finance	CLMS	Claims Specialist	Finance
ADOM	Administrative Disbursing Officer Team Member	Finance	CMGR	Computer Manager	Tech Spec
AFUL	Aviation Fuel Specialist	Air Ops	CMSY	Commissary Manager	Finance
AFUS	Aerial Fusee Operator	Air Ops	CMTL	Comptroller	Finance
AIRB	Airboat Operator	Tech Spec	COCO	Computer Coordinator	Planning
ANPA	Para-Anthropologist	Tech Spec	COFB	Computer Specialist, Fire Behavior	Tech Spec
ANTH	Anthropologist	Tech Spec	COMC	Communications Coordinator	Tech Spec
AOBD	Air Operations Branch Director	Air Ops	COML	Communications Unit Leader	Logistics
AOBS	Aerial Observer	Air Ops	COMP	Compensation/Claims Unit Leader	Finance
APTL	Administrative Payment Team Leader	Finance	COMT	Incident Communications Technician	Logistics
APTM	Administrative Payment Team Member	Finance	CONO	Contracting Officer	Finance
AQSP	Air Quality Specialist	Tech Spec	COOK	Cook	Tech Spec
ARCH	Archaeologist	Tech Spec	CORD	Expanded Dispatch Coordinator	Dispatch
AREP	Agency Representative	Command	COST	Cost Unit Leader	Finance
ARPA	Para-Archaeologist	Tech Spec	COTR	Contracting Officer's Technical Representative	Logistics
ASGS	Air Support Group Supervisor	Air Ops	CREP	Crew Representative	Operations
ATBM	Air Tanker Base Manager	Tech Spec	CRNW	Contract Representative Northwest	Tech Spec
ATCO	Air Tanker/Fixed Wing Coordinator	Air Ops	CRWB	Crew Boss	Operations
ATGS	Air Tactical Group Supervisor	Air Ops	CS1M	Contracting Specialist, One Million	Finance
ATIM	Aircraft Time Keeper	Air Ops	CS25	Contracting Specialist, Twenty-Five Thousand	Finance
ATVO	All Terrain Vehicle Operator	Tech Spec	CS99	Contracting Specialist, One Hundred Thousand	Finance
AVGS	Avian Group Supervisor	Tech Spec	CTSP	Computer Technical Specialist	Tech Spec
AVIN	Aviation Inspector	Air Ops	CULS	Cultural Specialist	Planning
BABI	BAER Biologist	Tech Spec	DECK	Deck Coordinator	Air Ops
BABO	BAER Botanist	Tech Spec	DINS	Damage Inspection Specialist	Logistics
BACS	BAER Cultural Resources Specialist	Tech Spec	DIVS	Division/Group Supervisor	Operations
BADO	BAER Documentation Specialist	Tech Spec	DMOB	Demobilization Unit Leader	Planning
BAEL	BAER Team Leader	Tech Spec	DOCL	Documentation Unit Leader	Planning
BAEN	BAER Environmental Specialist	Tech Spec	DOSP	NEPA/Documentation Specialist	Planning
BAES	Burned Area (Emergency) Response Specialist	Planning	DOZB	Dozer Boss	Operations
BAFO	BAER Forester	Tech Spec	DPRO	Display Processor	Planning
BAGE	BAER Geologist	Tech Spec	DPSP	Disaster Prepare/Relief Specialist	Tech Spec
BAHY	BAER Hydrologist	Tech Spec	DRCL	Driver, Commercial Driver License	Logistics
BASS	BAER Soil Scientist	Tech Spec	DRIV	Driver/Operator	Tech Spec
BCMG	Base/Camp Manager	Logistics	DRVA	Driver Class A	Logistics
BHAV	BEHAVE Specialist	Planning	DRVB	Driver Class B	Logistics
BIOL	Biologist	Tech Spec	DZIA	Dozer Operator, Initial Attack	Operations
BIOM	Biometrician	Tech Spec	DZOP	Dozer Operator	Operations
BIOT	Biological Science Technician	Planning	ECOL	Ecologist	Tech Spec
BNML	Battalion Military Liaison	Operations	ECOT	Ecological Technician	Planning
BOTA	Botanist	Tech Spec	EDRC	Expanded Dispatch Recorder	Dispatch
BT25	Boat Operator, Craft Greater Than 25 Feet Length	Operations	EDSD	Support Dispatcher	Dispatch
BTOP	Boat Operator, Craft Less Than 25 Feet Length	Operations	EDSP	Supervisory Dispatcher	Dispatch
BUYL	Buying Team Leader	Finance	ELEC	Electrician, High Voltage	Tech Spec
BUYM	Buying Team Member	Finance	ELEC	Electrician	Tech Spec
CACB	Camp Crew Boss	Logistics	EMTA	Emergency Medical Technician, Advanced	Logistics
CAMP	Camp Help	Tech Spec	EMTB	Emergency Medical Technician, Basic	Logistics
CANH	Canine Handler	Tech Spec	EMTI	Emergency Medical Technician, Intermediate	Logistics

2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
Code	Position Title	Category	Code	Position Title	Category
EMTP	Emergency Medical Technician, Paramedic	Logistics	GPSP	Global Position System Specialist	Tech Spec
ENGB	Engine Boss	Operations	GSUL	Ground Support Unit Leader	Logistics
ENGI	Engineer	Tech Spec	HAZM	Hazardous Material Specialist	Operations
ENOP	Engine Operator	Operations	HCCS	Helicopter Cargo Letdown Check Spotter	Operations
ENSP	Environmental Specialist	Tech Spec	HCLS	Helicopter Cargo Letdown Spotter	Operations
EOCC	Emergency Operations Center Coordinator	Tech Spec	HDSP	Heavy Drop Specialist	Air Ops
EPID	Epidemiologist	Tech Spec	HEB1	Helibase Manager, 4 or more Helicopters	Air Ops
EQPI	Equipment Inspector	Logistics	HEB2	Helibase Manager, 1 to 3 Helicopters	Air Ops
EQPM	Equipment Manager	Logistics	HECM	Helicopter Crewmember	Air Ops
EQTR	Equipment Time Recorder	Finance	HEIN	Helicopter Inspector	Air Ops
ESFA	FEMA Emergency Support Function #4 Admin Support	Tech Spec	HELR	Helicopter Long Line/Remote Hook Specialist	Air Ops
ESFL	FEMA Emergency Support Function #4 Primary Leader	Tech Spec	HEQO	Heavy Equipment Operator	Tech Spec
ESFS	FEMA Emergency Support Function #4 Structure Support	Tech Spec	HERS	Helicopter Rappel Spotter	Air Ops
ESFW	FEMA Emergency Support Function #4 Wildland Support	Tech Spec	HESM	Helispot Manager	Air Ops
EUWP	Expeditionary Unit Water Purifier Operator	Tech Spec	HESP	Helicopter Operations Specialist	Air Ops
EXAD	Explosives Advisor	Operations	HETM	Helicopter Timekeeper	Air Ops
FAAS	First Aid Station Assistant	Logistics	HIAR	Historical Architect	Tech Spec
FAAT	First Aid Station Attendant	Logistics	HIOP	Hand-Held Infrared Operator	Tech Spec
FACL	Facilities Unit Leader	Logistics	HLCO	Helicopter Coordinator	Air Ops
FALA	Faller, Class A	Operations	HMGB	Helicopter Manager, Single Resource Boss	Air Ops
FALB	Faller, Class B	Operations	HPIL	Helicopter Pilot	Air Ops
FALC	Faller, Class C	Operations	HRAP	Helicopter Rappeller	Air Ops
FARS	FARSITE Specialist	Planning	HRSP	Human Resource Specialist	Planning
FASP	First Aid Station Specialist	Logistics	HSTD	Helicopter Support Truck Driver	Air Ops
FBAN	Fire Behavior Analyst	Planning	HTCM	Helitorch Crew Member	Air Ops
FCMG	Fire Cache Manager	Tech Spec	HTMG	Helitorch Manager	Air Ops
FDUL	Food Unit Leader	Logistics	HTMM	Helitorch Mixmaster	Air Ops
FELB	Felling Boss	Operations	HTPT	Helitorch Parking Tender	Air Ops
FEMO	Fire Effects Monitor	Planning	HYDR	Hydrologist	Tech Spec
FFT1	Firefighter, Type 1	Operations	IADP	Initial Attack Dispatcher	Dispatch
FFT2	Firefighter, Type 2	Operations	IADS	Infrastructure Assessment; Dam Safety Inspector	Tech Spec
FHAS	Fire Helicopter Assistant Supervisor	Air Ops	IARR	Interagency Resource Representative	Command
FHCM	Fire Helicopter Crewmember	Air Ops	IBA1	Incident Business Advisor, Type 1	Finance
FHCS	Fire Helicopter Supervisor	Air Ops	IBA2	Incident Business Advisor, Type 2	Finance
FHSL	Fire Helicopter Squad Leader	Air Ops	ICA3	All-Hazards Incident Commander Type 3	Command
FIRB	Firing Boss	Operations	ICSA	Incident Command System Advisor	Command
FIRL	Firing Leader	Operations	ICT1	Incident Commander, Type 1	Command
FLEA	Fireline Explosive Advisor	Operations	ICT2	Incident Commander, Type 2	Command
FLEB	Fireline Blaster	Operations	ICT3	Incident Commander, Type 3	Command
FLEC	Fireline Explosives Crewmember	Operations	ICT4	Incident Commander, Type 4	Command
FLEI	Fireline Explosives, Initial Attack	Operations	ICT5	Incident Commander, Type 5	Command
FLIR	Forward Looking Infrared Operator	Planning	IHCA	Assistant Hotshot Superintendent	Operations
FLOP	Fork Lift Operator	Tech Spec	IHCS	Hotshot Superintendent	Operations
FMNT	Facilities Maintenance Specialist	Tech Spec	IMET	Incident Meteorologist	Planning
FOBS	Field Observer	Planning	IMSA	Incident Medical Specialist Assistant	Logistics
FORS	Forester	Tech Spec	IMSM	Incident Medical Specialist Manager	Logistics
FOTO	Photographer	Tech Spec	IMST	Incident Medical Specialist Technician	Logistics
FQCO	Frequency Coordinator	Logistics	INCM	Incident Communications Manager	Logistics
FRWS	Fire Remote Automated Weather Station Technician	Planning	INJR	Compensation-for-Injury Specialist	Finance
FSC1	Finance/Administration Section Chief, Type 1	Finance	INLO	International Liaison Officer	Tech Spec
FSC2	Finance/Administration Section Chief, Type 2	Finance	INSP	Construction and Contract Inspector	Tech Spec
FSC3	Finance/Administration Section Chief Type 3	Finance	INTL	Intelligence Lead	Dispatch
FUEL	Fueling Specialist	Tech Spec	INTM	Wildland Fire Investigation Team Member	Tech Spec
FWBM	Fixed Wing Base Manager	Operations	INTS	Intelligence Support	Dispatch
FWCO	Fixed Wing Coordinator	Air Ops	INVC	Investigator, Criminal	Tech Spec
FWPT	Fixed Wing Parking Tender	Operations	INVF	Wildland Fire Investigator	Tech Spec
GEOL	Geologist	Tech Spec	INVS	Investigator, Search	Tech Spec
GSAN	Geospatial Analyst	Tech Spec	INVT	Investigator, Tort	Tech Spec
GISA	All-Hazard Geographic Information System Specialist	Tech Spec	IRCN	Infrared Coordinator, National	Planning
GISS	GIS Specialist	Planning	IRCR	Infrared Coordinator, Regional	Planning
GMEC	General Mechanic	Tech Spec	IRDL	Infrared Downlink Operator	Planning

2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
Code	Position Title	Category	Code	Position Title	Category
IRFS	Infrared Field Specialist	Planning	PSC3	Planning Section Chief Type 3	Planning
IRIN	Infrared Interpreter	Planning	PSDP	Public Safety Dispatcher	Tech Spec
IWF1	Investigator, Wildland Fire, Type 1	Tech Spec	PTIN	Pilot Inspector	Operations
IWF2	Investigator, Wildland Fire, Type 2	Tech Spec	PTRC	Personnel Time Recorder	Finance
IWF3	Investigator, Wildland Fire, Type 3	Tech Spec	PUMP	Pump Operator	Tech Spec
LEAS	Law Enforcement Analysis Specialist	Tech Spec	PUSP	Public Health Specialist	Tech Spec
LEIS	Law Enforcement Investigation Specialist	Tech Spec	RADO	Radio Operator	Logistics
LEO1	Law Enforcement Officer Level 1	Tech Spec	RAMP	Ramp Manager	Operations
LEO2	Law Enforcement Officer Level 2	Tech Spec	RAVT	Radio Avionics Technician	Operations
LGPA	Paralegal	Tech Spec	RAWS	Remote Automated Weather Station Technician	Tech Spec
LOAD	Loadmaster	Air Ops	RCDM	Receiving/Distribution Manager	Logistics
LOFR	Liaison Officer	Command	READ	Resource Advisor	Operations
LSC1	Logistics Section Chief, Type 1	Logistics	RECY	Recycle/Land Monitor Specialist	Tech Spec
LSC2	Logistics Section Chief, Type 2	Logistics	RESC	Resource Clerk	Planning
LSC3	Logistics Section Chief Type 3	Logistics	RESE	Remote Sensing Specialist	Operations
LTAN	Long Term Fire Analyst	Planning	RESL	Resource Unit Leader	Planning
MABM	MAFFS Air tanker Base Manager	Air Ops	RESP	Rehabilitation Specialist	Operations
MABS	MAFFS Tanker Base Specialist	Air Ops	RIRE	River Rescue Specialist	Operations
MAFC	MAFFS Clerk	Air Ops	RMAC	MAC Representative, Regional	Planning
MAFF	MAFFS Liaison Officer	Air Ops	RRAP	RERAP Specialist	Planning
MAFI	MAFFS Information Officer	Air Ops	RTCM	Retardant Crewmember	Operations
MAOC	Military Air Operations Coordinator	Operations	RXB1	Prescribed Fire Burn Boss, Type 1	Operations
MCAD	Military Crew Advisor	Operations	RXB2	Prescribed Fire Burn Boss, Type 2	Operations
MCCO	Multi-Agency Coordinating Group Coordinator	Tech Spec	RXB3	Prescribed Fire Burn Boss, Type 3	Operations
MCIF	MAC Group Information Officer	Tech Spec	RXCM	Prescribed Fire Crewmember	Operations
MCOP	Message Center Operator	Logistics	RXM1	Prescribed Fire Manager, Type 1	Command
MEDL	Medical Unit Leader	Logistics	RXM2	Prescribed Fire Manager, Type 2	Command
MHEC	Military Helicopter Crewmember	Air Ops	SASP	Snow/Avalanche Specialist	Operations
MHMS	Military Helicopter Manager Supervisor	Air Ops	SCKN	Status/Check-In Recorder	Planning
MILO	Military Liaison Officer	Operations	SCRD	Security Guard	Logistics
MORE	Mountain Rescue, High Altitude	Operations	SCUB	Scuba Diver	Tech Spec
MXMS	Mixmaster	Tech Spec	SEC1	Security Specialist, Level 1	Logistics
NMAC	MAC Representative, National	Tech Spec	SEC2	Security Specialist, Level 2	Logistics
OCSP	Oil Containment Specialist	Logistics	SEC4	Security Specialist, Level 4	Logistics
OPBD	Operations Branch Director	Operations	SECG	Security Guard (not Law Enforcement)	Logistics
ORDM	Ordering Manager	Logistics	SECM	Security Manager	Logistics
ORPA	Orthophoto Analyst	Planning	SEMG	Single Engine Air tanker Manager	Air Ops
OSC1	Operations Section Chief, Type 1	Operations	SESP	Sewage Treatment Specialist	Planning
OSC2	Operations Section Chief, Type 2	Operations	SIAL	All-Hazards Situation Unit Leader	Planning
PA10	Purchasing Agent, Ten Thousand	Finance	SITL	Situation Unit Leader	Planning
PA25	Purchasing Agent, Twenty-Five Thousand	Finance	SMEC	Small Engine Mechanic	Tech Spec
PA50	Purchasing Agent, Fifty Thousand	Finance	SMKJ	Smokejumper	Operations
PACK	Packer	Tech Spec	SOCI	Social Science Specialist	Planning
PARK	Parking Tender	Air Ops	SOCT	Social Science Technician	Planning
PCSP	Paracargo Specialist	Operations	SOF1	Safety Officer, Type 1	Command
PETL	Prevention Education Team Leader	Tech Spec	SOF2	Safety Officer, Type 2	Command
PETM	Prevention Education Team Member	Tech Spec	SOFO	Safety Officer Occupational Health	Command
PHSP	Photogrammetry Specialist	Planning	SOFR	Safety Officer, Line	Command
PILO	Fixed or Rotor Wing Pilot	Air Ops	SOIL	Soil Science Specialist	Tech Spec
PIO1	Public Information Officer, Type 1	Command	SOPL	Strategic Operational Planner	Operations
PIO2	Public Information Officer, Type 2	Command	SOSP	Soil Conservation Specialist	Tech Spec
PIOF	Public Information Officer	Command	SPAG	Special Agent	Tech Spec
PLDO	Plastic Sphere Dispenser Operator	Operations	SPUL	Supply Unit Leader	Logistics
PMEC	Pump Mechanic	Tech Spec	SRT1	Swiftwater Rescue, Technician 1	Operations
PREV	Prevention Technician	Tech Spec	SRT2	Swiftwater Rescue, Technician 2	Operations
PROC	Procurement Unit Leader	Finance	SRTM	Search Team Member	Operations
PROS	Procurement Specialist	Finance	STAM	Staging Area Manager	Operations
PSA2	All-Hazards Planning Section Chief Type 2	Planning	STCR	Strike Team Leader, Crew	Operations
PSC1	Planning Section Chief, Type 1	Planning	STDZ	Strike Team Leader, Dozer	Operations
PSC2	Planning Section Chief, Type 2	Planning	STEN	Strike Team Leader, Engine	Operations
STLM	Strike Team Leader, Military	Operations	TTOP	Terra Torch Operator	Operations

2012 "MNEMONICS"					
OVERHEAD POSITION CODES					
Code	Position Title	Category	Code	Position Title	Category
STPL	Strike Team Leader, Tractor/Plow	Operations	UDQA	Debris Quality Assurance Team Member	Tech Spec
STPS	Structural Protection Specialist	Operations	VESP	Vegetation Specialist	Tech Spec
SUBD	Support Branch Director	Logistics	VIDO	Video Camera Operator	Tech Spec
SVBD	Service Branch Director	Logistics	WEBM	Incident Webmaster	Tech Spec
SWRM	Shower Manager	Logistics	WHHR	Materials Handler	Tech Spec
TAES	Technical Assistance; Engineering Support	Logistics	WHLR	Materials Handler Leader	Tech Spec
TCSP	Telecommunications Specialist	Logistics	WHMG	Warehouse Manager	Tech Spec
TESP	Tool and Equipment Specialist	Logistics	WHSP	Water Handling Specialist	Operations
TFLD	Task Force Leader	Operations	WLBD	Wildlife Branch Director	Tech Spec
THSP	Technical Specialist	Tech Spec	WLGS	Wildlife Group Supervisor	Tech Spec
TIME	Time Unit Leader	Finance	WLLD	Wildlife Taskforce Leader	Tech Spec
TNSP	Training Specialist	Planning	WMGR	Wildlife Manager	Tech Spec
TOLC	Take-Off and Landing Coordinator	Air Ops	WMSP	Watershed Management Specialist	Tech Spec
TOOL	Tool Attendant	Logistics	WOBS	Weather Observer	Planning
TOWR	Certified Tower Climber	Tech Spec	WRED	Writer/Editor	Tech Spec
TPIA	Tractor Plow Operator, Initial Attack	Operations	WTOP	Water Tender Operator	Tech Spec
TPOP	Tractor Plow Operator	Operations	WTSP	Water Treatment Specialist	Tech Spec
TRPB	Tractor/Plow Boss	Operations	XEDO	Xedar Operator	Planning
TRQA	Temporary Roofing Quality Assurance Inspector	Tech Spec			

Facilities Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions and others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain Briefing from the Logistics Section Chief or Support Branch Director:
 - Expected duration and scope of the incident
 - Facilities already activated
 - Anticipated facility needs
2. Obtain a copy of the Incident Action Plan and determine:
 - Location of the Incident Command Post
 - Staging areas
 - Incident base
 - Supply, Receiving, and Distribution Centers
 - Information and Media Briefing Center
 - Other incident facilities
3. Determine the requirements for each facility to be established:
 - Sanitation
 - Sleeping
 - Feeding
 - Supply area
 - Medical support
 - Communications needs
 - Security needs
 - Lighting
4. In cooperation with other incident staff, determine the following requirements for each facility:
 - Needed space
 - Specific location
 - Access
 - Parking
 - Security
 - Safety
5. Plan facility layout in accordance with the above requirements.
6. Coordinate negotiations for the rental office or storage space:

ALL-HAZARDS FACILITIES UNIT LEADER

- < 60 days: Coordinate with the Procurement Unit.
 - > 60 days: Coordinate with the Procurement Unit, agency Facilities Manager, and agency Finance Department.
7. Video or photograph the rental office or storage space prior to taking occupancy.
 8. Document all activity on the Activity Log (ICS Form 214).