Pennsylvania Wildland Fire Crew

Physical Requirements

- Prospective Pennsylvania Wildland Fire Crew members are required to meet the minimum physical fitness requirements as defined by:
  - Operations qualifications: Operations Matrix
  - All other qualifications: NWCG PMS 310-1
- A person may attempt to pass the WCT (Work Capacity Test) three times. If they do not pass by the third time, they will not be eligible for an assignment that year.
- Passing the WCT does not ensure that the individual will be in adequate shape to complete the duties expected while on an incident.

Employer Related Information

- Individuals should obtain permission from their employer prior to participating in Pennsylvania Wildland Fire Crew trainings and/or deployments.
- The Division cannot guarantee or hold a crewmember’s job because of absences resulting from attendance at trainings or deployments.

Family Related Information

- Take care of family and personal matters in advance.
  - Medication for at least 17 days
  - Power of Attorney

Minimum Training Required

- S-130 - Firefighter Training
- S-190 - Introduction to Wildland Fire Behavior
- IS-700 - National Incident Management System (NIMS), An Introduction
- ICS-100 - Introduction to the Incident Command System
- RT-130 - Annual Fireline Safety Refresher Training (NWCG cooperator led)

Other Training Required

- As per position:
  - Operations qualifications: Operations Matrix
  - All other qualifications: NWCG PMS 310-1
    - With the exception of the RT-130 -required of all personnel

Experience Requirement

- All Pennsylvania Wildland Fire Crew members must have had line experience on at least one wildfire in Pennsylvania prior to attending Pennsylvania Wildland Fire Crew Camp for the first time.

Requisite training and experience must be completed prior to attending Pennsylvania Wildland Fire Crew Camp for the first time.
Eligibility Requirement

- After the initial Basic camp weekend, to remain eligible for a Pennsylvania Wildland Fire Crew assignment:
  - Individuals are required to annually meet the minimum WCT requirements as stated above for the particular ICS qualified position.
  - Operations qualified individuals are required to attend Pennsylvania Wildland Fire Crew Camp weekend at least once every three years (triennially).
  - Individuals are required to attend a NWCG cooperator led RT-130 annually.
    - The RT-130 must include fire shelter practice deployment.
    - Guidance for this RT-130 can be found on IntraForestry.
    - The RT-130 is required for all NWCG positions.

Pre-season Paperwork for Single Resource Non-DCNR Employees (AD)

- All Single Resource AD's must fill out a W-4, an I-9, an Incident Behavior Form, and Casual Hire forms.
- All forms submitted to the Division must have original signatures in blue ink.
- Single Resource AD's must fill out a Casual Hire Form for each position they are qualified -either fully qualified or trainee.

Required Preseason Paperwork for Everyone

- The HSQ (Health Screening Questionnaire) and Informed Consent forms must be filled out by every person required to complete the Work Capacity Test per position as defined above.
CREWS

<table>
<thead>
<tr>
<th>Type II Crew</th>
<th>Type II IA (Initial Attack)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRWB</td>
<td>CRWB</td>
</tr>
<tr>
<td>CREP and CRWB(t)</td>
<td>CREP and CRWB(t)</td>
</tr>
<tr>
<td>(3) FFT1</td>
<td>(3) ICT5</td>
</tr>
<tr>
<td>(14) FFT2</td>
<td>(3) FAL2</td>
</tr>
<tr>
<td>40% experienced crew</td>
<td>(11) FFT2</td>
</tr>
<tr>
<td></td>
<td>60% experienced crew</td>
</tr>
</tbody>
</table>

Physical Requirements
- As defined by: [Operations Matrix](#)
- Must be completed prior to Pennsylvania Wildland Fire Crew camp.

Employer/Supervisor Related Requirements
- Clear your absence with your employer/supervisor.
- Do they require verification of your fire assignment employment?
- There is normally a 14-day commitment (excluding travel).

Time Frame
- There could be as little as two hours notification to report to the MOB site.
- The District will have one hour from initial contact to provide names of individuals to the Division. After one hour, the Division will seek crewmembers from other Districts.

Equipment/Responsibilities
- Provided by the Division at the MOB site:
  - Nomex
  - Fire shelter
  - Crew First Aid Bag
  - Radios for overhead
- Provided by the individual:
  - Approved boots
  - Yellow hardhat
  - Headlamp with batteries (if other than AA)
  - Gloves and goggles
  - Personal articles
  - Sleeping bag and Tent
  - Carrying pack without external frame
  - Line gear as stated in PA-130/S-130
    - Total pack/line gear weight cannot exceed 55 pounds

Total crew weight cannot exceed 5300 pounds. This weight accounts for the average crew member weight of 210 pounds. In the event of the average weight surpassing 210 pounds per crew member, the total pack/line gear weight may have to be reduced.
Incident Qualification Cards

- The Incident Qualification Card for crew members will be dispensed at the MOB site.
- Make sure that your card is current with the proper ICS qualifications and name.

Assignment

- You are expected to follow the directions of your designated leader.
- Travel, working and living conditions may be primitive.
- 12-16 hour work shifts, depending on severity.
- No alcohol or illegal substances are permitted while on the crew.
- Can involve extreme heat, extreme cold and high elevations.
- If injury or sickness occurs, report it to your supervisor immediately. All injuries must be reported to the CRWB. Only the CREP/CRWB will report serious injury through the proper channels. This is important to ensure that misinformation is not given out. The Division will notify home District of the individual affected.
- District’s will be advised of crew location, general condition of the crew, and the overall fire situation as reports are obtained.

Safety

- Perform assignments in a safe manner.
- Know the 10 Standard Fire Orders.
- Know the 18 Watch Out Situations.

Attitude

- Your behavior and attitude reflect on yourself, the District, the Division, the Bureau, the Commonwealth, and our federal cooperators.

Demobilization

- The CRWB will secure a performance evaluation for the crew. The supervisors on the crew will evaluate each person for which they are responsible. These evaluations will be discussed with the crewmember and handed to the Division representative upon return.
- Crewmembers who fail to perform to Pennsylvania’s standards will be documented. The District Forester (or designee) will be informed and asked to discuss the problem with the CRWB, ICT5 (or FFT1), and the crewmember. At the District Forester’s discretion, the crewmember will be removed from the list or remain on the list with the understanding that if the crewmember fails to meet standards again, the Division of Forest Fire Protection will remove the crewmember from the list.
- A person with two unsatisfactory evaluations will be removed from the list.
- Depending on the severity of the issue, the Division of Forest Fire Protection may remove the person from the Pennsylvania Wildland Fire Crew without the consent of the district.
- Removal of an individual from the crew while on assignment for illegal activities or insubordination will require transportation and subsistence expenses to be paid by the individual.
- The CRWB, CRWB(t), and CREP will submit a report about the assignment to the Division within two weeks of returning home from assignment.
- Individuals must return to their home unit for 48 hours before becoming available for another assignment.
SINGLE RESOURCES

To become a Pennsylvania Wildland Fire Crew Single Resource, all new applicants will adhere to the following prerequisites:

- Applicant will be a current and active member of a Pennsylvania DCNR Type III Incident Management Team (IMT).

- Applicant will meet with their district’s wildland fire management personnel (FFSS and/or FF) and supervisor to determine district/statewide need/applicability of desired qualification.

- Applicant will meet with the Division’s Wildland Fire Crew coordinator to determine applicability, merit, and need for qualified individuals to fill critically needed incident command positions as determined by the following:
  - DCNR Type III IMT Shortage - Division has identified a shortage of specific positions that exist on Pennsylvania DCNR Type III IMT’s.
  - Local Need - Local district has identified a key position in their organization and desire to develop candidates at the local level.
  - National Shortage - position has been identified as being difficult to fill due to lack of available resources.
  - Future Advancement - Qualification is a prerequisite for a position related directly to the future advancement in individual’s command position path.

- Single Resource task book’s should be in the same vein as the applicant’s position on the DCNR Type III IMT(s).

- Applicant will coordinate with their respective wildland fire management personnel (FFSS and/or FF) and district supervisor(s) in an effort to plan for and implement the requisite training and experience opportunities to attain their single resource objectives/goals.

- Position task books are to be requested via the primary Wildland Fire Crew contact within the requesting applicant’s district.

Minimum Training Required
- S-130 - Firefighter Training
- S-190 - Introduction to Wildland Fire Behavior
- IS-700 - National Incident Management System (NIMS), An Introduction
- ICS-100 - Introduction to the Incident Command System
- RT-130 - Annual Fireline Safety Refresher Training (NWCG cooperator led)

Other Training Required
- As per position:
  - Operations qualifications: Operations Matrix
  - All other qualifications: NWCG PMS 310-1
    - With the exception of the RT-130 -required of all personnel.
Physical Requirements
• As per position:
  ▪ Operations qualifications: Operations Matrix
  ▪ All other qualifications: NWCG PMS 310-1

• All new Pennsylvania Wildland Fire Crew members, including single resources, must attend the Basic training at Pennsylvania Wildland Fire Crew camp and participate in the field exercises if physically able.

Supervisor Related Requirements
• Clear your absence with your supervisor prior to deployment.
• There is normally a minimum 14-day commitment (excluding travel).

Equipment/Responsibilities
• Be prepared to function as the resource for which you are being dispatched. Each person that is qualified should know what is required of them to perform specified duties.
• Trainees, ensure you have the appropriate taskbook.
• Carry your resource order in your carry-on baggage. AD employees should also carry their Casual Hire Form in carry-on baggage.
• Nomex, fire shelter, and/or radio may be required as per your qualification.

Vehicle Rentals –
• Bureau employees:
  ▪ Carry a copy of the State insurance card (auto) in your kit.
  ▪ Ensure that the rental is on your state travel card, not your personal credit card.
  ▪ Please include a statement in the comments box of your travel voucher that says “Exception #6158”

Injury/Sickness
• Report immediately to your supervisor.
• AD’s will handle through COMP in Finance Section.
• DCNR employees will handle through State workers comp via their home District.

Incident Qualification Cards
• Make sure that your card is current with the proper ICS qualifications.
• The Incident Qualification Cards for single resources will be sent to the districts as soon as possible after Pennsylvania Wildland Fire Crew Camp as time permits.
• District’s should see that all cards are dispersed as soon as possible after receiving them from the Division.
Assignment Extensions

- A 14-day assignment (excluding travel) can be extended up to 21 days (including travel) upon agreement with the sending unit. Extensions may be requested by the incident for single resources based on the needs of the incident. The division receives this request from the appropriate section chief or incident commander and approval is granted based upon the home districts approval. A copy must be submitted to the Division.

Demobilization

- Secure a performance evaluation. Use the Division of Forest Fire Protection address on the evaluation: P.O. Box 8552, Harrisburg, PA 17105-8552. This must then be sent to the Division upon return.
- It is your responsibility to make sure this is accomplished by the appropriate supervisor at the incident.
- If you cannot make it home by 2200 [LOCAL TIME], you must make arrangements to remain overnight at a hotel.

National Incident Management Team Membership

Single Resources are encouraged to become a member of a National Incident Management Team provided they are qualified and have the permission of their supervisor and the District Forester.

Steps to become a member of a National IMT

- Complete the online application via Incident Command Application system (ICAP)
- Ensure supervisor permission prior to applying.
- Enter the appropriate Division staff email address to verify qualifications.
- The team will make notification of membership on the team to the applicant.
- The applicant will notify the Division’s Operations and Planning Section of their acceptance/rejection to the team.
- If the applicant does not hear from the team by February 1st, the applicant is to contact the Division’s Operations and Planning Section.
**Task books**

- The Division of Forest Fire Protection will initiate all task books.
- Send original completed task book to the home District. The home District will verify completion of the task book and forward to the Division’s Operations and Planning Section. Make a copy and keep it in case the original gets misplaced.
- The Division’s Operations and Planning Section will update qualifications accordingly once the task book is certified by the State Forest Fire Supervisor.
- The completed task book with signatures will be mailed back to the home District. Individuals should retain all task books for their records.
- Only two NWCG task books may be open at a time.

**Additional Pennsylvania Requirements**

- For Operations positions, a minimum of two assignments as a trainee qualified (with favorable evaluations) is required prior to task book submission for certification by the State Forest Fire Supervisor. A minimum of two assignments as fully qualified (with favorable evaluations) is required prior requesting a task book for the next level. The only exception is for Task Force Leader (TFLD). The individual may request a TFLD task book upon becoming fully qualified as a Strike Team Leader.
- To become a CRWB trainee, an individual will first serve a minimum of two assignments as a fully qualified ICT5, with favorable evaluations.
- The FFT1/ICT5 task book may be completed entirely in-state.
- The ICT4 task book may be completed entirely in-state.
- The FAL3/FAL2/FAL1 task books may be completed entirely in-state.
- A minimum of two FFT2 assignments (with favorable evaluations) and successful completion of S-211 and S-212 prerequisite training (agency requirement) is required prior to issuance of an FFT1/ICT5 task book.
- A minimum of one FFT2 assignment (with favorable evaluation) is required prior to deploying as a FAL2.
- A qualifying assignment will consist of a minimum of five operational periods.
- A CRWB trainee will be the same person for the entire assignment.
- For additional specific requirements reference: [Operations Matrix](#)
INCIDENT TIME & COST REPORTING

Emergency Firefighter Time Reports, OF-288

Non-DCNR Crewmembers
- These will be turned in at the Incident Command Post (ICP) during demobilization of the crew. Occasionally incidents are unable to process OF-288's and the originals will be processed in Harrisburg upon return of the crew. Crewmembers should retain a copy of their OF-288(s) for their record.

Non-DCNR Single Resources
- OF-288's should be turned in at the ICP during demobilization. If the incident is unable to process OF-288’s, please send the original to the Division upon your return. Keep a copy for your records
- All costs other than time will be entered on the Travel Voucher Questionnaire.
- Remember to include all receipts that must be turned in (hotel, luggage, rental car, parking). Make copies for yourself in case something gets lost along the way.

DCNR Crewmembers and Single Resources
- Time off for R&R as authorized by the Incident Commander at the completion of an assignment is NOT authorized for DCNR employees. Under our agreement with the U.S. Forest Service no provision is made for this time off.
- At demobilization of the crew, OF-288's will be completed and a copy given to the employee. The Division will keep the original.
- The resource or timekeeper is responsible for completing the form with all times and costs involved for each particular resource request.
- All firefighter time must be input into SAP under the correct REC Order. Only one REC Order will be used per incident. The Division of Forest Fire Protection will provide the REC Order number for each incident via IntraForestry. It is imperative that the hours entered into SAP equal the hours on the OF-288(s). This should include RT, T1, T2 etc. 
- RT will be coded to the District and all overtime will be coded to the Director’s Office.
- A completed copy of the Time Reimbursement Worksheet (Figure 2), electronic copy, available on IntraForestry, must be completed for every resource. Enter the employees job class (Forester, MR1, etc.), not the job number on the worksheet.
- A copy of the Time Reimbursement Worksheet, OF-288, and associated travel voucher (if applicable) should be sent to the Division as soon as the time has been entered. Individuals should retain copies of all paperwork sent to Harrisburg.
- Do not send SAP printouts of time entered.
Other Costs

- Any other costs associated with an assignment should be sent to the Division using the same REC Order number in the SAP system as mentioned in the previous paragraph. For example, any time for other employees used to drive someone to the airport and back should have time coded against the REC ORDER. This should include RT, T1, T2 etc. The Time Reimbursement Worksheet (Figure 2) must be filled out for every employee charging time to the fire. This includes drivers, clerical etc.
- Mileage sheets for vehicles used for transportation should be sent in with the miles highlighted.
- If travel vouchers are being used to charge against an assignment, only include those costs associated with that assignment - i.e. separate voucher for each assignment.
- A memo from the District Forester explaining charges should be submitted with each packet containing all of the items above (Figure 3). Use a paper clip to keep all papers together in the packet. Do not staple them together.

Time Frame

- Except as mentioned under Non-DCNR Crewmembers, all paperwork for a particular assignment should be sent into the Division by the Thursday after the last pay period covered by the assignment. Send only a complete pack of the required information, not bits and parts.
- It is important that each packet contain only the information particular to that assignment/REC Order. If a single resource goes out, only include those costs involved with that single resource. If people from your work unit go out on different crews within the particular request order, all that time may be submitted together. If this is not the case then separate packets for each assignment/REC Order is required.
“What to Expect” or “Things to Remember” for an Out-of-State Assignment

Be Prepared

- Each District has a short time to contact crew members --- be prepared for the call. Have your gear ready to go and prepare your family and work for your absence beforehand. Do not accept an assignment if you have something going on at home that cannot be left for over two weeks. If you can't leave it ... don't go! Always remember, 19 other crew members are counting on your commitment to complete the assignment.

- Keep track of your travel time ... Specifically how long it takes you to get from your home to/from the mobilization/demobilization center. You will be asked for this information.

- Know what gear and equipment you have to take and know how much your gear weighs. You are only allowed 55 pounds of gear total, including your line pack and fire shelter. NOTE: If your gear is overweight at the mobilization center you will have to leave items behind.

- Don’t take anything that you can’t afford to lose. Take what you need and need what you take. Clean socks and underwear are probably the most important items to pack.

- Expect to wait and have down time at the mobilization center, at the airport and even on the plane. Always be prepared and understand that plans can change quickly.

- Carry a photo ID, driver’s license, Incident Qualification Card, etc. with you but do not carry knives or any sharp instrument on your person. You may fly commercial aircraft or charter. Make sure you are familiar with what you can and cannot take in your luggage and onboard.

- Be dressed for the fire line and above all ... be professional at all times ... remember you are a representative of the Pennsylvania Fire Program!
On an Assignment

- There will be a lot of “hurry up and wait” --- expect it as part of the assignment and be flexible.

- Accommodations vary greatly, tents, hotels and “under the stars” are all real possibilities - -- again be flexible.

- You will be fed a lot, but not fancy. Meals can range from MRE’s to hot, catered meals.

- Don’t expect to be near a store --- you may be --- but you may not be. Take what you need for 17+ days (including medications, toiletries, etc.).

- Don’t expect cell phone coverage or camp phones. Prepare your family for limited or no contact from you during your assignment. You will not be allowed to use your cell phone on the fire. There will always be a representative available to establish communications for personal emergencies.

- Expect long days and lots of riding on a bus. The buses will not be coaches but instead will probably be school buses or crew transports from a contract company which are specifically set up to transport fire crews. Do not expect to travel first class.

- You will spend many hours wearing and working in your boots. (Note: Make sure your boots are broken-in beforehand and take lots of moleskin and extra leather boot laces.)

- Shift assignments are generally 12 hours on the line. You may be assigned day or night shift. Work assignments are as varied as the terrain. You may be assigned to ‘hot line’ building on an indirect attack or you may be assigned to 14 days of ‘dry mop up.’ Each of these assignments is a vital part of the fire control/containment strategy and should be approached with the professional work ethic that Pennsylvania crews are known for.

- When you return to Pennsylvania expect to spend time closing out paperwork at the demobilization center --- maybe even overnight. You will not be able to leave the demob center until you are officially released by a representative of the Division of Forest Fire Protection.

- Take advantage of every opportunity and when appropriate, take pictures to remember your trip --- but always remember YOU are representing the Pennsylvania Wildland Fire Crew Program!!!
Pennsylvania Wildland Fire Crew

Gear Checklist

Weight Limits: Personal Gear - 55 lbs Total / Crew (Gear and Body) - 5300 lbs Total

<table>
<thead>
<tr>
<th>Required:</th>
<th>Optional:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo ID (e.g. -Driver’s License)</td>
<td>Radio Harness / Belt Weather Kit / Task Book</td>
</tr>
<tr>
<td>Incident Response Pocket Guide (IRPG)</td>
<td>Leatherman Tool / Small Flashlight</td>
</tr>
<tr>
<td>Hard Hat w/Chin Strap and Headlamp</td>
<td>Flagging / Tent Stakes</td>
</tr>
<tr>
<td>Eye Protection and Ear Plugs</td>
<td>Pillow / packable sleeping pad</td>
</tr>
<tr>
<td>Line Web Gear / Red Pack or Duffle Bag</td>
<td>Knit Cap / Warm Gloves / Sweatpants (Cold Weather)</td>
</tr>
<tr>
<td>Leather Gloves (2 pair)</td>
<td>Sunglasses / Shorts</td>
</tr>
<tr>
<td>Proper Boots (8” non-steel toed) w/leather laces</td>
<td>Boot Repair Kit (small screws, duct tape)</td>
</tr>
<tr>
<td>Socks, Underwear, T-Shirts -to suffice</td>
<td>Toiletries / First Aid:</td>
</tr>
<tr>
<td>Canteens / Water bottles</td>
<td>Towel / Washcloth / Shaving needs</td>
</tr>
<tr>
<td>Sleeping Bag / Tent</td>
<td>Soap / Shampoo / Toothbrush / Toothpaste</td>
</tr>
<tr>
<td>Bastard File</td>
<td>Deodorant / Fingernail clippers and scrubbers</td>
</tr>
<tr>
<td>Sufficient monies to subsist while in travel mode</td>
<td>Tweezers / Needle / Sea Breeze / Shower Shoes</td>
</tr>
<tr>
<td>Credit Card / Travel Card (DCNR employees)</td>
<td>Balmex Cream / Dramamine</td>
</tr>
<tr>
<td>Recommended:</td>
<td>Advil / Aspirin / Tylenol / Q-Tips</td>
</tr>
<tr>
<td>Lip Balm / Eyewash / Moleskin / Foot Powder</td>
<td>Allergy / Prescription Medicine</td>
</tr>
<tr>
<td>Watch / Compass</td>
<td>Vitamins / Antacid Tablets</td>
</tr>
<tr>
<td>Rain Suit</td>
<td>Benzoin Compound Tincture (Alcohol 77%)</td>
</tr>
<tr>
<td>Jacket, 1 light weight (brush jacket)</td>
<td>Fire Shelter (supplied in Harrisburg)</td>
</tr>
<tr>
<td>Sweatshirt</td>
<td>Nomex - 2 Pair Pants / Shirts (supplied in Harrisburg)</td>
</tr>
<tr>
<td>extra leather boot laces</td>
<td>Incident Qualification Card (supplied in Harrisburg)</td>
</tr>
<tr>
<td>Paracord</td>
<td></td>
</tr>
</tbody>
</table>