# AFS Mutual Aid – Combined Interactive & Facilitation Tables

For each process step, the first table provides the full step context with discussion starting points. The second table lists inputs, outputs, and guidelines for facilitation. Use both in sequence for a slide-by-slide conversation.

## Process Step: WFO Workload Gathering and Staffing

### Full Step Context

|  |  |  |
| --- | --- | --- |
| Field | Discussion Starting Points | Live Notes |
| Trigger | Weekly buddy office review; new schedule creation or update. |  |
| Approvals | Local WFO lead approval for schedule changes. |  |
| Typical Time to Complete | 2–4 hrs per cycle (varies by staffing complexity) |  |
| Inputs / Data Sources | PMEF document CR Critical Products List CR Shift Designator Master Legend Central Region Schedules CR Staffing Spreadsheet TDY Planner AWIPS Backup Reduced Service Operations Document |  |
| Guidelines Used | Service Level Standards Service Backup and Mutual Aid Directive |  |
| Outputs Produced | Service Level Standards Service Backup and Mutual Aid Directive |  |
| Assumptions | Weekly buddy office review is standard across WFOs. Schedules include PMEF and Critical Product coverage requirements. Initial schedules are captured in non-standardized Google Sheets. Union agreements and local bargaining influence constraints and preferences. |  |
| Open Questions | Are PMEF and Critical Product lists standardized across all WFOs? How are prioritizations documented and approved? Are there exceptions for severe weather or emergency conditions? |  |
| Requirement Implications | Functional: Intake UI for schedules with PMEF/critical product tagging. Functional: Compare schedules across offices. Technical: Data ingestion from Sheets/API into structured DB. Technical: Role-based access and permissions. |  |
| Pain Points | Non-standardized inputs slow automation; union constraints add complexity. |  |

### Inputs / Outputs / Guidelines Facilitation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Name | Applicable? (Y/N) | How is it Applicable? | Relevant Data Fields | Notes / Caveats |
| Input | PMEF document |  |  |  |  |
| Input | CR Critical Products List |  |  |  |  |
| Input | CR Shift Designator Master Legend |  |  |  |  |
| Input | Central Region Schedules |  |  |  |  |
| Input | CR Staffing Spreadsheet |  |  |  |  |
| Input | TDY Planner |  |  |  |  |
| Input | AWIPS Backup |  |  |  |  |
| Input | Reduced Service Operations Document |  |  |  |  |
| Guideline | Service Level Standards |  |  |  |  |
| Guideline | Service Backup and Mutual Aid Directive |  |  |  |  |

## Process Step: Identifying Gaps and Planning Support

### Full Step Context

|  |  |  |
| --- | --- | --- |
| Field | Discussion Starting Points | Live Notes |
| Trigger | Scheduled subregional meeting; detection of coverage gap. |  |
| Approvals | SC approval for buddy assignments; RC if IAP required. |  |
| Typical Time to Complete | 1–2 hrs per meeting |  |
| Inputs / Data Sources | Buddy System Example CR Future Stats Central Region Schedules Reduced Service Operations Document |  |
| Guidelines Used | IAP Base Template IAP Example |  |
| Outputs Produced | IAP Base Template IAP Example |  |
| Assumptions | Subregional meetings occur at fixed cadence. IAP base template is used consistently across SCs. Gap analysis relies on manual review of buddy schedules. |  |
| Open Questions | Who decides when buddying is insufficient for coverage? How is priority set when multiple gaps exist region-wide? Is there any automation for detecting coverage gaps today? |  |
| Requirement Implications | Functional: Gap detection engine to flag under-coverage. Technical: Rules-based scheduler for buddy assignments. Technical: Data model linking schedules to PMEF and Critical Products. |  |
| Pain Points | Manual gap identification delays response; buddy assignments may be politically sensitive. |  |

### Inputs / Outputs / Guidelines Facilitation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Name | Applicable? (Y/N) | How is it Applicable? | Relevant Data Fields | Notes / Caveats |
| Input | Buddy System Example |  |  |  |  |
| Input | CR Future Stats |  |  |  |  |
| Input | Central Region Schedules |  |  |  |  |
| Input | Reduced Service Operations Document |  |  |  |  |
| Guideline | IAP Base Template |  |  |  |  |
| Output | IAP Example |  |  |  |  |

## Process Step: Subregional to Regional IAP Creation

### Full Step Context

|  |  |  |
| --- | --- | --- |
| Field | Discussion Starting Points | Live Notes |
| Trigger | SC determines IAP necessary; subregional IAP submission. |  |
| Approvals | RC approval for Master Regional IAP. |  |
| Typical Time to Complete | 2–6 hrs depending on merging complexity |  |
| Inputs / Data Sources | Subregional IAPs IAP Templates IAP Examples |  |
| Guidelines Used | 2025 Mutual Aid IAP |  |
| Outputs Produced | 2025 Mutual Aid IAP |  |
| Assumptions | RC role and approval process are standardized across regions. Master Regional IAP is a merge of subregional IAPs. IAP templates are compatible across subregions. |  |
| Open Questions | How much of IAP merging is manual vs automated? Are there version control practices for IAP drafts? |  |
| Requirement Implications | Functional: IAP drafting from baseline templates. Technical: Merge capabilities; document version control. Technical: Storage and retrieval of historical IAPs. |  |
| Pain Points | Manual merges risk errors; lack of centralized template control. |  |

### Inputs / Outputs / Guidelines Facilitation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Name | Applicable? (Y/N) | How is it Applicable? | Relevant Data Fields | Notes / Caveats |
| Input | Subregional IAPs |  |  |  |  |
| Input | IAP Templates |  |  |  |  |
| Input | IAP Examples |  |  |  |  |
| Output | 2025 Mutual Aid IAP |  |  |  |  |

## Process Step: Mutual Aid Status Tracking & Execution

### Full Step Context

|  |  |  |
| --- | --- | --- |
| Field | Discussion Starting Points | Live Notes |
| Trigger | Approved IAP in place; start of mutual aid period. |  |
| Approvals | SC/RC confirmation of execution readiness. |  |
| Typical Time to Complete | 30–60 mins daily |  |
| Inputs / Data Sources | Mutual Aid Options Coordination Sheet National Operational Readiness Dashboard Reduced Service Operations - Draft Template |  |
| Guidelines Used | Mutual Aid Status Tracker National Map Survey Form |  |
| Outputs Produced | Mutual Aid Status Tracker National Map Survey Form |  |
| Assumptions | Manual updates to Mutual Aid Status Map are the current standard. National Map survey is sent daily for updates. Execution is coordinated manually by SC/RC. |  |
| Open Questions | Can the daily survey be replaced by automated data sync? Is there a single source of truth for mutual aid status data? |  |
| Requirement Implications | Functional: Auto-update map from IAP data. Technical: Integration with NWS Connect & mapping service. Technical: Data validation before publishing to map. |  |
| Pain Points | Manual data entry increases errors; delays in updating map impact operational awareness. |  |

### Inputs / Outputs / Guidelines Facilitation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Name | Applicable? (Y/N) | How is it Applicable? | Relevant Data Fields | Notes / Caveats |
| Input | Mutual Aid Options Coordination Sheet |  |  |  |  |
| Input | National Operational Readiness Dashboard |  |  |  |  |
| Input | Reduced Service Operations - Draft Template |  |  |  |  |
| Output | Mutual Aid Status Tracker |  |  |  |  |
| Output | National Map Survey Form |  |  |  |  |

## Process Step: Audible Requests

### Full Step Context

|  |  |  |
| --- | --- | --- |
| Field | Discussion Starting Points | Live Notes |
| Trigger | Unexpected need arises during active IAP. |  |
| Approvals | SC approval; RC if regional resource allocation impacted. |  |
| Typical Time to Complete | 15–60 mins per request |  |
| Inputs / Data Sources | Short Notice Mutual Aid Playbook |  |
| Guidelines Used | Updated IAP Updated Mutual Aid Map |  |
| Outputs Produced | Updated IAP Updated Mutual Aid Map |  |
| Assumptions | Audible requests are exceptions to planned mutual aid. Requests typically come through Google Chat or direct calls. IAP/map updates occur after fulfilling an audible request. |  |
| Open Questions | How are audibles prioritized against planned mutual aid? Is there a structured form for audible requests? |  |
| Requirement Implications | Functional: Quick-entry mutual aid request in UI. Technical: Real-time messaging integration; map update APIs. |  |
| Pain Points | Audibles bypass normal process; risk of missing documentation or delayed updates. |  |

### Inputs / Outputs / Guidelines Facilitation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type | Name | Applicable? (Y/N) | How is it Applicable? | Relevant Data Fields | Notes / Caveats |
| Input | Short Notice Mutual Aid Playbook |  |  |  |  |
| Output | Updated IAP |  |  |  |  |
| Output | Updated Mutual Aid Map |  |  |  |  |