WFO -> Subregional -> Master Subregional IAP/Tracker

A diagram of a company

AI-generated content may be incorrect.

5

Created: Sub-Regional -> Regional IAPs

Created: WFO Schedule

**4**

**3**

**2**

**1**

\**Attempt to categorize existing “happy” process with descriptions below\**

**Coordinators:**

[Subregional Coordinator](https://docs.google.com/document/d/1oiW6VgNqrXdnDvyCPiJpgtM86aZXeyNXADKnRBCyVPw/edit?usp=sharing) (SC): Responsible for WFOs within their subregion

[Regional Coordinator](https://docs.google.com/document/d/1zBftWRz8XFApyUYf54ySiMj60Bj3fQsukLtLlVpLqSc/edit?usp=sharing) (RC): SC reports to RC to assign actions and updates

1. **(WFO LEVEL)** WFO Workload Gathering and Staffing:
   1. **Trigger**
      1. Weekly buddy office review
   2. **Inputs**
      1. Each individual WFO schedule and list of needs
   3. **Outputs**
      1. Buddy schedule and list of needs and prioritization based on Critical Products List(s)
   4. Discovering primary mission essential functions (PMEFs) and prioritizing WFO duties.
      1. Important Documents:
         1. [PMEF](https://drive.google.com/file/d/18aOUZwWKoctQ15RU06_s0CULHpLoaS8L/view?usp=sharing) (defining essential functions)
         2. [Critical Product](https://docs.google.com/document/d/19KwkePhZLnYVfJWaJGlSnDnoziTph-iTBem_28wfvnk/edit?usp=sharing) (used to prioritize duties)
   5. WFO fills out individual scheduling based on needed functions and FIC coverage
      1. Important Documents
         1. [WFO schedule example](https://docs.google.com/spreadsheets/d/1ADznqm4M9FZFuYIqqR6w6KX7bpNp_MR2ljWXKiwkbKk/edit?usp=sharing)
         2. [Shift Designator Master Legend](https://docs.google.com/spreadsheets/d/1BWc-x2x5hd74QHUJAlubqH0cmCd-nAETmt7fJns1miU/edit?usp=sharing) (Schedule code mapper)
         3. [CR Future Stats](https://docs.google.com/spreadsheets/d/1D82nCfgYIlQXDzheuxlUnWHSTY3c7MiLEDhO5V8ognU/edit?usp=sharing) (FIC availability)
2. **(BUDDY WFO and SUBREGIONAL LEVEL)** Identifying Gaps and Planning Support
   1. **Trigger**
      1. Scheduled meeting
   2. **Inputs**
      1. Buddy List Schedule and prioritized needs
   3. **Outputs**
      1. If needs cannot be met Subregional IAPs are manually created **(3)**
   4. SC call with WFOs to identify assistance needs (PMEF and Duty coverage)
   5. *[SC APPROVAL]* Establish Buddy WFOs that will support one another and ensure available FIC 24x7
      1. Import Documents:
         1. [Buddy system Example](https://docs.google.com/spreadsheets/d/1p2G0tXw_1RKLWchYlV8YN1vErQ_EmxiXV7qzUa8NWxY/edit?usp=sharing)
   6. SC begins filling out IAP base template. (RC Assisted) Mutual aid facilitation and request instance declared in IAP
      1. Import Documents:
         1. [IAP Template](https://docs.google.com/spreadsheets/d/1lrE1PCHgqN4UBd8L1W7eoSS7OX32OBMAgJj_U1jhL3A/edit?usp=sharing)
         2. [IAP Example](https://docs.google.com/spreadsheets/d/1CA8U3Eqc-EkBcpTrf9WVonFQH2AZNNxbZMJ6-MFMurs/edit?usp=sharing)
3. **(SUBREGIONAL to REGIONAL LEVEL)** SC submits sub-regional IAP for coordination and RC assistance if needed
   1. **Trigger**
      1. IAP is determined necessary
   2. *[RC APPROVAL]* Master Regional IAP created
4. **(ALL LEVELS)** Mutual Aid Status Tracker is updated and plan is executed
   1. Manually copy IAP content into form that drives the Mutual Aid Status Map
   2. Separate daily survey sent to capture information to populate the National Map
   3. Staff and FICs execute and fulfill mutual aid instances
5. (Audible Process) If planned assistance is not enough and more mutual aid needs to be requested.
   1. WFO reaches out for audible help through Google Chat, requesting for mutual aid mid plan
   2. SC Coordinates with WFO and fulfills request
   3. IAP then Map should be updated
      1. Import Documents
         1. [Short Notice Mutual Aid Playbook](https://docs.google.com/document/d/14JG8gF2tmQ90SvfT8yYlGDIjBIR59h1q24AVtP76bC0/edit?usp=sharing)